

MEETING: CABINET
DATE: Thursday 2nd February, 2012
TIME: 10.00 am
VENUE: Town Hall, Bootle

Member

Councillor

Councillor P. Dowd (Chair)
Councillor Booth
Councillor Brodie - Browne
Councillor Fairclough
Councillor Maher
Councillor Moncur
Councillor Parry
Councillor Porter
Councillor Robertson
Councillor Shaw

COMMITTEE OFFICER: Steve Pearce
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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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AGENDA

Items marked with an * involve key decisions

<u>Item No.</u>	<u>Subject/Author(s)</u>	<u>Wards Affected</u>	
1.	Apologies for Absence		
2.	Declarations of Interest Members and Officers are requested to give notice of any personal or prejudicial interest and the nature of that interest, relating to any item on the agenda in accordance with the relevant Code of Conduct.		
3.	Minutes of Previous Meeting Minutes of the meeting held on 19 January 2012		(Pages 5 - 12)
* 4.	Transformation Programme 2011 - 2014 Report of the Chief Executive	All Wards	
* 5.	Carbon Management Plan 2011-16 and Sefton Sustainable Energy Action Plan Report of the Director of Built Environment	All Wards	(Pages 13 - 24)
6.	Programme of Meetings - 2012/13 Municipal Year Report of the Director of Corporate Commissioning	All Wards	(Pages 25 - 36)
7.	Exclusion of Press and Public To consider passing the following resolution: That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act. The Public Interest Test has been applied and favours exclusion of the information from the Press and Public.		

- | | | | |
|------|--|-----------|-----------------|
| * 8. | Revenues - Write off of Irrecoverable Non-Domestic Rate Debts with balances over £10,000

Report of the Head of Corporate Finance and ICT | All Wards | (Pages 37 - 44) |
| * 9. | Extension of Grounds Maintenance Contracts

Report of the Director of Street Scene | All Wards | (Pages 45 - 54) |

THE "CALL IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON TUESDAY 31 JANUARY, 2012. MINUTE NOS. 81, 82, 86, 87 AND 89 ARE NOT SUBJECT TO "CALL-IN".

CABINET

MEETING HELD AT THE TOWN HALL, SOUTHPORT ON THURSDAY 19TH JANUARY, 2012

PRESENT: Councillor P. Dowd (in the Chair)
 Councillors Brodie - Browne, Maher, Moncur, Parry,
 Porter, Robertson and Shaw

77. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Booth and Fairclough.

78. **DECLARATIONS OF INTEREST**

The following declarations of interest were received:

<u>Member/Officer</u>	<u>Minute No.</u>	<u>Reason</u>	<u>Action</u>
Councillor P. Dowd	88 - Setting the Council Tax Base for 2012/13	Personal - He is a Member of Maghull Town Council	Stayed in the room and took part in the consideration of the item
Councillor Moncur	84 - Information Advice & Guidance (Connexions) Service Update	Prejudicial - His wife works for the Connexions Service in Sefton	Left the room during the consideration of this item
Councillor Moncur	88 - Setting the Council Tax Base for 2012/13	Personal - He is a Member of Maghull Town Council	Stayed in the room and took part in the consideration of the item
Councillor Robertson	88 - Setting the Council Tax Base for 2012/13	Personal - He is a Member of Maghull Town Council	Stayed in the room and took part in the consideration of the item

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Councillor Shaw	81 - Transformation Programme 2011-2014	Personal - His son is employed by Sefton Library Service which will be affected by issues referred to in the report	Stayed in the room and took part in the consideration of the item
Councillor Shaw	83 - The Southport Cultural Centre	Personal - His son is employed by Sefton Library Service which will be affected by issues referred to in the report	Stayed in the room and took part in the consideration of the item
Mr. P. Morgan - Strategic Director People	84 - Information Advice & Guidance (Connexions) Service Update	Prejudicial - He is a Director of Greater Merseyside Connexions Partnership Limited	Left the room during the consideration of this item

79. MINUTES OF PREVIOUS MEETING

RESOLVED:

That the Minutes of the Cabinet meeting held on 8 December 2011 be confirmed as a correct record.

80. TRANSFORMATION PROGRAMME 2011/12 UPDATE

Further to Minute No. 57 of the meeting held on 10 November 2011, the Cabinet considered the report of the Chief Executive which provided an update on the progress made under the Transformation Programme in the delivery of budgetary savings for 2011/12 previously approved by the Council.

This was not a Key Decision but it had been included in the Council's Forward Plan of Key Decisions.

RESOLVED: That

- (1) approval be given to a further £112,000 of unachievable savings for 2011/12 being met from the Budget Pressures Reserve; and

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- (2) any shortfall in the achievement of the savings of £768,000 for 2011/12 listed in paragraph 2.4 of the report be funded from in-year Council budget underspends to be met from Budget Pressures Reserve.

81. TRANSFORMATION PROGRAMME 2011 - 2014

Further to Minute No. 58 of the meeting held on 10 November 2011, the Cabinet considered the report of the Chief Executive which provided an update on the progress made under the Transformation Programme on the establishment of the 2012/13 budget, reviews of services and consultation processes being undertaken on the budget savings options. The report also set out proposals for the reprioritisation of services.

This was a Key Decision and was included in the Council's Forward Plan of Key Decisions.

RESOLVED: That

- (1) the work programme timetable set out in Annex A of the report be noted;
- (2) the Council be recommended to approve the reprioritisation of services as set out in Annex B of the report; and
- (3) it be noted that further options may be subsequently developed and submitted to Council for approval. However any such options will require appropriate consultation prior to their approval and implementation.

82. CABINET SUB COMMITTEE - CAPITAL PROGRAMME

Further to Minute No. 68 of the meeting held on 8 December 2011, the Cabinet considered the minutes of the meeting of the Cabinet Sub-Committee - Capital Programme held on 15 December 2011 and the joint report of the Strategic Director - Place and the Head of Corporate Finance and ICT which provided an update on committed and uncommitted schemes in the Capital Programme, which had been considered by the Sub-Committee.

RESOLVED: That the Council be recommended to give approval to:

- (1) the confirmation of the following uncommitted capital schemes in the Capital Programme:
 - Other Capital Maintenance - £1,089k
 - Other Modernisation - £88k
 - Other Schools Access Initiative - £102k
 - New Pupil Places - £508k
 - Disabled Facilities - £26k
 - IT Server Replacement - £25k

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- Members ICT - £27k
- Adult Personal Social Services - £1,605k
- Hesketh Park Visitor Office - £50k
- Southport Sports Park - £75k
- Botanic Gardens Museum and Roof - £25k
- Southport Commerce Park - £884k

(2) the reduction/abandonment of the following uncommitted schemes to the Capital Programme:

- South Sefton 6th Form Centre - £70k
- Waste Infrastructure Grant - £244k
- Development Fund - £9k
- Members ICT - £50k
- IT Server Replacement - £23k
- Southport Sports Park - £307k
- Highway Parking Improvements- £100k; and

(3) the merging of the IT Server Replacement and Botanic Gardens Museum and Roof schemes to form a Capital Contingency Fund.

83. THE SOUTHPORT CULTURAL CENTRE

The Cabinet considered the report of the Strategic Director - People which set out background information relating to the development of the Southport Cultural Centre in the context of economic development and the funding strategy employed to realise the proposal.

The report also outlined the various options that had been considered in terms of operating the Centre including the option of it being managed by a community team with volunteers.

This was a Key Decision and was included in the Council's Forward Plan of Key Decisions.

RESOLVED: That

- (1) approval be given to the opening of the Southport Cultural Centre with a limited but appropriate programme, with an additional budget uplift to the Arts Budget of £398,150 in 2012/13 and £722,200 in subsequent financial years;
- (2) the Heritage Lottery Fund Grant of £973,200 be accepted in accordance with the conditions of the grant;
- (3) the additional budget requirements be built into the Council's Medium Term Financial Plan;

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- (4) a report detailing the full operational costs of the Centre be submitted to a future meeting of the Cabinet for consideration and approval; and
- (5) the determination of the name for the Centre be referred for public consultation and consideration by the Southport Area Committee with a view to the Committee making a recommendation to the Cabinet for determination.

84. INFORMATION ADVICE & GUIDANCE (CONNEXIONS) SERVICE UPDATE

The Cabinet considered the report of the Director of Young People and Families which outlined the progress on procurement options for securing Information, Advice and Guidance services for young people for 2012/13 and the contractual implications between the six Liverpool City Region Local Authorities and Greater Merseyside Connexions Partnership Limited.

RESOLVED: That

- (1) officers continue to negotiate a one year agreement in 2012/13 with Greater Merseyside Connexions Partnership for Information Advice and Guidance services, within each local authority's available budget;
- (2) notice be served on Greater Merseyside Connexions Partnership on 31 January 2012, if agreement cannot be reached with all six authorities;
- (3) the parallel procurement process be continued; and
- (4) the Director of Young People and Families in consultation with the Leader of the Council be granted delegated authority to procure the Information, Advice and Guidance services.

85. DOMICILIARY PERSONAL CARE SERVICES FOR VULNERABLE ADULTS - AWARD OF CONTRACT

The Cabinet considered the report of the Director of Older People on the outcome of the re-commissioning and tendering of domiciliary personal care services for vulnerable adults.

RESOLVED: That

- (1) contracts be awarded for the provision of Domiciliary Personal Care for Vulnerable Adults to the following providers with the highest score in each lot identified below, for a 5-year period, with an option for 2 further years, commencing 1 April 2012:

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Area 1 - Careforce Group Plc
Area 2 - Delta Care Plc
Area 3 - Warren Care Limited
Area 4 - Care Connect UK Limited
Area 5 - Care Connect UK Limited
Area 6 - Warren Care Limited

- (2) the following providers with the second highest score in each lot be appointed as the Reserve Supplier of services in the event of capacity problems or service failure of the primary supplier:

Area 1 - City and County Healthcare Group
Area 2 - Careforce Group Plc
Area 3 - Delta Care Plc
Area 4 - ALPHACARE NORTHWEST
Area 5 - Local Solutions
Area 6 - Local Solutions

- (3) it be noted that the proposal was a Key Decision but, unfortunately, had not been included in the Council's Forward Plan of Key Decisions. Consequently, the Chair of the Overview and Scrutiny Committee (Health and Social Care) had been consulted under Rule 15 of the Access to Information Procedure Rules of the Constitution, to the decision being made by Cabinet as a matter of urgency on the basis that it was impracticable to defer the decision until the commencement of the next Forward Plan, because the new contracts would result in more favourable rates and better value for money to the Council and that an early decision would allow for timely commencement of new contracts without needing to extend the existing contracts.

86. DECLARATION OF AIR QUALITY MANAGEMENT AREAS

The Cabinet considered the report of the Director of Built Environment on the proposed declaration of two Air Quality Management Areas in Sefton.

This was a Key Decision and was included in the Council's Forward Plan of Key Decisions.

RESOLVED:

That the Council be recommended to declare the two Air Quality Management Areas as detailed in the Order set out in Annex 1 to the report.

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87. JOINT RECYCLING AND MUNICIPAL WASTE MANAGEMENT STRATEGY FOR MERSEYSIDE

The Cabinet considered the report of the Director of Built Environment which sought approval to the adoption of the Joint Recycling and Municipal Waste Management Strategy for Merseyside and the Sefton Council Waste Action Plan.

This was a Key Decision and was included in the Council's Forward Plan of Key Decisions.

RESOLVED:

That the Council be recommended to give approval to:

- (1) the adoption of the Joint Recycling and Waste Management Strategy for Merseyside set out in Appendix 1 to the report; and
- (2) the adoption of the Sefton Council Waste Action Plan set out in Appendix 2 to the report.

88. SETTING THE COUNCIL TAX BASE FOR 2012/13

The Cabinet considered the report of the Head of Corporate Finance and ICT on the requirement for the Council to set its Council Tax Base for 2012/13.

This was a Key Decision and was included in the Council's Forward Plan of Key Decisions.

RESOLVED:

That, in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 1992 (as amended), the amount calculated as the Council Tax Base for Sefton and for each Parish Area for 2012/13 shall be as follows:

Area/Parish	Band D Dwellings
In the Metropolitan Borough of Sefton	93,119.58
In the Parish of Aintree Village	2,281.68
In the Parish of Formby	9,422.50
In the Parish of Hightown	890.21
In the Parish of Ince Blundell	193.31
In the Parish of Little Altcar	288.46
In the Parish of Lydiate	2,251.14
In the Parish of Maghull	7,130.09
In the Parish of Melling	1,092.57
In the Parish of Sefton	277.93
In the Parish of Thornton	816.97

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89. REVISION OF EMPLOYEE CODE OF CONDUCT

The Cabinet considered the report of the Director of Corporate Support Services on a change to the Employee Code of Conduct which forms part of the Council Constitution.

This was a Key Decision and was included in the Council's Forward Plan of Key Decisions.

RESOLVED:

That Council be recommended to give approval to the inclusion of the following revised text in Paragraph 10.1 of the Employees Code of Conduct in Part 5 of the Council Constitution:

"10.1 Some jobs within the Authority are politically restricted. This means that the employees in these posts are not allowed to take part in political activities, such as standing as a candidate for election to a public body, canvassing at elections or being a non-executive Director of a Health Trust, etc. The posts concerned are those of Chief Officers and Deputy Chief Officers and certain other politically sensitive posts. All the posts are listed in a central register maintained by the Legal Department."

90. APPOINTMENT OF REPRESENTATIVES ON JOINT OVERVIEW AND SCRUTINY COMMITTEE - CHESHIRE AND MERSEYSIDE VASCULAR SERVICE REVIEW

The Cabinet considered the report of the Director of Corporate Commissioning seeking the appointment of the Council's representatives on the Joint Overview and Scrutiny Committee - Cheshire and Merseyside Vascular Service Review, for the duration of its existence.

RESOLVED:

That the Chair of the Overview and Scrutiny Committee - Health and Social Care (Councillor Hill) and the two spokespersons (Councillors Griffiths and Webster) or their nominees be appointed as the Council representatives on the Joint Overview and Scrutiny Committee, established to scrutinise the Cheshire and Merseyside Vascular Service Review.

Report to: Cabinet Member - Environmental
Cabinet Member - Transportation
Overview and Scrutiny (Regeneration and Environmental Services)
Cabinet

Date of Meeting: 21 December 2011
21 December 2011
17 January 2011
2 February 2012

Subject: Carbon Management Plan 2011-16 and Sefton Sustainable Energy Action Plan

Report of: Director of Built Environment **Wards Affected:** All

Is this a Key Decision? Yes **Is it included in the Forward Plan?** Yes

Exempt/Confidential No

Purpose

To adopt the Sefton Carbon Management Plan to reduce emissions and associated consumptions from the Council estate by 25% to 2016 and to agree policy statement to shape the development of a Sefton Sustainable Energy Action Plan to provide comprehensive local approach to sustainable energy for all Sefton communities.

Recommendation(s)

That Cabinet Member Environment:

1. Champions the corporate adoption and delivery of the Carbon Management Plan
2. Endorses the proposed Council policy statements and champions the development of a Sefton Sustainable Energy Action Plan jointly with the Cabinet Member Regeneration and Cabinet Member Transportation that considers best value of environmental and economic development progress and fulfils the criteria of the Covenant of Mayors.

That Cabinet Member Transportation agrees to support the development of a Sefton Sustainable Energy Action Plan

That Regeneration and Environmental Services Overview and Scrutiny Committee consider and comment on the proposed policy statements and direction prior to consideration by Cabinet.

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That Cabinet:

1. Agree as Sefton Council corporate policy, that “Sefton Council will seek to reduce the carbon dioxide emissions from its activities by 25% from the 2009/10 baseline by 2016 through delivery of the 2011 – 2016 Carbon Management Plan, as funding allows.”
2. Agree as Sefton Council corporate policy that “Carbon Management is a common thread integrated through all service plans and binds together existing and future policies/strategies under a single umbrella of Carbon Management”
3. Adopt the Carbon Management Plan 2011 - 2016 in Annex 1 subject to the Head of Corporate Finance and ICT preparing a financial delivery plan within available resources.
4. Agree as Sefton wide policy that “Sefton Council will meet challenges and seize opportunities to enable our households, our businesses and all our stakeholders to reduce their reliance on costly utility supplies, transport costs, reduce carbon emissions, maximise available resources and services for our communities and bring tangible benefits to Sefton’s economy”.
5. Approve the development of a Sefton Sustainable Energy Action Plan that considers carbon reduction and economic development progress for the maximum benefit of Sefton communities and meets the criteria of the Covenant of Mayors.

How does the decision contribute to the Council’s Corporate Objectives?

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

Reasons for the Recommendation:

Development of Sefton policy frameworks to deliver substantial reduction in carbon emissions and mitigate rising utility costs to both Sefton Council and the wider residential and business communities.

What will it cost and how will it be financed?

(A) Revenue Costs Progress has already been made through the first Carbon Management Plan to implement several 'invest to save' carbon reducing initiatives, using a mix of revenue and capital funding as available. Annex 1 to the report represents the revised and second Carbon Plan, and shows the progress made against a number of Carbon saving initiatives, which are ongoing, as well as expanding the number of potential projects from the original Plan.

This second Carbon Plan seeks to include potential schemes, which if developed, could help the Council reduce its Carbon emissions by up to 25% by 2016 and make real revenue savings as a result. In addition to it's own plan, the Council also offers advice and support to residents and stakeholders in the wider community on carbon saving initiatives.

Future funding of projects within the plan would be dependent on available resources both revenue and capital.

(B) Capital Costs: As comments for Revenue above
Implications:

The following implications of this proposal have been considered and where there are specific implications, these are set out below:

<p>Legal: The delivery of actions to reduce carbon emissions from the Council estate and from Sefton's communities and adapt to climate change are requirements of the Climate Change Act and Carbon Reduction Commitment Energy Efficiency Schemes.</p>

<p>Human Resources: None</p>

<p>Equality:</p>

- | | |
|---|-------------------------------------|
| 1. No Equality Implication | <input checked="" type="checkbox"/> |
| 2. Equality Implications identified and mitigated | <input type="checkbox"/> |
| 3. Equality Implication identified and risk remains | <input type="checkbox"/> |

Impact on Service Delivery:

Positive to drive greater efficiency and cost of services.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance & ICT (FD1209/11) has been consulted and any comments have been incorporated into the report. The Head of Corporate Legal Services (LD.575/11) has been consulted and any comments have been incorporated into the briefing report.

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Are there any other options available for consideration?

No - Failure to commit and act with a robust approach to reducing Council consumptions and associated carbon emissions would expose the organisation to fiscal and legal penalty under statute alongside escalating energy, fuel and resources costs.

Implementation Date for the Decision

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

Contact Officer: Mr Ian Weller – Section Manager
Energy and Environmental Management
Tel: 0151 934 4221
Email: ian.weller@sefton.gov.uk

Background Papers:

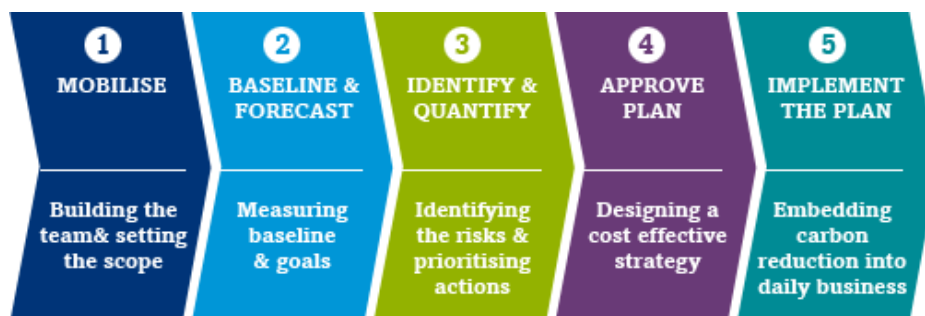
The subject of the decision, Annex 1, can be found at:

<http://modgov.sefton.gov.uk/moderngov/documents/s36619/CarbonMgtPlanAnnex1.pdf.pdf>

Cabinet Member Report: Carbon Reduction Commitment 13 July 2011
Cabinet Member Report: Carbon Management Plan 13 July 2011
Cabinet Member Report: Sustainable Energy Action Plan for Sub Region16
November 2011
Cabinet Member Regeneration LCR SEAP 16 November 2011

1.0 Background to Sefton's new Carbon Management Plan (CMP)

- 1.1 Sefton Council were the first in Merseyside to develop a Carbon Management Plan in 2006 and delivered 14% reduction in carbon emissions and associated costs within 3 years, above its original target.
- 1.2 Lead by the Energy and Environmental Management Section the new Carbon Management Plan 2011-16 [Annex 1] has been developed by the Councils Carbon Management Project, which has received input from all departments of the Council. This was possible due to a successful bid with the Carbon Trust to join its 'Alumni Programme' that was available for just 10 of all previous 330 Participants. The Alumni Programme is designed to assist the chosen previous exemplar carbon management local authorities develop a new 5 year Carbon Management Plan.
- 1.3 Because of Sefton Councils Alumni status we have been able to build on the success of the preceding Carbon Management plan and create a new strategy based on the new challenges and opportunities the Council now faces. With steeply increasing energy and water costs and the introduction of statutory requirements of the Carbon Reduction Commitment Energy Efficiency Scheme (CRC EES) in April 2010, now is the time to extend the focus on reducing energy consumption to mitigate further escalating financial burdens for the Council.
- 1.4 Having a Carbon Management Plan in place defines the strategic and practical process Sefton Council is taking to reduce its carbon emissions and meet the targets set. The new Carbon Management Plan seeks to adopt a whole business approach, meaning that no individual Council service is wholly responsible, but the objectives of carbon reduction are embedded across all of our activities.
- 1.5 The corporate project team has used a 5 step process to progress from the plans inception to embedding the actions developed. The identification and quantification, along with the implementation and embedding is a fluid aspect of the plan, which will continue throughout the plan's life and beyond.



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2.0 Benefits that the Carbon Management Plan bring to the Council

2.1 Benefits of the Carbon Management Plan to Sefton Council include:

- Reduced energy costs against steeply rising market.
- Reduced liability and greater accuracy for CRC EES reporting.
- Sustainable and transparent working practices.
- Greater responsibility and understanding of climate change mitigation and adaptation

2.2 Its intended that the Carbon Management Plan will act as central pillar to the range of policies and working practices the Council operates that have enabled us to be a more sustainable authority. Through the CMP all these polices relating to carbon reduction and savings will complement the practical energy efficiencies being made through individual, specific projects indentified.

2.3 With this report we seek to endorse and embed the Carbon Management Plan in Council policy. We have proposed measurements in new Corporate Business Plan whereby carbon management can be treated as a core element of all of Sefton's services this way maximum financial and carbon savings can be achieved.

2.4 In parity with the current Transformation process, Carbon Management is part of building modern and sustainable council services to be a more efficient and effective organisation.

3.0 Targets and Objectives

3.1 Sefton's Carbon Management Plan is initially set to cover 5 years: 2011 – 2016 with a defining Strategic Statement and target:

“Saving Sefton's Money: Saving Sefton's Carbon”

Target: **The Sefton Carbon Management Plan** will reduce the CO₂ emissions from its activities by 25% from the 2009/10 baseline by 2016

3.2 The projects and policies within the Carbon Management Plan [Annex 1] will help the Council to reach this target. Within this headline 25% target are a number of other objectives which are carried through from the first Carbon Management Plan.

- To reduce greenhouse gas emissions arising from the Councils operations in its buildings, vehicles/transport use, street lighting, procurement and ICT

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- ❑ To ensure that Carbon Management is a common thread integrated through all service delivery plans and bound into the new Corporate Business Plan.
 - ❑ To bind together existing and future policies/strategies under a single umbrella of Carbon Management
 - ❑ To become a carbon steward to the communities and businesses throughout Sefton, with the intention to catalyse action on reducing emissions.
- 3.3 The new Carbon Management Plan contains a detailed action plan that has been developed in order to secure an effective approach to reducing carbon emissions, ensure that information is systematically gathered and disseminated and that any financial or other resource is effectively targeted.
- 3.4 The Carbon Management Plan summarises the estimated costs and savings expected from implementing the actions. For those projects not yet started, further work on the estimated costs and benefits may be required before they are progressed and this will be shared with the Finance Department. Whilst these are identified reduction opportunities, the Carbon Management Plan is designed to be updated and expanded year by year to ensure most effective targeting of resources and to maximise savings.
- 3.5 The Carbon Management Plan currently has projected annual revenue savings of up to £1.4m by 2015 should all the stated projects come to fruition. However, some stated figures are broad estimates at this stage and may need further work to test their viability and robustness before becoming definite possibilities. Options for funding projects will be considered through due process and Members will be asked to agree their progress only as funding allows.
- 4.0 Proposal For Sustainable Energy and Carbon Reduction Across Sefton**
- 4.1 At this point of bringing the core policy on reducing costs and emissions from the Councils own operations in the Carbon Management Plan to Cabinet for approval, it was felt appropriate to put this in the wider strategic context and a proposed route map of how we could deliver our statutory obligations through a robust cross Sefton strategy for mitigating (reducing carbon) and adapting to climate change. The various activities can be consolidated into a single policy vehicle of a local sustainable energy action plan.
- 4.2 Sefton Council has previously signed up to the Nottingham Declaration regarding tackling carbon emissions and climate change. This initiative was adopted by over 300 Local Authorities as the standard. However, it lacked support and its relevance declined with time. The Local Government Group has recently undertaken a consultation on how a new form the declaration will look. This may take some years to evolve and they are looking at linking it to the forthcoming Green Deal programme. As yet it offers no financial gain.

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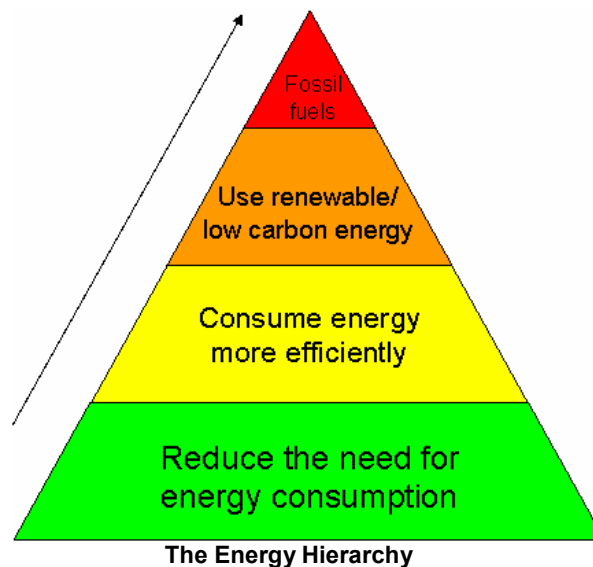
- 4.3 A new internationally recognised standard “The Covenant of Mayors” has been developed. Signatory to this standard is a lever to access some new sources of external funding. Sefton Council may have the option to either sign up to the covenant of Mayors either in its own right or as a joint signatory with the Liverpool City Region. It appears the Council could not sign up jointly and individually and would have to choose between the merits of either approach.
- 4.4 The benefits of opportunity of access to external funding jointly or individually and the delay that joint approaches inevitably bring to progress will be evaluated prior to a recommendation being made. However, it will give benefit if Sefton Council were to agree a policy statement that work in this area will follow the wording contained in that standard.
- 4.5 The Strategic Policy Statement for the development of a Sefton Sustainable Energy Action Plan that complies with the nationally recognised covenant of Mayors is:

Sefton Sustainable Energy Action Plan will meet challenges and seize opportunities to enable our households, our businesses and all our stakeholders to reduce their reliance on costly utility supplies, transport costs, reduce carbon emissions, maximise available resources and services for our communities and bring tangible benefits to Sefton’s economy.

- 4.6 Cabinet Members for Regeneration, Environmental and Transportation will recall the report of 16 November 2011 to approve the approach being taken jointly across the Liverpool City Region (LCR) to produce a ‘Sustainable Energy Action Plan’ for the 6 city region Local Authorities. The prime drivers for that are to bring improved high level co-ordination of action and delivery for the LCR and indeed with the associated signatory to Covenant of Mayors for the LCR Sustainable Energy Action Plan, access to EU funding streams such as ELENA.
- 4.7 Sequential to the LCR Sustainable Energy Action Plan being developed and agreed, to bring sharp focus to the local and unique issues for Sefton, it was proposed to set out a ‘Sefton SEAP’ as a sub-set of the regional plan, which will drive clear targeted actions against identified challenges and opportunities in our borough. This will be set within effective existing partnerships to make the most of resources available and common agendas e.g. public health, economic regeneration and sustainable transport.
- 4.8 This is not a blank canvas, to date a vast amount has been achieved by the Council in reducing its consumptions in homes by 27.4% since 1996, drawing in over £27 million investment in Sefton for domestic energy improvements in the last 15 years.
- Sefton Sustainable Travel Plan
 - Air Quality Management Plan
 - Sefton Affordable Warmth Strategy
 - Sefton Economic Regeneration Plan

- ❑ Climate Change Adaptation Plan
- ❑ Joint Municipal Waste Management Strategy (Merseyside)

- 4.9 The Sefton Sustainable Energy Action Plan will herein group this range of carbon reduction interventions into a series of smaller evidence based opportunities and projects and situating those projects within overarching framework as required, so that projects support each other, the steps to delivering that goal become clear and achievable.
- 4.10 Through analysing Sefton's current carbon emissions the Councils renewable energy resources, its infrastructure and proposed new developments, the Sefton Sustainable Energy Action Plan will identify technically and financially feasible opportunities that would reduce Sefton's carbon emissions by 20% by 2020 in accordance with Covenant of Mayors.
- 4.11 There is an inherent tension in reducing carbon emissions whilst simultaneously seeking economic and population growth. Balancing these goals means Sefton must seek to reduce the carbon intensity of its energy supplies, as well as improving the efficiency with which energy is utilised within its economy and homes.
- 4.12 Sefton's Sustainable Energy Action Plan will focus on identifying interventions and approaches that are feasible for Sefton now - and tackled on a basis that will bring reduction and benefit rapidly, this is often referred to as the 'energy hierarchy' [Figure 1].



- 4.13 The proposals that will be brought forward through Sefton's Sustainable Energy Action Plan do not rely on unproven technological magic bullets to deliver a major reduction in Sefton's carbon emissions at some indefinite point in the future. The proposed projects in Sefton SEAP will be proven and financially viable, bringing immediate impacts to our residents, businesses and other stakeholders.

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- 4.14 Tackling our emissions is not simply a statutory obligation, it is also a huge opportunity and in tandem to the LCR, Sefton's Sustainable Energy Action Plan will go significantly beyond achieving carbon emission reductions.

Sefton's Sustainable Energy Action Plan will:

- Deliver major local investment
- Sustain exiting jobs
- Help tackle fuel poverty in Sefton households
- Support the development of new renewable energy sector in the Borough
- Create new revenue streams for the Council
- Improve air quality
- Help regenerate communities.
- Enhance security of supply and increase local resilience against rising energy costs

This will re-assert Sefton's reputation in making it a better place to live, work and invest.

- 4.15 The Sefton SEAP will be developed through joint collaboration with internal and multi-sector partners by June 2012 and with deference to augment the LCR master SEAP. As part of this we will assess the best route for the Council to join the Covenant of Mayors for sustainable energy, to validate the Sefton SEAP and open funding options from Europe. At which point it will be brought before Members for final Cabinet approval.

5.0 Financial Implications

- 5.1 By adopting this Carbon Plan, the Council is agreeing to bring to the fore, a number of invest to save initiatives across the Authority over the next 5 years. Some likely projects are included in Annex 1 to this report, but the list is not exhaustive and will be added to as more potential initiatives are explored. Some of the project costs and benefits included in this Annex are rough estimates at this stage and may need more work to substantiate their viability prior to full consideration.
- 5.2 Members will note that many of the schemes shown in the plan are already underway, having received approval, and savings should accrue from these over the next 12 months and beyond. For example, the Street Lighting energy efficiency project to replace bulbs with LED energy efficient units. This scheme gives a relatively quick payback for the amount invested and annual energy savings of around £100k should be achieved from next year.
- 5.3 The Council is not bound financially by agreeing to adopt the Carbon Plan, but is being asked to adopt it as a matter of future policy. In accordance with due process, as funding resources both Capital and Revenue, become a possibility, projects will be further appraised, and if viable, will be brought initially through the Strategic Asset Management Group (SAMG) and or Senior Leadership Team (SLT) and then on to Members for approval before any commitment to spend is made. This process will be driven partially

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through the transformation programme to find future savings but more particularly through the drive to reduce Carbon emissions by 25% by 2016.

- 5.4 The Finance Department are happy to assist in this process as the plan unfolds over the next 5 years.

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Agenda Item 6

Report to: Cabinet
Council

Date of Meeting: 2 February 2012
16 February 2012

Subject: Programme of Meetings - 2012/13 Municipal Year

Report of: Director of Corporate
Commissioning

Wards Affected: All

Is this a Key Decision? No

Is it included in the Forward Plan? No

Exempt/Confidential

No

Purpose/Summary

To provide details of the draft Programme of Meetings for the 2012/13 Municipal Year.

Recommendations: That

Cabinet

1. the Programme of Cabinet Meetings for 2012/13 as set out in Annex A of the report be approved;
2. the Council be recommended to give approval to the Programme of Meetings for the Council, Member Briefing Sessions and Regulatory Committees; Overview and Scrutiny Committees and Area Committees for 2012/13, as set out in Annexes B, C and D of the report; and
3. the Programme of Meetings for the Leader's Group, Strategic Leadership Team, Public Engagement and Consultation Panel and Sefton Borough Partnership Operations Board and Strategic Board for 2012/13, as set out in Annex E of the report be noted.

Council

1. the Programme of Meetings for the Council, Member Briefing Sessions and Regulatory Committees; Overview and Scrutiny Committees and Area Committees for 2012/13, as set out in Annexes B, C and D of the report be approved; and
2. the Programme of Meetings for the Cabinet, Leader's Group, Strategic Leadership Team, Public Engagement and Consultation Panel and Sefton Borough Partnership Operations Board and Strategic Board for 2012/13, as set out in Annexes A and E of the report be noted.

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How does the decision contribute to the Council's Corporate Objectives?

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

Reasons for the Recommendation:

To enable the business of the Council and the various Committees to be conducted during the 2012/13 Municipal Year.

What will it cost and how will it be financed?

(A) Revenue Costs

None.

(B) Capital Costs

None.

Implications:

The following implications of this proposal have been considered and where there are specific implications, these are set out below:

Legal		
Human Resources		
Equality		
1.	No Equality Implication	<input checked="" type="checkbox"/>
2.	Equality Implications identified and mitigated	<input type="checkbox"/>
3.	Equality Implication identified and risk remains	<input type="checkbox"/>

Impact on Service Delivery:

The Programme of Meetings for 2012/13 will be published on the Council's website for the benefit of the residents of Sefton and general public.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance (FD1300) and Head of Corporate Legal Services (LD645/12) have been consulted and any comments have been incorporated into the report.

Are there any other options available for consideration?

No.

Implementation Date for the Decision

Immediately following the Council meeting.

Contact Officers: Steve Pearce/Paul Fraser

Tel: 0151 934 2046/0151 934 2068

Email: steve.pearce@sefton.gov.uk / paul.fraser@sefton.gov.uk

Background Papers:

There are no background papers available for inspection.

Agenda Item 6

1. Introduction/Background

1.1 The Council is required to establish a Programme of Meetings for the 2012/13 Municipal Year.

1.2 The following annexes are attached to the report:

- Annex A - Programme of Meetings for the Cabinet in 2012/13
- Annex B - Programme of Meetings for the Council, Members' Briefing Sessions and Regulatory Committees in 2012/13
- Annex C - Programme of Meetings for the Overview and Scrutiny Committees in 2012/13
- Annex D - Programme of Meetings for the Area Committees in 2012/13
- Annex E - Programme of Meetings for the Leader's Group, Strategic Leadership Team and Sefton Borough Partnership Strategic Board/Operations Board in 2012/13

1.3 The Draft Calendar of all Meetings for 2012/13, which incorporates the proposals set out in the five annexes referred to above can be accessed via the following electronic link:

<http://modgov.sefton.gov.uk/moderngov/documents/s36897/CalendarofMeetings201213.doc.pdf>

2. Programme of Meetings 2012/13

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

- Annual Council Meeting (Election of Mayor) to be held at 6.00 p.m. on Thursday, 10 May 2012, in the week following the Council Elections. Venue to be based on the preferred location for the Mayor Elect.
- Adjourned Annual Council Meeting (Appointment of Cabinet and Committees) to be held on **Tuesday**, 15 May 2012, in the week after the Annual Council Meeting. This will give the Political Groups more time to determine the Membership of Committees etc. following the Council Elections on 3 May 2012.
- Five Ordinary Council Meetings to be held every 8 weeks on a Thursday commencing at 6.30 p.m. plus the Budget Council Meeting to be held on 28 February 2013.
- Council will not meet on the same day as Cabinet. Cabinet will meet in weeks 2 and 6 of an eight week meeting cycle with the Council Meeting in week 8.
- Members' Briefing Sessions to be held at 5.00 p.m. prior to the Adjourned Annual Council Meeting and the six Ordinary Council Meetings.
- The dates of the Members' Induction Sessions to be held in May 2012 have been included to assist in the organisation of the sessions. The details of the

Agenda Item 6

Member Induction Programme will be submitted to the Cabinet Member - Corporate Services for approval.

- No meetings will be held:
 - In the period from the Council Elections on 3 May 2012 until the Adjourned Annual Council Meeting except for the Annual Council Meeting (Election of Mayor) pending the appointment of the Cabinet and Committees for 2012/13.
 - In the period between Christmas and New Year (Dec 2012/Jan 2013).
 - In April 2013, except for the meetings of the Planning Committee, Cabinet and Council.
- The venues for all meetings alternate between Bootle and Southport Town Halls.
- Cabinet Meetings to be held every 4 weeks on a Thursday at 10.00 a.m. (one per month except for January and February 2013 when two meetings will be held to assist in the production of the 2013/14 Budget proposals). The first meeting to be held on 24 May 2012, in the week following the Adjourned Annual Council meeting.
- Planning Committee to meet every four weeks on a Wednesday, commencing at 6.30 p.m.
- Planning Visiting Panel to meet 2 days prior to each meeting of the Planning Committee to undertake site visits as agreed by the Committee.
- Each of the 4 Overview and Scrutiny Committees to meet bi monthly, 5 times during the year commencing at 6.30 p.m. - the main Overview and Scrutiny work will be done by the Working Groups to be established on an ad hoc basis.
- Special meeting of the Overview and Scrutiny Committee (Performance and Corporate Services) to be held on 19 February 2013 to scrutinise the Cabinet budget recommendation.
- Overview and Scrutiny Management Board to meet 5 times per year, commencing at 4.30 p.m.
- Licensing and Regulatory Committee to meet every 8 weeks on a Monday commencing at 6.30 p.m.
- Meetings of the Licensing Sub-Committee to be convened as and when required.
- Audit and Governance Committee to meet every quarter (4 meetings per year) on a Wednesday commencing at 3.00 p.m. in order to meet statutory requirements etc.
- Standards Committee to meet every quarter (4 times per year) on a Tuesday commencing at 10.00 a.m., subject to a review of the role of the Committee following the publication of the Localism Act.
- Pay and Grading Committee to meet every month on a Thursday, commencing at 2.00 p.m., subject to further review of the role of the Committee.
- Each Area Committee to meet bi-monthly, 5 times during the year, except for Crosby and Southport which will meet 6 times during the year.
- The meetings of each Area Committee commence at 6.30 p.m. except for the Formby Area Committee which commences at 7.00 p.m. The meetings will be held at local venues.
- The dates of the Leaders Group Meetings, Strategic Leadership Team and Sefton Borough Partnership Operations Board and Strategic Board which are not public meetings have been included for completeness, as it aids corporate planning of the decision - making process.

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- The dates for the Public Engagement and Consultation Panel previously agreed by the Panel, which are not public meetings are also included in the Corporate Calendar.

ANNEX A
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF CABINET MEETINGS - 2012/2013

Meeting	Day	Time	Venue	2012								2013				
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
CABINET	Thur.	10.00 a.m.	B		21		16		11		6	31	28		25	
			S	24		19		13		8		17	14	28		

Key to Venues:

B - Bootle Town Hall

S - Southport Town Hall

ANNEX B
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF COUNCIL, MEMBERS' BRIEFING SESSIONS AND REGULATORY COMMITTEE MEETINGS ETC. - 2012/2013

Meeting	Day	Time	Venue	2012								2013					
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
COUNCIL	Thur.	6.30 p.m.	B	10 [↑]					6					28 [→]			14 [↓]
			S			5					22			7		18	9 [°]
MEMBERS' BRIEFING SESSIONS Prior to each Ordinary Council Meeting	Thur.	5.00 p.m.	B	15					6								14
			S			5					22		7		18		
AUDIT AND GOVERNANCE COMMITTEE	Wed.	3.00 p.m.	B		27							12					
			S						26						27		
APPEALS (FOR PERSONNEL CASES) - as and when required	Thur.	-															
NSING AND REGULATORY COMMITTEE	Mon.	6.30 p.m.	B	28					24				14				
			S			30					19				11		
NSING SUB-COMMITTEE - id when required			B														
			S														
PLANNING COMMITTEE	Wed.	6.30 p.m.	B	2	6	25		19		14		9		6	24		
			S		27		22		17		12		6		3		
PLANNING VISITING PANEL	Mon (* Fri **Tue)	9.30 a.m.	B	30 April	*1/25	23	20	17	15	12	10	7	4	4	**2/22		
STANDARDS COMMITTEE	Tue	10.00 a.m.	B					11							12		
			S		19						4						
PAY AND GRADING COMMITTEE	Thurs.	2.00 p.m.	B		14	12	23	20	18	14 (Wed)	13	24	21	21			

↑ Annual Meeting 2012/13 - commences at 6.00 p.m. (Venue to be determined)
← Adjourned Annual Meeting - Appointment of Committees etc. for 2012/13 (Tuesday)
→ Budget Meeting

° Annual Meeting 2013/2014 - commences at 6.00 p.m. (Venue to be determined)
↓ Special Meeting - Appointment of Committees etc. for 2013/2014 (Tuesday)

ANNEX C
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF MEETINGS FOR OVERVIEW AND SCRUTINY COMMITTEES - 2012/2013
(All Tuesday)

Meeting	Venue	2012								2013				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
OVERVIEW AND SCRUTINY COMMITTEE (Health and Social Care) (6.30 p.m.)	B	29					30					5		
	S					4				8				
OVERVIEW AND SCRUTINY COMMITTEE (Performance and Corporate Services) (6.30 p.m.)	B					11				15	19*			
	S		12					6			12			
OVERVIEW AND SCRUTINY COMMITTEE (Regeneration and Environmental Services) (6.30 p.m.)	B		19						13			19		
	S					18				22				
OVERVIEW AND SCRUTINY COMMITTEE (Children's Services) (6.30 p.m.)	B					25				29				
	S		26					20			26			
OVERVIEW AND SCRUTINY COMMITTEE (Children's Services) (6.30 p.m.)	B	22						23			28			
	S					28				2**				

* Special meeting to scrutinise the Cabinet Budget recommendation

ANNEX D
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF MEETINGS FOR AREA COMMITTEES 2012/2013

Meeting	Day	Time	Venue	2012								2013				
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
CROSBY	Wed.	6.30 p.m.	①	23	-	11	-	5	31	-	-	16	-	13	-	-
FORMBY	Thur.	7.00 p.m.	②	-	7	-	-	13	-	8	-	10	-	7	-	-
LINACRE AND DERBY	Mon.	6.30 p.m.	③	-	18	-	-	3	-	5	-	7	-	4	-	-
LITHERLAND AND FORD	Wed.	6.30 p.m.	④	-	13	-	-	12	-	7	-	30	-	20	-	-
ST. OSWALD AND NETHERTON AND ORRELL	Thur.	6.30 p.m.	⑤	-	14	-	-	20	-	29	-	17	-	14	-	-
SEFTON EAST PARISHES	Thur.	6.30 p.m.	⑥	-	21	-	-	27	-	-	6	24	-	21	-	-
SOUTHPORT	Wed.	6.30 p.m.	⑦	30	-	18	-	26	-	21	-	23	-	27	-	-

ies:

- ① Crosby Area Committee - Alternates between - SING Plus, Cambridge Road, Seaforth / St. Stephen's Church Hall, St. Stephen's Road, Hightown / Waterloo Rugby Club, St. Anthony's Road, Blundellsands / Crosby Lakeside Adventure Centre, Cambridge Road, Waterloo
- ② Formby Area Committee - Formby Professional Development Centre, Park Road, Formby
- ③ Linacre and Derby Area Committee - Bootle Town Hall, Oriel Road, Bootle
- ④ Litherland and Ford Area Committee - Alternates between - Goddard Hall, Stanley Road, Bootle / Ford Lane Community Centre, Ford Lane, Litherland
- ⑤ St. Oswald and Netherton and Orrell Area Committee - Alternates between Netherton Activity Centre, Glovers Lane, Netherton / Bootle Day Centre, Linacre Lane, Bootle / Netherton Park Neighbourhood Centre, Chester Avenue
- ⑥ Sefton East Parishes Area Committee - Alternates between Maghull Town Hall, Hall Lane, Maghull / Old Roan Methodist Church, Altway, Aintree / Lydiate Primary School, Lambshear Lane / Melling Primary School, Wheeler Drive
- ⑦ Southport Area Committee - Southport Town Hall, Lord Street, Southport

ANNEX E
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF MEETINGS FOR LEADERS GROUP, STRATEGIC LEADERSHIP TEAM
AND SEFTON BOROUGH PARTNERSHIP MEETINGS- 2012/2013

Meeting	Day	Time	Venue	2012								2013				
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
LEADERS' GROUP MEETING	Thur.	9.30 a.m. (*2.00 p.m. Fri)	B	4*/17/31	14/28	12/26	9/23	6/20	4/18	1/14**/29	13	10/24	7/21	7/21	4/18	2
	** Wed		S													
STRATEGIC LEADERSHIP TEAM	Thur	2.00 p.m.	B	10/11†/24	7/21	19	2/16/30	13/27	11/25	8	6/20	3/17/31	14/28	14/28	11/25	
			S			5				22						
STRATEGIC LEADERSHIP TEAM AND HEADS OF SERVICE	Fri.	9.00 a.m.	B		1	6	3	7	5	2	7	11	1	1	12	10
			S													
SEFTON BOROUGH PARTNERSHIP STRATEGIC BOARD	Wed	6.00 p.m.	B		20				3		5		27			
SEFTON BOROUGH PARTNERSHIP OPERATIONS BOARD	Mon.	2.00 p.m.	B		11	16	20	24	22	19	17	21	18	18	22	
			S													
PUBLIC ENGAGEMENT AND CONSULTATION PANEL ^	Fri	9.30 a.m.	S	18		13		21		16		18		15		
			B													

†9.30 a.m. - Strategic Leadership Team Presentation to newly elected Members

^ Meetings video conferenced Bootle Town Hall

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