



METROPOLITAN BOROUGH OF SEFTON

COUNCIL SUMMONS

To Members of the Metropolitan Borough Council

Dear Councillor

You are requested to attend a Meeting of the Sefton Metropolitan Borough Council to be held on **Thursday 1st September, 2011 at 6.30 pm at the Town Hall, Bootle** to transact the business set out on the agenda overleaf.

Yours sincerely,

A handwritten signature in black ink that reads "M. Carney".

Chief Executive

Town Hall,
Southport

23 August 2011

Please contact Steve Pearce, Head of Committee and Member Services
on 0151 934 2046 or e-mail steve.pearce@sefton.gov.uk

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AGENDA

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

(Pages 7 - 16)

Minutes of the meeting held on 7 July 2011

4. Mayor's Communications

Public Session

5. Matters Raised by the Public

To deal with matters raised by members of the public within the Borough, in accordance with the procedures relating to Petitions, Public Questions and Motions set out in Rule 11 of the Council and Committee Procedure Rules.

Council Business Session

6. Questions Raised by Members of the Council

To receive and consider questions to Cabinet Members, Chairs of Committees or Spokespersons for any of the Joint Authorities upon any matter within their portfolio/area of responsibility, of which notice has been given in accordance with Rule 12 of the Council and Committee Procedure Rules.

7. Overview and Scrutiny Annual Report 2010/11

(Pages 17 - 36)

Report attached.

8. Amendments to Council Constitution

(Pages 37 - 40)

Report of the Director of Corporate Commissioning

9. Appointment of Substitute Members on the Public Engagement and Consultation Panel

(Pages 41 - 44)

Report of the Director of Corporate Commissioning

10. Local Sustainable Transport Fund

(Pages 45 - 52)

Report of the Director of Built Environment

11. Merseyside Local Sustainable Transport Fund Project - Facilitating Sustainable Access to Employment in Merseyside

(Pages 53 - 60)

Report of the Director of Built Environment

12. Membership of Committees 2011/12

To consider any changes to the Membership of any committees etc.

13. Notice of Motion by Councillor Robertson

To consider the following Motion submitted by Councillor Robertson:

“This Council:

- (1) congratulates the Government on abandoning the artificial targets for housing imposed in the Regional Spatial Strategy by the previous administration;
- (2) recognises the fact that Sefton MBC can currently identify sites that will meet identified housing demand for the next ten years without encroachment on green belt land;
- (3) notes the present Council policy against green belt development;
- (4) acknowledges that Sefton MBC is required to present a broad indication of housing supply for the years beyond 2021 and, in connection with this, instructs the officers to quantify:
 - a- the increase in the number of households which would be obtained by reducing the number of empty properties in Sefton to the national average
 - b- the potential increase in accommodation achievable through progressing ‘homes above shops’ and contraction in retail space with re-designation of property to housing
 - c- the potential impact of further windfall ‘brownfield’ or derelict sites and possible impact of variations in household and dwelling mix per hectare. “

14. Notice of Motion by Councillor Cuthbertson

To consider the following Motion submitted by Councillor Cuthbertson:

“This Council calls upon the Coalition Government to issue a

small Maltese cross, to be pinned to the Africa Star, for personnel involved with the defence of Malta, in recognition of their valiant efforts.”

15. Notice of Motion by Councillor Brodie-Browne

To consider the following motion submitted by Councillor Brodie-Browne:

“This Council calls on the Government to release the information regarding the Hillsborough Disaster in line with the Information Commissioner’s Decision.”

16. Notice of Motion by Councillor Robertson

To consider the following Motion submitted by Councillor Robertson:

- “(1) This Council notes with disappointment the decision made by the controlling Labour Group on the Merseyside Integrated Transport Authority to end immediately, without further reports, or the results of any business case study, the opportunity to take local control of the Merseyrail Electrics network from Network Rail.
- (2) Council notes that this process has been ongoing for many years, and that in 2005/06 a business case for Full Local Decision Making (FLDM) was prepared and submitted showing clear benefits for Merseyside. This was endorsed by the Merseyside Passenger Transport Authority and was a Key Policy in Local Transport Plan Two (LTP2).
- (3) Council further notes that FLDM was re-launched as Localism for Merseyrail (LFM) in 2010 and that the imperative for greater local control over the network infrastructure remains and the commitment to developing the case for this was reiterated in Local Transport Plan Three (LTP3).
- (4) Council also notes that LFM has the support of the Department for Transport, Network Rail, Office of the Rail Regulator and the Rail Freight Industry.
- (5) Council believes that a fully integrated Merseyrail network would be in the best interests of Merseyside’s commuters and would enable local people and rail customers to have greater say in the decisions taken affecting the rail network in Merseyside.
- (6) Council notes that £1.5m was spent promoting this scheme.

Council therefore requests:

- (1) That the Chief Executive write to the Chief Executive and Director General of Merseytravel, Neil Scales, and to the Chairman of the Merseyside Integrated Transport Authority (MITA), expressing our Council's disappointment at the decision made at the Authority's meeting on 27th June, 2011; and
- (2) That MITA reverse the decision made at its meeting of the 27th June and ask that Merseytravel Passenger Transport Executive commission a Business Case Study to determine benefits and risks of LFM. The results of that study are considered by a future MITA Authority meeting before a final decision is made on whether to move this matter forward to the next stage."

17. Notice of Motion submitted by Councillor Tweed

Notice of Motion submitted by Councillor Tweed:

"Firstly this Council is concerned with the overall negative effect that the National Planning Framework, currently under consultation, will have on the Planning decision making processes.

Secondly the "presumption" of planning permission set out in the proposals are likely to lead to development on greenbelt green space at an increased rate, to the extent that would be unacceptable to the people of Sefton.

Thirdly in addition the Government's attempt to "streamline" the planning processes will simply open the door to developments without appropriate or due consideration.

The Council calls on the Government to radically reconsider its proposals."

18. Notice of Motion submitted by Councillor P. Dowd

To consider the following motion submitted by Councillor P. Dowd:

"This Council is appalled at the decision of the Government to close the Crosby Coastguard Station. The Station is a vital safety service and at a time of Port expansion the decision is both short-sighted and dangerous. The Council calls upon the Government to reconsider its decision and in addition it asks Sefton's Members of Parliament to lobby the Government accordingly."

THIS SET OF MINUTES IS NOT SUBJECT TO "CALL-IN"

COUNCIL

MEETING HELD AT THE TOWN HALL, SOUTHPORT ON THURSDAY 7TH JULY, 2011

PRESENT: The Mayor (Councillor Cummins) (in the Chair)

Councillors Ashton, Atkinson, Ball, Blackburn, Booth, Bradshaw, Brady, Brennan, Brodie - Browne, Byrom, Carr, K. Cluskey, L. Cluskey, Crabtree, Cuthbertson, Dodd, Doran, Dorgan, P. Dowd, Dutton, Fairclough, Lord Fearn, Fenton, Friel, Gibson, Griffiths, Glover, Gustafson, Hands, Hardy, Howe, Jones, Kelly, Kerrigan, Mahon, Mainey, McGinnity, McGuire, McIvor, McKinley, Moncur, Page, Papworth, Parry, Pearson, Porter, Rimmer, Roberts, Robertson, Robinson, Shaw, Tonkiss, Tweed, Veidman, Sir Ron Watson, Weavers, Webster and Welsh

25. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M. Dowd, M. Fearn, Hill, Hubbard, Maher, Preece and Sumner.

26. DECLARATIONS OF INTEREST

The following declarations of interest were made:

| Member | Minute | Reason | Action |
|---------------------------|--|---|--|
| Councillor Brennan | 37 – Notice of Motion by Councillor P.Dowd | Personal – He is the Chair of the Overview and Scrutiny Committee (Children’s Services) | Took part in the consideration of the item and voted thereon |
| Councillor Brodie -Browne | 37 – Notice of Motion by Councillor P.Dowd | Personal – His wife is employed by a school seeking academy status | Took part in the consideration of the item and voted thereon |
| Councillor Gibson | 37 – Notice of Motion by Councillor P.Dowd | Personal – His children attend a school seeking academy status | Took part in the consideration of the item and voted thereon |

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| | | | |
|----------------------|--|--|---|
| Councillor Howe | 37 – Notice of Motion by Councillor P.Dowd | Personal – He is the Chair of the Governors of Maghull High School | Took part in the consideration of the item and voted thereon |
| Councillor Mainey | 37 – Notice of Motion by Councillor P.Dowd | Personal – His Son –in-law works at Range High School which is seeking academy status | Took part in the consideration of the item and voted thereon |
| Councillor Moncur | 37 – Notice of Motion by Councillor P.Dowd | Personal – His children attend a school seeking academy status | Took part in the consideration of the item and voted thereon |
| Councillor Shaw | 32 – Birkdale Village Conservation Area Appraisal | Personal – He resides within the Birkdale Village Conservation Area | Took part in the consideration of the item and voted thereon |

27. MINUTES OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the Annual Council meeting held on 12 May 2011 and the Extraordinary Council meeting and Adjourned Annual Council meeting held on 17 May 2011 be approved as a correct record.

28. MAYOR'S COMMUNICATIONS

Death of Ex Mayor of Sefton – Mr. Nicholas Fanning

The Mayor reported on the sad death of the former Mayor and Councillor, Mr. Nicholas Fanning on 29 May 2011 and indicated that he and the Mayoress had attended the funeral on behalf of the Borough at Our Lady of Walsingham Roman Catholic Church, Bootle on 8 June 2011.

The Mayor advised that Mr. Fanning served first as a Councillor on the Bootle County Borough Council after being elected to Mersey Ward in 1966. He continued to serve his community becoming the elected member for Netherton Ward in the then newly created Sefton Metropolitan Borough Council in 1974. He was re-elected to represent Church Ward in Waterloo before returning to represent Netherton Ward from where he retired from his Council duties in 2004. Mr. Fanning and his wife Mary

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served the Borough as Mayor and Mayoress in the municipal year 1994/95.

Councillors Mahon, Parry, Pearson and Sir Ron Watson paid tribute to Mr. Fanning.

The Council then stood in silence for one minute as a mark of respect for Mr. Fanning.

Civic Service

The Mayor reported that his Civic Service had been held on Sunday 3 July 2011 at St. Thomas of Canterbury RC Church, Waterloo and was conducted by Father John Cullen. He expressed thanks to those who had attended and for the help and assistance from all at St. Thomas'.

Freedom of Entry to the Borough

The Mayor reported that he and the Mayoress had attended Royal Air Force Woodvale on Sunday 3 July 2011 where, on behalf of the Borough, he had formally presented the Commanding Officer with the Scroll bestowing upon that Unit the Freedom of Entry into the Borough.

The Mayor indicated that this year, Royal Air Force Woodvale celebrates its 70th year and, on behalf of the Council, he wished them continued success and fair skies.

PUBLIC SESSION

29. MATTERS RAISED BY THE PUBLIC

The Mayor reported that members of the public had not submitted any petitions or questions.

COUNCIL BUSINESS SESSION

30. QUESTIONS RAISED BY MEMBERS OF THE COUNCIL

The Council considered a schedule setting out a written question submitted by Councillor Brodie-Browne to the Leader of the Council and the response given. One supplementary question was put and responded to.

31. REQUEST FOR SUSPENSION OF COUNCIL PROCEDURE RULES

It was moved by Councillor Brodie-Browne and seconded by Councillor Parry:

That in accordance with Rule 23.1 of the Council and Committee Procedure Rules, the provisions of Rule 13.1 (Motions where notice

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given/Issues for debate) be suspended only for this meeting, to enable the following motion to be considered on a matter which has arisen, following the deadline for the submission of motions to be debated with notice:

- (1) This Council notes with disappointment the decision made by the controlling Labour Group on the Merseyside Integrated Transport Authority to end immediately, without further reports, or the results of any business case study, the opportunity to take local control of the Merseyrail Electrics network from Network Rail.
- (2) Council notes that this process has been ongoing for many years, and that in 2005/06 a business case for Full Local Decision Making (FLDM) was prepared and submitted showing clear benefits for Merseyside. This was endorsed by the Merseyside Passenger Transport Authority and was a Key Policy in Local Transport Plan Two (LTP2).
- (3) Council further notes that FLDM was re-launched as Localism for Merseyrail (LFM) in 2010 and that the imperative for greater local control over the network infrastructure remains and the commitment to developing the case for this was reiterated in Local Transport Plan Three (LTP3).
- (4) Council also notes that LFM has the support of the Department for Transport, Network Rail, Office of the Rail Regulator and the Rail Freight Industry.
- (5) Council believes that a fully integrated Merseyrail network would be in the best interests of Merseyside's commuters and would enable local people and rail customers to have greater say in the decisions taken affecting the rail network in Merseyside.
- (6) Council notes that £1.5m was spent promoting this scheme.
Council therefore requests:
 - (1) That the Chief Executive write to the Chief Executive and Director General of Merseytravel, Neil Scales, and to the Chairman of the Merseyside Integrated Transport Authority (MITA), expressing our Council's disappointment at the decision made at the Authority's meeting on 27th June, 2011; and
 - (2) That MITA reverse the decision made at its meeting of the 27th June and ask that Merseytravel Passenger Transport Executive commission a Business Case Study to determine benefits and risks of LFM. The results of that study are considered by a future MITA Authority meeting before a final decision is made on whether to move this matter forward to the next stage.

On a show of hands, 28 Members voted for the Motion and 26 Members voted against, with 1 abstention. The Mayor indicated that the provisions of Rule 23.1 of the Council and Committee Procedure Rules, require that

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at least half of the whole number of Members of the Council are present and vote in favour thereof (33 Members) and in view of that, it was

RESOLVED:

That no action be taken on the Motion.

32. BIRKDALE VILLAGE CONSERVATION AREA APPRAISAL

Further to Minute No. 208 of the meeting of the Planning Committee held on 4 May 2011, the Council considered the report of the Director of Built Environment which sought approval to proposed amendments to the Birkdale Village Conservation Area's Appraisal and the Conservation Area's Boundaries.

It was moved by Councillor Tweed, seconded by Councillor Mahon and

RESOLVED: That

- (1) the Birkdale Village Conservation Area Appraisal be adopted as a material consideration in the determination of Planning applications; and
- (2) the proposed amendments to the Conservation Area's boundaries shown on the plan appended to the report be approved under Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

33. SEFTON BOROUGH PARTNERSHIP

Further to Minute No. 20 of the Adjourned Annual Council meeting held on 17 May 2011, the Council considered the report of the Director of Corporate Commissioning on the proposed representation on a number of Partnership bodies of the Sefton Borough Partnership in 2011/12.

It was moved by Councillor P. Dowd, seconded by Councillor Moncur and

RESOLVED:

That the following Members set out below be appointed to serve on the Partnership bodies of the Sefton Borough Partnership in 2011/12:

| <u>Partnership</u> | <u>Number of Representatives</u> | <u>Member</u> |
|-------------------------|----------------------------------|---|
| Formby Area Partnership | 3 | 2 Conservative ward members (Cllr Dutton and Griffiths) 1 Labour ward member (Cllr Page) |

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|---------------------------------------|---|---|
| Crosby Area Partnership | 3 | 1 Labour ward member (Cllr Veidman) 1 Liberal Democrat ward member (Cllr Hill) 1 Conservative ward member (Cllr Dorgan) |
| Sefton East Area Partnership | 3 | Chair and Vice Chair of Sefton East Area Parishes Committee (Cllrs Howe and Blackburn) 1 Labour ward member (Cllr Carr) |
| Sefton Partnership for Older Citizens | 1 | Cabinet Member – Children, Schools and Families (Cllr Moncur) |

34. MATTERS DEALT WITH IN ACCORDANCE WITH RULE 17 OF THE SCRUTINY PROCEDURE RULES (CALL-IN AND URGENCY) OF THE CONSTITUTION

The Council considered the report of the Leader of the Council setting out details of those matters dealt with in accordance with Rule 17 of the Scrutiny Procedure Rules (Call-In and Urgency).

RESOLVED:

That the report be noted.

35. MEMBERSHIP OF COMMITTEES 2011/12

It was proposed by Councillor Moncur that the following changes be made to the Membership of Committees:

Cabinet Member – Older People and Health

Councillor K. Cluskey to replace Councillor Friel as the Labour Spokesperson

It was proposed by Councillor Griffiths that the following changes be made to the Membership of Committees:

Cabinet Member – Children, Schools and Families

Councillor Crabtree to replace Councillor Jones as the Conservative Substitute for the Spokesperson, Councillor Dorgan

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Cabinet Member – Performance, Governance and Commissioning

Councillor McIvor to replace Councillor Cuthbertson as the Conservative Spokesperson and Councillor Dutton to be the Substitute

Overview and Scrutiny Committee (Children’s Services)

Councillor Jones to replace Councillor Cuthbertson as a Member of the Committee and Conservative Spokesperson; and Councillor Dutton to remain as the Substitute Member

Licensing and Regulatory Committee

Councillor Cuthbertson to replace Councillor Crabtree as a Member of the Committee

Public Engagement and Consultation Panel

Councillor McIvor to replace Councillor Cuthbertson as a Member of the Panel

RESOLVED:

That the changes to the Membership of Committees listed above be approved.

36. NOTICE OF MOTION BY COUNCILLOR SIR RON WATSON

It was moved by Councillor Sir Ron Watson and seconded by Councillor Pearson:

“The Council welcomes the Coalition Government’s decision in respect of the planned transfer of Public Health to the Council from the Local Primary Care Trust;

The Council welcomes the initiative taken by the Local Government Association in responding positively to this added responsibility which will involve elected Members in an important area of public health;

The Council recognises the major health problems and public expenditure associated with smoking and believes that these can be significantly reduced; and

Agrees that the Overview and Scrutiny Committee – Health and Social Care set up a Task Group to consider all relevant aspects of smoking and tobacco control in the Borough.”

An **amendment** was moved by Councillor Porter, seconded by Councillor Griffiths that the motion be amended by the deletion of all the text in Paragraph four and the substitution of the following text:

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"The Council welcomes the excellent work already undertaken by the Public Health Partnership led by Dr Janet Atherton in reducing the number of smokers in the Borough by 17,000 and notes their intention to continue with this work under the newly formed Sefton Shadow Health and Wellbeing Board. The Council also supports the inclusion of alcohol and obesity within the planned programme."

Following debate, on a show of hands, the Mayor declared that the amendment was **carried** by 52 votes to 6.

On a show of hands, the Mayor declared that the Substantive Motion was carried and it was

RESOLVED:

"The Council welcomes the Coalition Government's decision in respect of the planned transfer of Public Health to the Council from the Local Primary Care Trust;

The Council welcomes the initiative taken by the Local Government Association in responding positively to this added responsibility which will involve elected Members in an important area of public health;

The Council recognises the major health problems and public expenditure associated with smoking and believes that these can be significantly reduced; and

The Council welcomes the excellent work already undertaken by the Public Health Partnership led by Dr Janet Atherton in reducing the number of smokers in the Borough by 17,000 and notes their intention to continue with this work under the newly formed Sefton Shadow Health and Wellbeing Board. The Council also supports the inclusion of alcohol and obesity within the planned programme.

37. NOTICE OF MOTION BY COUNCILLOR P. DOWD

It was moved by Councillor P. Dowd, seconded by Councillor Maher:

"The Council notes that following its resolution on 24 March 2011 which recommended "that all schools considering Academy status should conduct a parental ballot as part of their consultation process", that only one school has followed this course of action. In order for the Council to be assured that appropriate consultation has taken place the Overview and Scrutiny Committee – Children's Services should, as a matter of urgency, consider the process followed by each school and report any concerns for action by the Council without delay".

An **amendment** was moved by Councillor Brodie-Browne seconded by Councillor Robertson, that the motion be amended by the addition of the following text:

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“Some schools may be considering moving to academy status for financial savings and in view of this, a review be undertaken of the services delivered to schools with a view to bringing the costs in line with external providers.”

Following debate, on a show of hands, the Mayor declared that the amendment was **lost** by 40 votes to 17.

On a show of hands, the Mayor declared that the original Motion was carried by 42 votes to 14 and it was

RESOLVED:

The Council notes that following its resolution on 24 March 2011 which recommended “that all schools considering Academy status should conduct a parental ballot as part of their consultation process”, that only one school has followed this course of action. In order for the Council to be assured that appropriate consultation has taken place the Overview and Scrutiny Committee – Children’s Services should, as a matter of urgency, consider the process followed by each school and report any concerns for action by the Council without delay.

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Overview
& Scrutiny



**SEFTON COUNCIL
OVERVIEW AND SCRUTINY
ANNUAL REPORT
2010/11**



Overview & Scrutiny



**'Valuing
Improvement'**

www.sefton.gov.uk
scrutiny@sefton.gov.uk

Overview & Scrutiny Management Board 2010/11



Councillor Richard Hands
Chair of the Overview and Scrutiny Management Board

Eight meetings of the Overview & Scrutiny Management Board took place during 2010/11. The Board was consulted on issues such as the draft statutory guidance on the Duty to Respond to Petitions, Performance Management Framework, the Localism Bill and the implications of the NHS White Paper.

During 2010/11, the Board received regular update briefings on developments regarding the Strategic Budget Review and the Transformation agenda. Members were particularly pleased that the relevant trade unions had continued to work with the Council in order to achieve the considerable savings. This work will continue to be an integral part of the Management Board's remit.

The Board co-ordinated the offer of a work shop event for Members of the Overview and Scrutiny Committee (Performance and Corporate Services) which was supported by Officers from the Finance Department. This was set up in order that Members might receive guidance regarding framing financial questions for scrutiny purposes. This was well received by Members.

Communication has always been a key consideration for the Management Board and some time ago the Board agreed that Cabinet Member reports should be submitted to the relevant O&S Committee, in order to contribute towards the relationship between the Executive and Overview & Scrutiny Members. This process will remain in place despite Cabinet Member Decisions being managed electronically. In addition, the Board took the decision to have the Minutes from meetings of the Overview & Scrutiny Management Board circulated to all Members, to encourage communication and good relationships.

Health Inequalities became a major issue of concern for the Board this year and Members recognised the link between health and general well-being, with other areas of strategic importance, such as employment, education, housing and environments. Last year Sefton succeeded in a bid to become a Scrutiny Development Area, in a programme organised by the Centre for Public Scrutiny, to raise the profile of overview & scrutiny as a tool to promote community well-being and assist Councils & Partners in addressing health inequalities within their local communities. To support this achievement, the Board established a cross-cutting Working Group, comprised of the four Chairs of the Overview & Scrutiny



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Committees, to scrutinise health inequalities within the Borough. This work has now been completed and as well as the Working Group's Final Report, The Centre for Public Scrutiny (CfPS) has prepared a case study of the work undertaken in Sefton with a DVD.

I would like to take this opportunity to thank the Lead Member, Councillor Anthony Hill, for his excellent Leadership skills and the sterling work carried out by the Group. I would also like to thank all our partners involved in the project with special thanks to the three schools who contributed to the project.

The Overview & Scrutiny Away Day, 21 June 2010, event went well and resulted in an Action Plan for Overview and Scrutiny.

The main issue for all Overview and Scrutiny Committees was the proposal to adopt an alternative approach to business. The Management Board has offered support and guidance where necessary, in the promotion of mini reviews/single item meetings with a view to being more productive and adding value with reduced resources. This has been welcomed and embraced by all Committees and we hope to build on the successes from the previous year to ensure we continually improve.

It's worth highlighting that Committees have now moved away from receiving reports "for information".

The Management Board, I'm sure, will look forward to working with the Cabinet Member for Performance, Governance and Commissioning in 2011/12 on the Governance Review as it emerges. This will include a review of the Overview and Scrutiny Committee's Terms of Reference.

I would like to thank the Overview and Scrutiny Team for all their hard work during the year and I am sure the new Chair will enjoy working with the team as I have.

I think the forthcoming year will be extremely busy for Overview and Scrutiny in coordinating our prioritisation of Council services, ensuring we continue to deliver services that meet the needs and expectations of our residents/partners and clients, within the set budget available.

Councillor Richard Hands
June 2011



Performance and Corporate Services



Councillor Anne Ibbs
Chair of the Overview and Scrutiny Committee
Performance and Corporate Services

On behalf of the Members of the Overview & Scrutiny Committee (Performance & Corporate Services) it gives me great pleasure to introduce the 2010/11 Annual Report.

During the year the Committee has met eight times and considered issues such as the Transformation Programme, Members ICT, Pay and Grading Review, the Council's Asset Management Plan and the development of national policies such as the Localism Bill.

Transformation Programme

This year the Committee received regular updates on the progress of the Transformation Programme. Unfortunately there was little time for the Committee Members to be closely involved in the proposal stages, due to the pressing timetable for agreeing and implementing the budget savings, but the reports were helpful for Members to understand the process being undertaken, and Members did agree that the programme for 2011/12 would have built-in arrangements for this Committee to be closely involved from the beginning stages of proposal developments.

Members ICT

This year the Committee has spent a lot of time trying to ensure that the Members ICT provision and support arrangements are effective for the authority, particularly at a time when the use of electronic work and decision making would be making a financial contribution to the budget saving process. Representatives from arvato and Sefton's Client Contract Manager have also attended Committee meetings this year, and we have had some successes in improving the provision and support arrangements. We do, however, feel that this issue should be monitored in the future to ensure that all Members are happy with the facilities, and to ensure that any electronic decision making processes are not affected by adverse ICT issues.

Bribery Act Working Group

Following the announcement of the Bribery Act 2010 the Committee decided that a review would be undertaken to ensure that the authority would be able to meet all of its legislative requirements in a timely manner. Consequently a Working Group was established, led by Councillor Gibson, and supported by officers in the Legal Department and Audit Team. My thanks are extended to Councillor Gibson for his hard work with this review, and for the officers who have worked to ensure that the authority has fully met its obligations in a very timely manner.



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Health Inequalities Working Group

As a Member of the Health Inequalities Working Group (along with the other Chairs of the Overview and Scrutiny Committees and nominated representatives from the Labour Group) I have been involved in the review of health inequalities across Sefton. Members of the Committee received an update of the progress of this review at every Committee meeting, and I personally feel that this approach of involving Members from all Committees in an in-depth review has been extremely beneficial in understanding the complex issues and processes that exist. We particularly welcomed the opportunity to visit different Wards and engage with representatives of the different communities. I would welcome the extension of such an approach for future reviews undertaken by our Overview and Scrutiny Committees.

The Year Ahead

The Committee will continue to make progress on the following priorities over the coming year:

- Monitoring the impact of the Transformation Programme upon the delivery of services to the people of Sefton, and those who work for Sefton;
- Input, and monitoring of budget saving exercises in this financial year;
- Ensuring that the provision and support of Member ICT will deliver the efficiencies required under the budget saving exercise;

On behalf of the Committee I would like to thank everyone who has contributed to our work over the past year, and I would personally like to thank all Members of the Committee for their support to me over the past year. My thanks are also extended to our Overview and Scrutiny Officer, Michele Wainwright.

I envisage the forthcoming year to be extremely busy and challenging for the Committee, given the difficult times that are currently being experienced by local government and extend my support to the future Chair, and Members of this Committee in addressing these concerns.

Councillor Anne Ibbs
June 2011



Children's Services



Councillor Richard Hands
Chair of the Overview and Scrutiny Committee
Children's Services

It gives me great pleasure to introduce Sefton Council's Overview and Scrutiny Committee (Children's Services) Annual Report 2010/11 to the Council.

This year, the Committee has continued to fulfil all of its functions in scrutinising and reviewing the Council's activities in relation to the following five positive outcomes for Children and Young People: That Children and Young People in Sefton:-

- Are healthy
- Are safe
- Enjoy their learning opportunities
- Reach their goals
- Make a positive contribution

During the course of the year one Working Group and one mini review have undertaken investigations into particular areas of the Children's Services Portfolio. The Committee has also considered numerous reports and pre-scrutinised several key decisions.

The Children and Adolescent Mental Health Working Group

The above Working Group set about scoping its review in the Autumn of 2010. Members agreed that as joint Commissioner, with Sefton PCT, that it was our responsibility to ensure the CAMH Service was tailored to the needs and met expectations of the Service User.

Working Group Members gathered an immense amount of information to assist them throughout the Review. They met and interviewed parents/guardians of Service Users, Acting Chief Executive of PCT, Director of Children's Social Care, Children's Trust Director, Assistant Director (Inclusion), Service Manager (Looked After Children), Children's Centre Manager, Kingsmeadow, General Manager, Alder Hey Children's Hospital, and the G.P. Consortia North and South. It became apparent, from those witness interviews, that some fundamental changes were required and representatives from Alder Hey Children's Hospital addressed some of those issues as they emerged which were welcomed by the Working Group.



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The Review took nine months to complete, this illustrates the complexity of the service area we were reviewing. I think all Members would agree that it was a piece of work that required a great deal of sensitivity whilst arriving at the right conclusions with sound recommendations for the Children and Young People of Sefton.

The Review resulted in 14 recommendations and will be considered by the Cabinet. The Committee will monitor the progress of the recommendations through regular update reports from the Strategic Director for People.

Early Years Funding Formula – Mini Review

The Committee agreed, after receiving a report regarding the early years funding formula, that a “mini review” be arranged in order that the subject could be examined in more detail.

The mini review was useful in providing Members with the right information for them to scrutinise the work done in relation to designing and implementing a single local funding formula for funding the free early years entitlement for 3 and 4 year olds across all sectors.

In addition to the above Working Group and Mini Review the Committee carried out its important function of examining services that had undergone Ofsted Inspection and Challenging the Department’s readiness for inspection.

The following topics were identified for review by Members and were the subject of reports to the Committee:

- Children & Adolescent Mental Health Services (CAMHS);
- Post-16 Funding – Transfer of Responsibilities to Local Authority;
- Management Structure of Children, Schools and Families Directorate;
- Parenting Strategy;
- Nursery Admissions & Excess Pupil Numbers;
- Special Educational Needs System;
- Personal Social Services & Sefton Young Carers;
- Children’s Social Care – Serious Case Review;
- Revenue Expenditure, Capital Programme & Performance, 2009/10;
- Early Years Funding Formula;
- Increase in Infant Class Numbers;
- Children, Schools and Families – I.T. Single Child Record Programme Scheme;
- Post –16 Annual Travel Passes – Policy Review;
- Update on the Youth Offending Service;
- Outline Business Case for Post – 16 Learners with Learning Disabilities and/or Disabilities;
- Update on Kirwan House Children’s Home, Southport,
- Annual Report on Complaints Regarding Children’s Services;
- Performance of Schools at Key Stage 4 & 5, 2010;
- Re-inspection of Youth Offending Work in Sefton;



- Update on Fostering Services; and
- Emotional & Mental Health of Looked After Children.

The Committee was also delighted to receive the Public Health Annual Report: Fair Society, Healthy Lives.

Throughout the Year the Committee received reports from the Cabinet Member for Children's Services, which informed Members of the work he had undertaken.

The Overview and Scrutiny Committee has also been given the opportunity to pre-scrutinise items from the Council's Key Decision Forward Plan. The Forward Plan is submitted to the Overview and Scrutiny Committee as part of the Work Programme update. The pre-scrutiny process assists the Cabinet and Cabinet Members to make effective decisions by examining issues beforehand and making recommendations prior to a determination being made.

I am very proud to also report that at a recent Ofsted Inspection of the Council's Safeguarding and Looked After Children's Services it was reported that

"The Scrutiny Committee has an innovative approach to selecting topics of its annual work programme, which includes performance reports and also listening to the views and opinions of young people on what's important to them".

I would like to take this opportunity to thank the Committee and Officers for their support in this work.

Health Inequalities Working Group

As Chair of both this Committee and the Overview and Scrutiny Management Board and along with the three other Overview and Scrutiny Chairs (Councillors Hill, Ibbs and Papworth) and Labour Members Councillors Cummins and McGinnity, we were appointed to the Health Inequalities Working Group. The purpose of the Working Group was to explore the issues affecting Health Inequalities across the Borough and make recommendations to improve service delivery and help to address those inequalities.

The Year Ahead

I look forward to the new Municipal Year as a Spokesperson on the Committee and would like to welcome Councillor Brennan as Chair of the Committee. We look forward to working as critical friend to our Cabinet Member and partners. The Committee will be examining Key Priorities for the Council and examining areas for us to investigate in order that the services we provide are continually improved to benefit all who live and work in Sefton.

As Chair I would like to thank the Officers who have contributed to this Committee specifically for their assistance and support whilst conducting the reviews. In particular I would like to thank all the people who contributed to the Working Groups and Focus Groups.



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I would also like to take this opportunity to thank Committee Members for their hard work throughout the year.

I especially would like to thank the sterling efforts of our Scrutiny Team and, in particular, Ruth Harrison who has been a tremendous help and encouragement to me as Chair.

Councillor Richard Hands
June 2011



Regeneration and Environmental Services



Councillor Peter Papworth
Chair of the Overview and Scrutiny Committee
Regeneration and Environmental Services

It gives me great pleasure to introduce Sefton Council's Overview and Scrutiny Committee (Regeneration & Environmental Services) Annual Report 2010/11.

It has been a pleasure and privilege to chair this committee again during the year.

We have made a good deal of progress in our procedure, with verbal reports and one-session investigations mostly replacing wads of tired paper and repetitive meetings. We were greatly helped by the Head of Overview and Scrutiny, Michele Wainwright, who doubled as our Scrutiny Officer and did much to ensure that our time was well spent.

We have been pleased by the success of some of our previous work. Our suggestions for giving wider notice of Licensing applications have been adopted by the Council and are now recommended as the national model; our review of Libraries assets was a big help whilst the budget was being reviewed; the restored Park Rangers have been widely welcomed; our views on Refuse Collection have been – or in the case of plastic and cardboard, will be – implemented and well received.

The Committee is actively monitoring the progress of the 29 recommendations from the Watercourse Maintenance and Flooding Working Group. The Floods and Water Management Act 2010 has placed a number of duties on Local Authorities, in particular those that are Lead Local Flooding Authorities. The Committee will continue to monitor compliance of that Act.

As chairman, I have continued to attend Cabinet Member meetings when possible, so as to keep abreast of developments and to build relationships with the four Cabinet Members whose portfolios are within our Terms of Reference. As part of that process we have welcomed the introduction of “reports from cabinet members” into our agenda. This ensures that the Committee is briefed upon current Cabinet Member issues. It also allows Committee to make judgements and offer assistance to Cabinet Member where they agree it's required.

Agenda Item 7

Meetings

The Committee met nine times during the year, and we were grateful to a substantial number of people who came to answer our questions. Besides various Council officers, we had senior representatives from (among others):

Merseyside Waste Disposal Authority
The Environment Agency
Sefton Chamber of Commerce
Dowhigh Ltd
Tesco plc
Department for Employment/Job Centre Plus
Sainsbury's plc

Working Groups – Rimrose Valley

The Rimrose Valley Working Group (which aims to increase public use) has met several times and toured the area twice so far. There is more to do, and I am grateful to Councillor Kevin Cluskey for the very active leadership he has shown in this work. We have to solve a dilemma in the Valley: on the one hand, it is a quite extraordinary haven for wildlife and deserves to be better appreciated; on the other hand it is vulnerable to misuse and over-use. This work will continue into 2011/12.

Topics

Among the issues we have considered are these:

Worklessness
Household Waste Recycling Centres – permit scheme
Crosby Village Centre redevelopment
The protocol for siting of mobile phone masts on Council land
Updating the strategy for parks and green space management
Flooding in Seaforth (July 2010)
Outcomes of the Draft Greenbelt Study
The “core strategy” for building new homes
Renewable Energy schemes
Road surfacing
“Winter Service” (ie snow clearance) policy and outcome
Joint Municipal waste management planning
The annual Public Health report
North Liverpool & South Sefton regeneration framework
Implications of the Floods and Water Management Act 2010

Miscellaneous

My role as chairman of this committee results in my appointment to the Environment Agency's North West Region's Flooding & Coastal Committee, which occasionally takes me to various parts of the region, and offers much interesting work.



The Year Ahead

No doubt we will continue to prosecute the various matters listed above, and I very much hope that committee members – particularly the several who are newly elected as councillors – will seize the opportunity to examine other aspects of Council policy and performance. There is no shortage of potential challenges!

I would like to take this opportunity to thank Committee Members for their hard work and support throughout the year.

Councillor Peter Papworth
June 2011



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Health and Social Care



Councillor Anthony Hill
Chair of the Overview & Scrutiny Committee
Health and Social Care

I am delighted to introduce the 2010/11 Annual Report of the Overview and Scrutiny Committee (Health and Social Care).

The full Committee met nine times and this report is presented to the Council and a wider audience beyond in the hope that the information it contains will contribute to the debate about the provision of health and adult social services for Sefton residents and their development, improvement and access.

Health Partners

The Committee received presentations from our health partners including Southport & Ormskirk NHS Trust, Aintree University Hospital NHS Foundation Trust and The Walton Centre for Neurology & Neurosurgery NHS Trust, Mersey Care NHS Trust and North West Ambulance Service NHS Trust.

At each meeting the Committee received presentations and updates from Sefton Primary Care Trust (NHS Sefton). These included Chlamydia screening, breastfeeding, residents' healthchecks, flu vaccinations campaign, phlebotomy services, pharmacy services, coping with winter pressures, children's services in Southport, Litherland Town Hall Health Centre, supporting hospital patients to quit smoking, South Sefton Dental Centre, Bootle, drink related health problems, children's orthodontic services, memory road shows to raise awareness of Alzheimers disease and dementia, Be Sensible in the Sun and Sefton residents' lifestyle survey.

Working Groups and Visits

The Dementia Working Group had its recommendations approved by Cabinet at the beginning of the Municipal Year.

Progress on the recommendations of previous Working Groups on access to Social Care and Supported Housing Needs were received by the Committee during the year.

Members served on the cross cutting Working Group on Health Inequalities in Sefton and on the Joint Scrutiny Committee with Liverpool & Knowsley members examining



the North Mersey Future Health Care Programme which included developments at Alder Hey Children's Hospital and the Royal Liverpool Hospital.

I would like to thank all members who served on Working Groups for their hard work.

Members visited Aintree University Hospital and Southport & Formby District General Hospitals. These gave members the opportunity to meet with our health partners and to see health services in action.

Homeopathy Services

Following a petition and presentations, the Committee for the first time exercised its power to refer the issue to the Secretary of State for Health on the grounds that NHS Sefton did not consult adequately with service users or the Committee on the withdrawal of the NHS homeopathy service in Sefton.

Adult Social Care

The area of Adult Social Care was served by the attendance of officers from the Council's Health & Social Care Directorate.

Their reports and presentations included the annual inspection of adult social care, the department's final accounts, the assessment of commissioning for adult social care, and Sefton Carers Strategy & telecare.

The regular attendance of the Cabinet Member - Health & Social Care has been particularly useful when Cabinet Member reports have been on the agenda.

Other Issues and Strategies Considered

Sefton's Dementia Strategy & Sefton's Strategy for Older Citizens were presented as was Sefton's Annual Public Health report.

Following the Independent Clinical Review of Children's Services in Southport, members of the Committee served on the Oversight Group established to consider viable options for the future delivery of paediatric services in Southport.

The Year Ahead

1. We will continue to develop strong working relationships with all our health partners. We believe that we are recognised as a critical friend and will continue to work with them to monitor and develop health services for the benefit of all Sefton residents.
2. We will face up to the challenges that the continuing financial pressures facing the Council and our health partners as well as any changes that NHS reforms may bring.
3. Above all we will continue our work learning about, scrutinising and, where necessary, challenging health and adult care services affecting Sefton residents.

Agenda Item 7

Finally

I would like to thank the representatives of the many health organisations and partners including senior officers and members of Hospital NHS Trusts, Sefton LINKS, Sefton CVS as well as members of the public for their regular attendance at and contributions to the work of the Committee.

My special thanks to Dr. Janet Atherton for all her advice and support and to Charlie Barker, Colin Speight and Bob McConnell from Adult Social Care who have now retired, for their many years supporting the Committee.

My particular appreciation to all members of the Committee for the enthusiastic way that they have contributed to our work and above all to the Scrutiny Team, especially Debbie Campbell, our Overview & Scrutiny officer for her efficiency, support, enthusiasm and hard work.

Councillor Anthony Hill
June 2011



During 2010/11, the following Members served on the Committees indicated:-

Overview & Scrutiny Management Board

Councillor Hands (Chair)
Councillor Cummins
Councillor Hill
Councillor Hough
Councillor Ibbs
Councillor Larkin
Councillor McGinnity
Councillor McIvor
Councillor McGuire
Councillor Papworth
Councillor Pearson

Overview & Scrutiny Committee (Children's Services)

Councillor Hands (Chair)
Councillor Bradshaw
Councillor Byrom
Councillor Cummins
Councillor Dorgan
Councillor Glover
Councillor Hough
Councillor Hubbard
Councillor Larkin
Councillor C. Mainey
Councillor S. Mainey
Councillor McIvor
Father D. Seddon - Church Diocesan Representative
Mrs S. Cain - Parent Governor Representative

Overview & Scrutiny Committee (Health & Social Care)

Councillor Hill (Chair)
Councillor L. Cluskey
Councillor Howe
Councillor Ibbs
Councillor T. Jones
Councillor Larkin
Councillor McGinnity
Councillor McGuire
Councillor Pearson
Councillor Veidman
Councillor Webster

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Overview & Scrutiny Committee (Performance & Corporate Services)

Councillor Ibbs (Chair)
Councillor Byrne
Councillor Byrom
Councillor Carr
Councillor Fenton
Councillor Gibson
Councillor Kelly
Councillor McGinnity
Councillor Papworth
Councillor Shaw
Councillor Weavers

Overview & Scrutiny Committee (Regeneration & Environmental Services)

Councillor Papworth (Chair)
Councillor K. Cluskey
Councillor Fenton
Councillor Gustafson
Councillor Hardy
Councillor Hubbard
Councillor C. Mainey
Councillor S. Mainey
Councillor McIvor
Councillor Pearson
Councillor Weavers





Bootle Town Hall

Overview & Scrutiny



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Southport
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Further information can also be found at:

www.sefton.gov.uk



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Agenda Item 8

Report to: Council **Date of Meeting:** 1 September 2011

Subject: Amendments to Council Constitution

Report of: Director of Corporate Commissioning **Wards Affected:** All wards

Is this a Key Decision? No **Is it included in the Forward Plan?** No

Exempt/Confidential No

Purpose/Summary

To advise the Council of a change made by the Leader of the Council to the title of a Cabinet Portfolio and to seek delegated authority for the Director of Corporate Commissioning to make any consequential amendments to the Council Constitution.

To advise the Council that delegated authority is sought so as to ensure that Cabinet can make all necessary decisions about a Council shareholding in a company

Recommendation(s)

That:

- 1) it be noted that the Leader of the Council has amended the title of the “Street Scene and Transportation” Cabinet Portfolio to the “Transportation” Cabinet Portfolio; and
- 2) that Council agrees to delegate authority to Cabinet to take all necessary steps to manage and safeguard a shareholding the Council owns in a company including inter alia grant permissions, give consents, and sell the shareholding as appropriate. Where the Council is the sole shareholder, delegated authority be given to Cabinet for further shares in a company to be issued.
- 3) the Director of Corporate Commissioning be granted delegated authority to make any consequential amendments to the Council Constitution as a result of the changes outlined above.

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 | | √ | |

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| | | | | |
|---|---|---|---|--|
| 7 | Creating Inclusive Communities | | √ | |
| 8 | Improving the Quality of Council Services and Strengthening Local Democracy | √ | | |

Reasons for the Recommendation:

To allow the revised Constitution to be adopted.

What will it cost and how will it be financed?

(A) Revenue Costs Nil

(B) Capital Costs Nil

Implications:

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

| | | |
|---|---|-------------------------------------|
| Legal | The Executive Arrangements for the Council are set out in the Constitution. | |
| 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:

None

What consultations have taken place on the proposals and when?

The Head of Corporate Finance (FD894) and Head of Corporate Legal Services (LD252/11) have been consulted and any comments have been incorporated into the report.

Are there any other options available for consideration?

Not at present.

Implementation Date for the Decision

Immediately following the Council meeting.

Contact Officer: Andrea Grant, Assistant Director (Democratic Services)

Tel: 0151 934 2030

Email: andrea.grant@sefton.gov.uk

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1 Section 7 of Part 2 of the Council Constitution sets out the Executive Arrangements for the Council and under Section 7.06 (Other Cabinet Members), the Leader of the Council may nominate up to nine Members of the Council to the Cabinet and he/she must notify the Council of the names of the Cabinet Members and their allocated portfolios. The Cabinet Members will hold office until the Leader's term of office expires, unless removed by the Leader or for any of the reasons set out in Section 7.03 of the Constitution.
- 1.2 In accordance with Section 7.07 (Responsibility for Functions), the Leader of the Council must maintain a list in Part 3 of the Constitution setting out which individual Members of the Cabinet, Officers, Area Committees or joint arrangements are responsible for the exercise of particular executive functions.
- 1.3 At the Adjourned Annual Council Meeting held on 17 May 2011, the Leader of the Council (Councillor P. Dowd) notified the Council of his appointments to the following Cabinet portfolios:

| Cabinet Portfolio | Member |
|---|---------------------|
| Children, Schools and Families | Cllr. Moncur |
| Corporate Services | Cllr. Parry |
| Environmental | Cllr. Shaw |
| Leisure, Culture and Tourism Services | Cllr. Booth |
| Older People and Health | Cllr. Porter |
| Performance, Governance and Commissioning | Cllr. Brodie-Browne |
| Regeneration and Housing | Cllr. Maher |
| Safer Communities and Neighbourhoods | Cllr. Robertson |
| Street Scene and Transportation | Cllr. Fairclough |

- 1.4 The Leader of the Council has indicated that he now wishes to amend the title of the "Street Scene and Transportation" Cabinet Portfolio to the "Transportation" Cabinet Portfolio and the Council is requested to note this decision.
- 1.5 Part 3 of the Constitution sets out the Responsibility for Functions. In particular Part 4B deals with the matters delegated to Full Cabinet. It is proposed that those responsibilities be clarified/extended when it comes to dealing with the Council's shareholding in a company. It is necessary to ensure appropriate governance of the Council's shareholding. By providing delegated authority to Cabinet this means that any necessary permissions, consents and decisions as to the future of the shareholding can be taken by Cabinet and it will streamline the decision-making process.

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- 1.5 As a consequence of these decisions, it will be necessary for minor amendments to be made to Part 3 of the Constitution (Responsibility for Functions). It is therefore requested that the Director of Corporate Commissioning be granted delegated authority to make the amendments to the Council Constitution.

Agenda Item 9

Report to: Council

Date of Meeting: 1 September 2011

Subject: Appointment of Substitute Members on the Public Engagement and Consultation Panel

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 appoint Substitute Members to serve on the Public Engagement and Consultation Panel for the remainder of the 2011/12 Municipal Year.

Recommendation(s)

That Councillors Shaw, Labour Nomination and Dutton be appointed as Substitute Members for Councillors Brodie-Browne, Friel and McIvor respectively on the Public Engagement and Consultation Panel

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:

The appointment of Substitute Members will enable the business of the Panel to be conducted with a full complement of Councillors if the Member(s) cannot attend.

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What will it cost and how will it be financed?

(A) Revenue Costs

There are no financial costs associated with the proposals in this report

(B) Capital Costs

There are no financial costs associated with the proposals in this report

Implications:

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

| | |
|---|-------------------------------------|
| Legal - None | |
| Human Resources - None | |
| 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:

A full complement of Members on the Public Engagement and Consultation Panel will allow wider political input into the proceedings of the Panel to the benefit of local communities.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance and ICT (FD880) has been consulted and has no comments on this report because the contents of the report have no financial implications for the Council.

The Head of Corporate Legal Services (LD237/11) has been consulted and has no comments to make on the report.

Are there any other options available for consideration?

The alternative option is to maintain the status quo and for Panel Members to have no Substitute Members to call on if they cannot attend the meeting.

Implementation Date for the Decision

Immediately following the Council meeting

Contact Officer: Samantha Tunney
Tel: 0151 934 4039
Email: samantha.tunney@sefton.gov.uk

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1 At its meeting held on 17 May 2011, the Council established a Public Engagement and Consultation Panel. Three Members were appointed to serve on the Panel with a political balance of 1 Labour, 1 Liberal Democrat and 1 Conservative. The current members are Councillor Brodie-Browne, Cabinet Member – Performance, Governance and Commissioning (Chair), Councillor McIvor, Conservative Spokesperson for the Performance, Governance and Commissioning portfolio and Councillor Friel.
- 1.2 The Council did not appoint Substitutes for the Panel Members and the purpose of this report is to resolve this issue.
- 1.3 Consultations have taken place with Party Whips and nominations have been made for the Substitute Members. As mentioned earlier in the report, the appointment of Substitute Members will enable the business of the Panel to be conducted with a full complement of Councillors if a Member(s) cannot attend.

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Agenda Item 10

| | |
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| Report to: Cabinet Council | Date of Meeting: 21 st July 2011 1 st September 2011 |
| Subject: Local Sustainable Transport Fund | |
| Report of: Director of Built Environment | Wards Affected: All |
| Is this a Key Decision? Yes | Is it included in the Forward Plan? No |
| Exempt/Confidential | No |

Purpose/Summary

To advise the Cabinet of the success of bids into the Local Sustainable Transport Fund and to seek authority to begin to commit the funds

Recommendation(s)

It is recommended that:-

Cabinet:

- (i) note the successful bids;
- (ii) recommend the Council to approve the inclusion of £575,000 in the Capital Programme, phased as indicated in paragraph 3.2
- (iii) authorise officers to commence commitment of the funds; and
- (iv) approve the establishment of Sefton Council as the lead Accountable Authority for the Project subject to agreement with West Lancashire Council; and
- (v) note that the proposal was a Key Decision which, unfortunately, had not been included in the Council's Forward Plan of Key Decisions because at the time of the Forward Plan it was not known if the bid was going to be successful and the announcement was not made until 5th July 2011. Consequently, the Chair of the Overview and Scrutiny Committee (Regeneration and Environmental Services) has 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 delivery of the project needs to commence at the earliest opportunity.

Council approve the inclusion of £575,000 in the Capital Programme, phased as indicated in paragraph 3.2

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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 allow the funds to be committed to commence delivery of the bid and ensure the required spend is made in the current financial year.

What will it cost and how will it be financed?

(A) Revenue Costs

£975,000 of grant available over the four years of the fund (until 31 March 2015), including £190,000 in 2011/12

(B) Capital Costs

£575,000 of grant available over the four years of the fund, including £80,000 in 2011/12

All funds will be met by the Department for Transport through the Local Sustainable Transport Fund

Implications:

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

| | |
|---|-------------------------------------|
| Legal | None |
| Human Resources | None |
| 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:

None

What consultations have taken place on the proposals and when?

The Head of Corporate Finance & ICT (FD 861/2011) has been consulted and her comments have been incorporated into this report.

Head of Corporate Legal Services (LD 219/11) has 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

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

Contact Officer: Dave Marrin
Tel: 0151 934 4295
Email: dave.marrin@sefton.gov.uk

Background Papers:

Local Sustainable Transport Fund application form

Agenda Item 10

- 1.1 At the meeting of the Cabinet held on 14th April 2011, Members approved the progression of bids for inclusion in the Local Sustainable Transport Fund (LSTF) in partnership with the Merseyside Integrated Transport Authority (ITA) and West Lancashire District / Lancashire County Councils.

2.0 The Bids

2.1 The Merseyside Bid

- 2.1.1 The Merseyside project submitted by Merseytravel was for £4.877m, to be used across Merseyside to support sustainable access to employment. This project is a key component of a larger £27m bid being considered by the Government for a decision later this year. The Merseyside key component project focuses on working with employers to develop workplace travel plans and active workforce initiatives, providing travel advice and supporting travel to employment and training and also improving facilities for walking and cycling.

- 2.1.2 Sefton will receive £725,000 from the Merseyside project to work with local businesses in addressing transport issues, to continue the work of the neighbourhood travel team in providing travel information and practical assistance to help people get to jobs, interviews or training and to improve accessibility for pedestrians and cyclist to key employment locations.

- 2.1.3 The bid has been approved in full and will be administered by Merseytravel as the lead Authority. The Merseyside Bid is not considered as part of this report and will be subject to a further report to a future meeting of the Cabinet.

2.2 The Sefton / West Lancashire Visitor Economy Project Bid.

- 2.2.1 This project covers an area along the Sefton Coast from Waterloo to Southport and inland incorporating western parts of West Lancashire including Ormskirk and Burscough. The project will promote and develop opportunities for enjoying the area by sustainable transport and by promoting walking and cycling as attractions in themselves. It will benefit the local economy by improving the visitor experience, extending the time visitors spend in the area, attracting new visitors and providing new leisure experiences for local residents, as well as reducing carbon emissions from leisure and tourism related travel.

- 2.2.2 The project includes specific support for the expansion of the Southport cycle hire scheme; Seasonal re-opening of the Kew park and ride site in Southport; developing and promoting the visitor offer throughout the area; improving facilities for pedestrians and cyclists at key locations; and developing new and improved leisure routes and facilities. The project will be very much a partnership between the Councils, both local Primary Care Trusts, Sefton CVS, West Lancs CVS working together with local leisure and tourism businesses. It has been supported by both Merseytravel and Lancashire County Council.

- 2.2.3 Sefton's joint bid with West Lancashire to support and promote the visitor economy of the area has been granted £1.55m out of the original bid of £1.71m. The part of the bid which was unsuccessful was for a total of £160,000, to develop a low carbon travel and tourism education package.

3.0 The Sefton / West Lancashire Visitor Economy Project

3.1 The project has secured a total of £1.55m with a further £1.485m being identified in local contributions through Local Transport Plan capital contributions; Sustrans Connect 2 funding; developer contributions; Merseyrail contribution to cycle hire operation; income from Park & Ride; Heritage Lottery Fund; staff time and input from partner organisations (e.g. PCTs, CVS) either directly or in kind. Private sector participants in the project (e.g. hotels, visitor attractions, leisure companies etc.) will also be encouraged to contribute to the project, either directly or in kind.

3.2 The package costs are summarised below.

| | | | | | | |
|---|---------|------------|------------|------------|------------|-------------|
| Southport cycle hire | £k | 2011-12 | 2012-13 | 2013-14 | 2014-15 | Total |
| | Revenue | 45 | 45 | 40 | 40 | 170 |
| | Capital | | | | | |
| Southport Eastern Park and Ride | £k | 2011-12 | 2012-13 | 2013-14 | 2014-15 | Total |
| | Revenue | 75 | 90 | 90 | 90 | 345 |
| | Capital | | | | | |
| Developing and promoting the visitor offer | £k | 2011-12 | 2012-13 | 2013-14 | 2014-15 | Total |
| | Revenue | 70 | 140 | 130 | 120 | 460 |
| | Capital | | | | | |
| Improved facilities for walking and cycling | £k | 2011-12 | 2012-13 | 2013-14 | 2014-15 | Total |
| | Revenue | | | | | |
| | Capital | 10 | 35 | 35 | 35 | 115 |
| Leisure routes and facilities | £k | 2011-12 | 2012-13 | 2013-14 | 2014-15 | Total |
| | Revenue | | | | | |
| | Capital | 70 | 170 | 120 | 100 | 460 |
| GRAND TOTAL | | | | | | |
| | | 270 | 480 | 415 | 385 | 1550 |
| | | | | | | |

3.3 Members will note that there is significant spend profiled for 2011/12 and in order to deliver the aims of the project and meet this spend it is necessary to commence committing funds at the earliest opportunity.

3.4 In view of the above the Cabinet is requested to authorise officers, in liaison with colleagues in West Lancashire, to commence commitment of the funds identified for 2011/12. Details of these commitments will be subject to further subsequent reports to the Cabinet Member – Street Scene and Transportation.

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- 3.5 It is suggested that Sefton be the lead accountable authority for the project, a formal agreement between the Authorities will be pursued by Officers of Sefton Council working with Officers of West Lancashire District Council with a view to assessing any risks involved. It is considered that the risks involved are minimal as a large proportion of the funding for the project is revenue and will be spent mainly within Sefton (Cycle Hire and Park & Ride) The principal resource in West Lancashire will be staff resources via a post funded through the project and hosted by Sefton Council. A small amount of Capital fund will be expended in West Lancashire and that will be subject to close control through the governance arrangement to be agreed with West Lancashire.
- 3.6 The letter confirming the offer of the grant is attached for Members information.

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Department for **Transport**

Dave Marrin
Traffic Services Manager
Sefton Council
(via email)

Jessica Matthew
Deputy Director Sustainable Travel
Department for Transport
2/15 Great Minster House
76 Marsham Street
London
SW1P 4DR
Direct Line: 020 7944 4749
lstf@dft.gsi.gov.uk

Web Site: www.dft.gov.uk

8 July 2011

Dear Mr Marrin,

Sefton & West Lancashire Visitor Economy Project

Thank you for your tranche 1 bid to the Local Sustainable Transport Fund, submitted in April. This letter is to inform you that Ministers have decided not to fund the bid in full, but instead agreed to fund defined elements of your bid as set out below. We received a very healthy response to the Fund and a large number of bids which Ministers fully considered before arriving at their decisions.

Your bid was generally considered to comprise a coherent package of mutually supporting measures and provided clear evidence of the benefits for the local economy. However, Ministers have decided not to fund the “low carbon travel and tourism education” package as they did not feel that it sufficiently addressed the strategic objectives of the Fund. The Department would be happy to provide further feedback and advice. Please contact Richard Mace in the first instance (richard.mace@dft.gsi.gov.uk ; 020 7944 6647).

The Department’s funding contribution to the project will be paid as resource and capital grant as follows:

| | £m | Revenue | Capital | Total |
|----------------|----|---------|---------|-------|
| 2011/12 | | 0.190 | 0.080 | 0.270 |
| 2012/13 | | 0.275 | 0.205 | 0.480 |
| 2013/14 | | 0.260 | 0.155 | 0.415 |
| 2014/15 | | 0.250 | 0.135 | 0.385 |
| Total | | 0.975 | 0.575 | 1.550 |

There will be no opportunity to carry forward any unspent funds into subsequent financial years. In order to manage funding levels nationally, we would be open to any requests to bring forward expenditure from 2012/13 into 2011/12. Please contact Richard Mace should you wish to do so.

We will write to you shortly with a formal offer of grant under Section 31 of the Local Government Act 2003. The letter will include the full terms and conditions under which the grant is to be provided. These conditions will include accepting full financial responsibility for the project going forward and a commitment to submitting quarterly reports to the Department on progress and expenditure. You will be asked to confirm these conditions in writing.

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Thank you for taking the time to develop your bid to the Fund. My team and I look forward to working with you and we wish you every success in implementing the project and realising the benefits for your local communities.

Yours sincerely,

A handwritten signature in black ink that reads "J. Matthew". The signature is written in a cursive style with a large initial 'J'.

Jessica Matthew

Agenda Item 11

Report to: Cabinet Member - Transportation
Cabinet
Council

Date of Report : 5th August 2011
Date of Meeting : 18th August 2011
1st September 2011

Subject: Merseyside Local Sustainable Transport Fund Project –
Facilitating Sustainable Access to Employment in Merseyside

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/Summary

To advise the Cabinet of Sefton's role in the Merseyside Local Sustainable Transport Fund project and to seek authority to commit and to allocate the funds.

Recommendation(s)

It is recommended that Cabinet Member Transportation note the report and recommends Cabinet to approve the allocation of funds and authorise officers to commence commitment of the funds.

Cabinet

It is recommended that:-

- (i) the elements of the Merseyside Local Sustainable Transport Fund (LSTF) project to be delivered in Sefton be noted;
- (ii) it be noted that Merseytravel is the lead accountable body for the Merseyside LSTF project;
- (iii) the Head of Corporate Finance and ICT be authorized to enter into a Memorandum of Understanding with Merseytravel to enable the project to commence and subsequently to enter into a formal agreement with Merseytravel for the funding, delivery and monitoring of the project;
- (iv) the Council be recommended to approve the inclusion of £260,000 in the Capital Programme phased as indicated in paragraph 2.5; and
- (v) officers be authorized to commence commitment of the funds.

Council approve the inclusion of £260,000 in the Capital Programme phased as indicated in paragraph 2.5

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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 allow the funds to be committed to commence delivery of the bid and ensure the required spend is made in the current financial year.

What will it cost and how will it be financed?

(A) Revenue Costs

£465,000 of grant available over the four years of the fund (until 31 March 2015), including £60,000 in 2011/12

(B) Capital Costs

£260,000 of grant available over the four years of the fund, including £15,000 in 2011/12

All funds will be met by the Department for Transport through the Local Sustainable Transport Fund through Merseytravel as the accountable body.

Implications:

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

| | |
|---|-------------------------------------|
| Legal | None |
| Human Resources | None |
| 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:

None

What consultations have taken place on the proposals and when?

The Head of Corporate Finance & ICT (FD 887/11) has been consulted and any comments have been incorporated into this report.

Head of Corporate Legal Services (LD 246/11) has 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

Following the expiry of the "call-in" period for the Minutes of the Cabinet Meeting

Contact Officer: Stephen Birch
Tel: 0151 934 4225
Email: stephen.birch@sefton.gov.uk

Background Papers:

Merseyside Local Sustainable Transport Fund application form

Agenda Item 11

1.0 Introduction

- 1.1 At the meeting of the Cabinet held on 14th April 2011, Members approved the progression of bids for inclusion in the Local Sustainable Transport Fund (LSTF) in partnership with the Merseyside Integrated Transport Authority (ITA) and the Merseyside local authorities. The success of the Merseyside bid and an overview of the content of the project was reported to Cabinet on 21st July 2011

2.0 The Merseyside LSTF Project - Facilitating Sustainable Access to Employment in Merseyside

- 2.1 The Merseyside project submitted by Merseytravel was for £4.877m, to be used across Merseyside to support sustainable access to employment. This project is a key component of a larger £27m bid being considered by the Government for a decision later this year. The Merseyside key component project focuses on working with employers to develop workplace travel plans and active workforce initiatives, providing travel advice and supporting travel to employment and training and also improving facilities for walking and cycling.
- 2.2 Sefton will receive £725,000 from the Merseyside project to work with local businesses in addressing transport issues, to continue the work of the neighbourhood travel team in providing travel information and practical assistance to help people get to jobs, interviews or training and to improve accessibility for pedestrians and cyclist to key employment locations. Further details are provided below.
- 2.3 The bid has been approved in full and Merseytravel will act as the lead Authority and accountable body. The project will be administered by Merseytravel in accordance with the Terms and Conditions specified by the Department for Transport (DfT). The letter of confirmation for the project from the DfT is attached as Annex A. Merseytravel proposes to enter into formal agreements with the partner local authorities for the management, delivery and monitoring of the project. However, this may take time to finalise so, as an interim measure, Merseytravel is proposing the use of a Memorandum of Understanding with the partner authorities to enable the project to commence and to support the partners in committing resources to project delivery. This is particularly important because there are spending commitments to be met in 2011/12 and the DfT has made it clear that there is no scope for carrying forward any funding to future years.
- 2.4 It is recommended that the Head of Finance is authorised to enter into the Memorandum of Understanding with Merseytravel and the subsequent formal agreement to enable the delivery and financial management of the project.
- 2.5 The funding amounts and spend profile for the components of the project to be delivered in Sefton are summarised below.

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| | | | | | | |
|--------------------------------------|---------|-----------|------------|------------|------------|------------|
| Working with Employers | £k | 2011-12 | 2012-13 | 2013-14 | 2014-15 | Total |
| | Revenue | 30 | 60 | 55 | 50 | 195 |
| | Capital | 5 | 15 | 15 | 15 | 50 |
| Travel Solutions | £k | 2011-12 | 2012-13 | 2013-14 | 2014-15 | |
| | Revenue | 30 | 90 | 95 | 55 | 270 |
| | Capital | | | | | |
| Sustainable transport infrastructure | £k | 2011-12 | 2012-13 | 2013-14 | 2014-15 | |
| | Revenue | | | | | |
| | Capital | 10 | 70 | 70 | 60 | 210 |
| GRAND TOTAL | | | | | | |
| | | 75 | 235 | 235 | 180 | 725 |
| | | | | | | |

2.6 Members will note that there is spend profiled for 2011/12 and in order to deliver the aims of the project and meet this spend it is necessary to commence committing funds at the earliest opportunity.

2.7 In view of the above and subject to confirmation of the Memorandum of Understanding with Merseytravel, the Cabinet is requested to authorise officers to commence commitment of the funds identified for 2011/12. Delivery of these commitments will be subject to further subsequent reports to the Cabinet Member – Transportation.

3.0 Project Spend 2011/12

3.1 Paragraph 2.5 above outlines the spend profile for all Sefton's elements of the project. The proposed spend for 2011/12 is as follows:-

3.1.1 **Working with Employers (£30k Revenue, 5k Capital)** - This element of the project consists mainly of the appointment of a Business Travel Advisor who will engage with employers through the existing Invest Sefton business network to identify travel related concerns and issues for local business and initiate working programmes with employers to address these concerns. In addition, a "Sustainable Transport" business engagement strategy will be defined and agreed with partners as part of the wider Sefton Sustainable Economic Development strategy and themed business events will be undertaken. There will be engagement with growth employers on bespoke support programmes for local recruitment and retention, with early activity centred on employers within the Dock estate. It is also intended to support the establishment of business networks based at key employment locations in Sefton including Atlantic Park Netherton, Southport Business Park, A565 route corridor (Waterloo and Crosby). Capital resources will be used to fund a business travel grant scheme to assist employers with introducing initiatives or infrastructure in support of workplace travel plans.

3.1.2 **Travel Solutions (£30k Revenue)** – This targeted package of measures is aimed at making people more employable by expanding their travel horizons, developing independence and enabling them to obtain and retain employment. Delivered in conjunction with existing employment services it will assist key groups such as long term unemployed, NEFTS, Incapacity Benefit Claimants, ex-

Agenda Item 11

offenders and recovering drug users with both seeking and securing employment. It will include the provision of personal travel advice, journey planning and, where appropriate, specific assistance with travel through the provision of public transport travel passes or by supplying a bicycle. The scheme will be delivered by Sefton Council through its existing delivery arrangements of employment support Sefton@Work and the Neighbourhood Travel Team. The funding provides specific support for some of the staff costs of the Neighbourhood Travel Team, currently employed by Sefton Council. Additional links will be provided through Job Centre Plus and other agencies. Community engagement for the delivery of the employability services will be provided through Sefton CVS and other partners within the Sefton Local Strategic Partnership

- 3.1.3 **Sustainable Transport Infrastructure (£10k Capital)** – This element of the project is intended to provide new or improved walking and cycling infrastructure at key employment locations, thereby improving access for pedestrians and cyclists to these key employment locations. Initially, potential infrastructure improvement schemes at key employment locations will be evaluated and preliminary design of suitable schemes will be undertaken as a basis for consultation with employers at the selected locations and with the associated local communities. These interventions can be incorporated into the action plan for the Strategic Regeneration Framework for North Liverpool/South Sefton.

4.0 Financial Implications

- 4.1 The Head of Corporate Finance and ICT comments that the financial implications of the report for the Council are that the expenditure of £60,000 revenue and £15,000 capital to be incurred in 2011/12 is to be funded by grant from the Local Sustainable Transport Fund, along with further funding up to 2015 as shown in the schedules above, awarded by the Department for Transport and administered by Merseytravel. Confirmation is awaited from the DfT and Merseytravel on procedures as to how the grant will be claimed. There are not expected to be any financial resource implications to the Council as a result of this project as it is fully funded.

Department for
Transport

Neil Scales
Director General and Chief
Executive, Merseytravel
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Liverpool
L3 2AN

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Department for Transport
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Web Site: www.dft.gov.uk

5 July 2011

Dear Neil Scales,

Facilitating Sustainable Access to Employment in Merseyside

I am pleased to inform you that Ministers have approved the above Key Component bid to the Local Sustainable Transport Fund, submitted in April. I can tell you that we received a very healthy response to the Fund and a large number of bids which Ministers fully considered before arriving at their decisions.

This bid is excellent at describing how you will achieve the core objectives of the Fund, by meeting your communities' needs for access to employment. The package of measures focuses on advice to employers, and we would recommend that you build on this by considering what services to offer businesses directly as well.

The Department's funding contribution to the project will be paid as resource and capital grant on the basis of the expenditure profile set out in your bid document. There will be no opportunity to carry forward any unspent funds into subsequent financial years. In order to manage funding levels nationally, we would be open to any requests to bring forward expenditure from 2012/13 into 2011/12. Please contact Richard Mace (richard.mace@dft.gsi.gov.uk ; 020 7944 6647) should you wish to do so.

We will write to you shortly with a formal offer of grant under Section 31 of the Local Government Act 2003. The letter will include the full terms and conditions under which the grant is to be provided. These conditions will include accepting full financial responsibility for the project going forward and a commitment to submitting quarterly reports to the Department on progress and expenditure. You will be asked to confirm these conditions in writing.

Thank you for taking the time to develop your bid to the Fund. My team and I look forward to working with you and we wish you every success in implementing the project and realising the benefits for your local communities.

Yours sincerely,



Jessica Matthew

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