

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 16th February, 2012 at 6.30 pm at the Town Hall, Southport** 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

8 February 2012

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

This page is intentionally left blank.

# 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 Meetings**

(Pages 7 - 14)

Minutes of the meeting held on 24 November 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.

(Details of any further Petitions notified or Questions submitted to the Legal Director by members of the public in accordance with Rule 11 will be circulated at the meeting).

**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. Transformation Programme 2011 - 2014**

(Pages 15 -  
224)

Report of the Chief Executive

**8. Declaration of Air Quality Management Areas**

(Pages 225 -  
234)

Report of the Director of Built Environment

**9. Revision of Employee Code of Conduct**

(Pages 235 -  
238)

Report of the Director of Corporate Support Services

- 10. Programme of Meetings - 2012/13 Municipal Year** (Pages 239 - 250)  
Report of the Director of Corporate Commissioning
- 11. Proper Officer Functions** (Pages 251 - 254)  
Report of the Chief Executive
- 12. Membership of Committees 2011/12**  
To consider any changes to the Membership of any committees etc.
- 13. Matters dealt with in accordance with Rule 17 of the Overview and Scrutiny Procedure Rules (Call-In and Urgency) of the Constitution** (Pages 255 - 256)  
Report of the Leader of the Council
- 14. Notice of Motion Submitted by Councillor Byrom**  
To consider the following Motion submitted by Councillor Byrom:
- “This authority supports the Metropolitan Fire Authorities Joint response to the Governments Resource Review.
- It notes that 62% of cuts in the English Fire Service, outside London, have fallen on the six Metropolitan brigades alone.
- The number of frontline staff has been reduced by 458, nearly 6% of the establishment.
- The six Chief Fire Officers have given a professional opinion that the scale of cuts now planned will severely affect frontline services and may result in the number of fire-fighters being “massively reduced, some by compulsory redundancy” Fire appliance numbers will be cut and fire stations closed.
- It is their professional view that the scale of cuts envisaged would “leave the main regional cities of this country with radically low levels of fire and rescue cover and significantly less ability to manage or assist at a major incident involving terrorism or flooding”
- The Metropolitan Brigades, including Merseyside, have had the biggest revenue support grant cut. Of the total RSG reductions planned between 2005/06 and 2012/13 of £75.9m - £62m has been in the Mets - 82% of all cuts.
- In order to protect the life and property of the community of Sefton, the scale of these damaging cuts must be reversed and the strong message from the six Metropolitan Fire Chiefs given credence.

This authority resolves to write to the Parliamentary Under Secretary of State for the Fire and Rescue Service, all of Sefton's MP's and the Prime Minister voicing our strong support for the joint Metropolitan Fire Services campaign."

**15. Notice of Motion Submitted by Councillor Parry**

To consider the following Motion submitted by Councillor Parry:

"The Council warmly welcomes the news that the Port of Liverpool is likely to be expanded, bringing thousands of jobs to Merseyside in general and Sefton in particular, and resolves to work constructively with Peel Holdings plc and other relevant parties to resolve the relevant concerns regarding the environment."

This page is intentionally left blank

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

## COUNCIL

### MEETING HELD AT THE TOWN HALL, BOOTLE ON THURSDAY 24TH NOVEMBER, 2011

**PRESENT:**                   The Mayor (Councillor Cummins) (in the Chair)  
                                  The Deputy Chair (Councillor M. Fearn) (Vice Chair)

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

#### **72.    APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Brodie-Browne, Friel, Howe, Maher, Mainey, Tonkiss and Welsh.

#### **73.    DECLARATIONS OF INTEREST**

The following declarations of interest were received:

Member/Officer	Minute No.	Reason	Action
Councillor Fairclough	79 – Treasury Management 2011/12 – Half – Yearly Update	Personal – His employer is referred to in the report	Stayed in the room and took part in the consideration of the item
Councillor Moncur	78 - Transformation Programme 2011-2014	Personal - His spouse is employed by Connexions who may be affected by the options set out in the report	Stayed in the room and took part in the consideration of the item

# Agenda Item 3

COUNCIL- THURSDAY 24TH NOVEMBER, 2011

Councillor Shaw	78 - Transformation Programme 2011-2014	Personal - His son is employed by Sefton Library Service who may be affected by the options set out in the report	Stayed in the room and took part in the consideration of the item
Councillor Shaw	83 - Notice of Motion by Councillor Sir Ron Watson	Prejudicial – He is a Member of the Local Government Association Pensions Committee and other bodies	Left the room during the consideration of the item
Councillor Sir Ron Watson	78 - Transformation Programme 2011-2014	Personal – One of his relatives is employed by the Council and may be affected by the options set out in the report	Stayed in the room and took part in the consideration of the item

## 74. MINUTES OF PREVIOUS MEETING

RESOLVED:

That the minutes of the Council meeting held on 27 October 2011 be approved as a correct record.

## 75. MAYOR'S COMMUNICATIONS

### Remembrance Sunday

The Mayor reported that it was a great source of pride that all of the Remembrance Services within the Borough were extremely well attended on Sunday 13 November 2011.

### Mayor's Annual Christmas Gift Appeal 2011

The Mayor indicated that it was a sad fact that there were some for whom Christmas unfortunately brought no cheer. This was especially heartbreaking when these were children who should have every right to experience the joy and magic of Christmas.



COUNCIL- THURSDAY 24TH NOVEMBER, 2011

The annual appeal asked all residents in Sefton to try and provide presents for some of the Borough's most deserving children and make this Christmas extra special for them. The Mayor encouraged all those who lived or worked in Sefton to donate a present for the annual Mayor's Christmas Gift Appeal and indicated that each year the generosity of people was overwhelming.

The Mayor requested that all gifts be left with the Reception Staff at Bootle and Southport Town Halls until 20 December 2011, after which they would be distributed throughout the Borough. Or if so wished, items could be donated through our partners in this year's appeal – ASDA (Southport) and Rock FM.

### **Mayoral Ball – 17 February 2012**

The Mayor reported that his Charity Ball would be held on 17 February 2012 in the Floral Hall, Southport. The theme for the evening would be '*A Vintage 1930s Ball*' to hopefully invoke the evocative elegance of a bygone age. Tickets were on sale from the Mayor's Office at a cost of £45 per person.

## PUBLIC SESSION

### **76. MATTERS RAISED BY THE PUBLIC**

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

## COUNCIL BUSINESS SESSION

### **77. QUESTIONS RAISED BY MEMBERS OF THE COUNCIL**

The Council considered a schedule setting out a written question submitted by Councillor Hands to the Cabinet Member – Performance, Governance and Commissioning, and the response given.

### **78. TRANSFORMATION PROGRAMME 2011-2014**

Further to Minute No. 58 of the Cabinet meeting held on 10 November 2011, the Council considered the report of the Chief Executive which provided an update on the progress of the Transformation Programme in the establishment of the 2012/13 budget, reviews of service and consultation processes being undertaken on the budget savings options. The report also set out a package of savings proposals relating to internal consultation options.

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

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

# Agenda Item 3

COUNCIL- THURSDAY 24TH NOVEMBER, 2011

RESOLVED: That

- (1) the work programme timetable set out in Annex A of the report be noted;
- (2) it be noted that the first stage of consultation on the change proposals set out in Annex B of the report is complete;
- (3) the change proposals set out in Annex B of the report be approved and Officers be authorised to continue with the consultation and implementation processes with partners, key stakeholders, employees and Trade Unions, including the issue of relevant statutory and contractual notifications if appropriate to achieve change;
- (4) the risks and mitigating actions outlined in Annex B of the report be noted; and
- (5) it be noted that further options will be submitted to Council for approval.

## **79. TREASURY MANAGEMENT 2011/12 - HALF-YEARLY UPDATE**

Further to Minute No. 60 of the Cabinet meeting held on 10 November 2011, the Council considered the report of the Head of Corporate Finance and ICT which provided details of the Treasury Management Activities undertaken in the first half of 2011/12 and the recent activity of credit rating agencies. The report also sought approval to an amendment to the credit criteria set out in the Treasury Management Strategy document.

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

RESOLVED: That

- (1) the Treasury Management update be noted; and
- (2) approval be given to the credit criteria for investing with institutions set out in Paragraph 2.8.9 of the Treasury Management Strategy document being revised from 'Fitch rating F1 + AA' - to 'Fitch rating F1 A-.'

COUNCIL- THURSDAY 24TH NOVEMBER, 2011

## **80. APPROVAL OF THE RECOMMENDATIONS OF THE CABINET URGENT BUSINESS COMMITTEE**

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

RESOLVED:

That further to Minute No. 64 of the meeting held on 27 October 2011, the minutes of the meeting of the Cabinet Urgent Business Committee held on 17 October 2011 be approved.

## **81. MEMBERSHIP OF COMMITTEES 2011/12**

It was proposed by Councillor Blackburn that the following change be made to the Membership of the following Committee:

### Audit and Governance Committee

Councillor Shaw to replace Councillor Robertson as a Member of the Committee and Councillor Robertson to be the Substitute Member for Councillor Shaw.

RESOLVED:

That the change to the Membership of the Committee listed above be approved.

## **82. NOTICE OF MOTION SUBMITTED BY COUNCILLOR DORAN**

It was moved by Councillor Doran, seconded by Councillor Cuthbertson:

“This Council wishes to place on record its appreciation of the efforts made by the Merseyside Police Authority to protect front line police services across Sefton and the whole of Merseyside in the face of the extensive cuts imposed upon it by the Coalition Government.

This Council calls upon the Coalition Government to reassess its position on police budgets and to allocate the necessary finance for Merseyside Police to provide the service the public expect and deserve”.

An amendment was moved by Councillor Porter, seconded by Councillor Dutton that the Motion be amended as follows:

Deletion of all the text in the Motion after the words “whole of Merseyside” in the first paragraph and the substitution of the following text:

*“during these difficult times.*

*This Council calls upon the Government to reassess the budget for all emergency services at the first opportunity once the Country’s financial situation has been addressed.*

# Agenda Item 3

COUNCIL- THURSDAY 24TH NOVEMBER, 2011

*This Council recognises, and appreciates, the work within local communities who through volunteering continue to give added support to our emergency services and wider afield.”*

Following debate thereon, on a show of hands, the Mayor declared that, with his casting vote, the amendment was lost by 29 votes to 28.

A further amendment was moved by Councillor Sir Ron Watson, seconded by Councillor Pearson that the original Motion be amended as follows:

Deletion of all the text in the Motion after the words “whole of Merseyside” in the first paragraph and the substitution of the following text:

*“during these difficult times.*

*This Council calls upon the Government to reassess the budget for all emergency services in twelve months time, once the Country’s financial situation has been addressed.*

*This Council recognises, and appreciates, the work within local communities who through volunteering continue to give added support to our emergency services and wider afield.”*

Following debate thereon, on a show of hands, the Mayor declared that the amendment was carried by 30 votes to 29.

On a show of hands, the Mayor declared that the Substantive Motion was carried by 30 votes to 29 and it was

RESOLVED:

This Council wishes to place on record its appreciation of the efforts made by the Merseyside Police Authority to protect front line police services across Sefton and the whole of Merseyside during these difficult times.

This Council calls upon the Government to reassess the budget for all emergency services in twelve months time, once the Country’s financial situation has been addressed.

This Council recognises, and appreciates, the work within local communities who through volunteering continue to give added support to our emergency services and wider afield.

COUNCIL- THURSDAY 24TH NOVEMBER, 2011

**83. NOTICE OF MOTION SUBMITTED BY COUNCILLOR SIR RON WATSON**

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

- “(1) that in view of the significant economic and non partisan political advantages that membership of the Local Government Association offers the Borough of Sefton, the Council decision to cease membership of the Local Government Association on 31 March 2012 now be reconsidered; and
- (2) that the Cabinet receive a full report setting out the changes taking place at the Local Government Association including reduced membership fees and the specific economic advantages accrued by Sefton as a Member of the Local Government Association.”

During the debate, Councillors Sir Ron Watson and Pearson indicated that they wished to withdraw the Motion, but this was not consented to by the Council.

Following further debate thereon, on a show of hands, the Mayor declared that the Motion was lost by 55 votes to 3 and it was

RESOLVED:

That no action be taken on the Motion.

This page is intentionally left blank

## COUNCIL – 16 FEBRUARY 2012

### TRANSFORMATION PROGRAMME 2011-2014 REPORT

#### INDEX OF PAGES

<b>Agenda item 7</b>	<b>Page</b>
Recommendations	20
Annex A Work Programme	36
Annex B Proposals where the impact has been assessed as relatively low or medium following the analysis of the consultation and engagement activity	38
Annex C Organisational changes and efficiencies not requiring consultation with the public	218

This page is intentionally left blank



# Agenda Item 7

**Report to: Council**

**Report: 16<sup>th</sup> February 2012**

**Subject: Transformation Programme 2011- 2014**

**Report of:** Margaret Carney  
Chief Executive

**Wards Affected: All**

**Is this a Key Decision?** Yes.  
Yes

**Is it included in the Forward Plan?**

**Exempt/Confidential**

No

---

## **Executive Summary**

Further to the 2<sup>nd</sup> February Cabinet this report recommends a further package of savings proposals relating to relatively low and medium impact options. If approved these proposals will support the Council's budget setting process for 2012/13. The Council has a statutory responsibility to set a balanced budget. The Budget Council meeting is set for 1<sup>st</sup> March 2012 by which time the budget will need to be finalised. This report comprises of the following sections -

1. Introduction/ Background
2. Work Programme & Prioritisation
3. Consultation and Engagement Overview
4. Impact Assessment Overview
5. Risk Management Overview
6. Low & Medium Impact Options to Progress
7. Conclusion

The report also contains the following Annexes -

Annex A Work Programme Timetable

Annex B Proposals where the impact has been assessed as relatively low or medium following the analysis of the consultation and engagement activity

Annex C Organisational changes and efficiencies not requiring consultation with the public

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

	<b><u>Corporate Objective</u></b>	<b><u>Positive Impact</u></b>	<b><u>Neutral Impact</u></b>	<b><u>Negative Impact</u></b>
1	Creating a Learning Community			√
2	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			√

# Agenda Item 7

The Council continues to forecast a significant budget gap over the next three years and additional budget savings will need to be identified over the coming months to ensure that future years' budgets can be balanced.

Early consideration of budget options continues to be essential as this will lead to informed decision making, including the consideration of the outcome of any consultations undertaken, the impact of any decisions to be made and any steps that can be taken to mitigate the impact of a decision.

## **What will it cost and how will it be financed?**

**FD 1334/12** The Head of Corporate Finance and ICT has agreed this report.

### **(A) Revenue Costs**

This report, together with the Medium Term Financial Plan (MTFP) 2012/13 – 2014/15, underpins the detailed financial position of the Council for the coming years and provides a framework for Revenue planning for the three years 2012/13, 2013/14 and 2014/15.

### **(B) Capital Costs**

The Council's amended bid to capitalise any statutory redundancy costs incurred in 2011/12 (£2m) has been agreed by the Department for Communities and Local Government. This is to be funded from Prudential Borrowing, the impact of which has been built into the MTFP for future years.

### **Implications:**

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

#### **Legal LD 690/12**

Members will recall that the LD comments in all transformation reports have previously advised that each individual project must clearly consider the legal, human rights and equality implications and that this consideration must be evidenced. In order to achieve this, the following has been included in the report before members

- a. Each option that has become a proposal has had the statutory basis for the service considered and details are included in the individual reports.
- b. The outcome of each individual consultation and equality impact assessment has been included in the reports.
- c. In addition mitigating factors have been included in the individual proposal reports.
- d. Generic risks including legal risks are set out in Section 5 of this overarching report.
- e. The rationale for inclusion of this information, is to ensure that Members have all relevant information available, and that the information can be v

## Human Resources

Currently there are 66 individuals formally at risk of redundancy as a result of approved proposals, service reorganisations and cessation of external funding. These figures will increase when an assessment is made as to the impact of options taken, further options are taken forward and/or later in the year when the implications of several large service reviews are known. Regular consultation on proposed changes will continue with the trade unions and employees will be informed of developments by their respective Service Directors. Employees within service areas are aware that their status may change subject to the outcome of these options and reviews. Also a number of areas have adopted revised working practices and reduced hours to avoid redundancies. These helpful amendments have been achieved following further consultation.

## Equality See Part A Section 4

The Corporate Commissioning Team holds the responsibility for taking an overview on Equality Impact Assessments and assessing the impact of decisions. These will be published on the Council website.

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

In relation to compliance with the Equality Act 2010, Section 149, Members need to make decisions in an open minded balanced way showing due regard to the impact of the recommendations being presented. Members need to have a full understanding of any risks in terms of people with protected characteristics and any mitigation that has been put in place. Equality Impact Assessments, including consultation, provide a clear process to demonstrate that Cabinet and Council have consciously shown due regard and complied with the duty.

## Background Papers:

The following papers are available for inspection by contacting the above officer(s).

Reports to Cabinet and Council 3 March 2011: Transformation Programme and Final Revenue Budget Items 2011/12

Report to Cabinet 14 April 2011: Transformation Programme 2011/12

Report to Cabinet 26 May 2011: Transformation Programme 2011-2014

Report to Cabinet 23 June 2011: Transformation Programme 2011-2014

Report to Cabinet 21 July 2011: Transformation Programme 2011-2014

Report to Cabinet 18 August 2011: Transformation Programme 2011- 2014

Transformation Update Report September 2011

Report to Cabinet 13<sup>th</sup> October 2011: Transformation Programme 2011- 2014

Report to Cabinet 10<sup>th</sup> November 2011: Transformation Programme 2011- 2014

Report to Council 24<sup>th</sup> November 2011: Transformation Programme 2011- 2014

Report to Cabinet 19<sup>th</sup> January 2012: Transformation Programme 2011- 2014

Report to Cabinet 2<sup>nd</sup> February 2012: Transformation Programme 2011- 2014

# Agenda Item 7

## Recommendation(s)

At its meeting of 2<sup>nd</sup> February 2012 Cabinet made the following recommendations to Council –

(Note: It is assumed that all recommendations will take effect at the beginning of the new financial year (unless otherwise stated)).

### Council is requested to

- a) note the work programme timetable contained in Annex A
- b) authorise Officers, in terms of the proposals included in this report, to prepare for implementation immediately then, (subject to the duty to consult with employees and trade unions) issue of relevant statutory and contractual notifications if necessary
- c) consider and demonstrably take account of the information within each of the proposals in Annex B. Members will need to be mindful of the relevant legislative framework, and weigh up the issues accordingly, taking account of
  - i. the equality analysis report
  - ii. the consultation feedback
  - iii. risk and
  - iv. the mitigating actions
- d) having considered the above and the recommendations and comments of Cabinet approve the options that have now become proposals identified below

Ref	Service Area	Proposal	Recommendation to Council
E1.2	Respite Children's	Reduce planned expenditure through increased efficiency	<ul style="list-style-type: none"> <li>• planned expenditure should be reduced through the efficiencies identified</li> <li>• Officers be authorised to prepare for implementation immediately then issue relevant contractual notifications, if necessary</li> </ul>
E1.4	Parenting Network – Think Family Grant	Cessation of universal parenting programmes	<ul style="list-style-type: none"> <li>• the cessation of the coordination of the network of practitioners delivering the Universal Parenting Programmes be approved</li> <li>• Officers be authorised to prepare for implementation immediately.</li> </ul>
E1.7	Early Years Outcomes Monitoring & Quality Support Service	Reduce the level of Council funding in support of this service	<ul style="list-style-type: none"> <li>• core funding be reduced by 50% be approved</li> <li>• Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.</li> <li>• Note that the Council will continue to deliver its statutory duties under Section 13 of the Childcare Act 2006.</li> </ul>
E3.6	Sports & Recreation	Review of the life guard cover at all swimming pools	<ul style="list-style-type: none"> <li>• the approval of a limited reduction in life guard cover during the low risk periods identified</li> <li>• Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.</li> </ul>

# Agenda Item 7

E3.12	Library Services	Restructure of the Local History and Information Services Team	<ul style="list-style-type: none"> <li>the restructure of the Local History and Information Services team resulting in a reduced service be approved</li> <li>Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.</li> </ul>
E3.13	Library Services	Consider the future requirement of the mobile library service	<ul style="list-style-type: none"> <li>Subject to employee and trade union consultations, the cessation of the mobile library service with effect from 30<sup>th</sup> June 2012 be approved</li> <li>Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.</li> </ul>
E4.2	Highways Maintenance	Temporary reduction in Highways Maintenance Works Budgets (3 years)	<ul style="list-style-type: none"> <li>that a temporary reduction of £400,000 be approved</li> <li>Officers are authorised to prepare for implementation immediately, including the issue of relevant statutory and contractual notifications, if necessary.</li> </ul>
E4.9	Parks & Green Spaces	Cease supply of hanging baskets	<ul style="list-style-type: none"> <li>the cessation of the supply of all non-sponsored hanging baskets and a budget reduction of £30,000 be approved</li> <li>Officers are authorised to prepare for implementation immediately, including the issue of relevant contractual notifications.</li> </ul>
E5.4	Fairways Park & Ride	Ceasing the operation of Fairways Park & Ride facility on Saturdays	<ul style="list-style-type: none"> <li>the cessation of Fairways Park and Ride services on Saturday at a saving of £15,000 be approved</li> <li>Officers are authorised to prepare for implementation immediately, including the issue of relevant contractual notifications.</li> </ul>
E5.7	Cemeteries and Crematoria	Review of charges	<ul style="list-style-type: none"> <li>increasing the charge for the provision of a burial, cremation and associated services be approved</li> <li>Officers are authorised to prepare for implementation immediately, including the issue of relevant statutory and contractual notifications.</li> </ul>
E6.3	Other Area Committee Budgets	Reduction in Area Committee Budgets	<ul style="list-style-type: none"> <li>that a reduction of 10% in Area Committee Budgets be approved and that Officers are authorised to prepare for implementation immediately.</li> <li></li> </ul>

e) understand and take account of the risks outlined in Section 5 of the report including any mitigating actions identified

# Agenda Item 7

f) consider and approve the organisational changes and efficiencies not requiring consultation with the public for each individual proposals as described below -

Ref	Service Area	Proposal	Recommendation to Council
E2.2	Supporting People Team – Commissioning Functions	To review staffing support.	<ul style="list-style-type: none"> <li>a reduction in staffing be approved</li> <li>Officers are authorised to prepare for implementation which will be progressed alongside E.2.1 and as part of a wider review of departmental commissioning resources, (subject to the duty to consult with employees and trade unions) including the issue of relevant statutory notifications.</li> </ul>
E2.8	Area Finance	Review of processes and staffing arrangements	<ul style="list-style-type: none"> <li>a reduction in staffing be approved</li> <li>Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory notifications, if necessary.</li> </ul>
E3.7	Sports & Recreation	Reduce the coaching and casual staff budget at Litherland Sports Park	<ul style="list-style-type: none"> <li>a reduction in the coaching and casual staff budget at Litherland Sports Park be approved</li> <li>Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.</li> </ul>
E3.9	Library Services	Reduce the stockfund for the purchase of books and other materials and that Stock Services Unit is restructured	<ul style="list-style-type: none"> <li>that the stockfund budget reduction of £100,000 be approved</li> <li>the Stockfund Services Unit restructure be approved</li> <li>Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.</li> </ul>

g) note that a further report will be considered by Cabinet on 16<sup>th</sup> February which will consider all remaining options and produce a framework budget for consideration by Council on March 1<sup>st</sup>.

## Impact on Service Delivery:

Described in Annexes B and C

## What consultations have taken place on the proposals and when?

Regular and ongoing consultations have taken place with Strategic Directors, Director of Built Environment, Director of Street Scene, Director of Young People & Families, Director of Older People, Director of Corporate Support Services and Director of Commissioning, Head of Personnel, Head of Corporate Finance & ICT, Head of Legal Services, Partners and Trade Unions.

# Agenda Item 7

The approach to consultation involving public, service users and all key stakeholders relevant to each specific proposal was approved by the Consultation Panel on 21<sup>st</sup> October 2011. Detailed consultation reports are included in the report.

**Are there any other options available for consideration?**

Further options may be developed and brought forward at a later date. Any such options would be the subject of appropriate consultation.

**Implementation Date for the Decision**

Following 16<sup>th</sup> February Council 2012.

**Contact Officers:**

Jan McMahon, Head of Transformation Services

Tel: 0151 934 4431

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

For Equality Analysis Report information

Sue Holden

Tel: 0151 934 4722

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

# Agenda Item 7

## 1. Introduction/Background

- 1.1 In 2009 the Council was aware that it was facing a significant reduction in resources at the same time as increased demand for services and cost pressures and commenced a Strategic Budget Review with the intention of ensuring that resources were targeted on priorities and that a sustainable financial position could be achieved.
- 1.2 In May 2010, the Government announced £1.165bn of grant cuts affecting local government in 2010/11. In June 2010, the Chancellor indicated in his budget speech that there would be further reductions in government spending of around 25% spread over the next 4 years. Details of where the cuts would be made and which departments would be affected were announced in the Spending Review in October 2010. The Spending Review indicated that local authority funding would be cut by 28% over the 4 years, with a significant element of the cuts being front loaded in 2011/12.
- 1.3 The Provisional Local Government Finance Settlement for 2011/12 and 2012/13 was announced on 13 December 2010.
- 1.4 The consequence for Sefton was a reduction of approximately 26% of the Council's controllable budget. Over the last two years the Council has undertaken a detailed review and prioritisation process that included all service areas (*including those underpinned by external funding*). The prioritisation of Council activity continues to be based on ensuring that impact on services at the frontline and those, which are critical to vulnerable people, is minimised. The significant savings required over the next three years will continue to require tough and far reaching decisions regarding services cessation, reduction and change in order to meet the financial objectives set by Government. Even where service activity is prioritised it is imperative that this is undertaken in the most efficient way and therefore it is essential that all opportunities to achieve savings continue to be fully explored.
- 1.5 Members will be aware from previous reports that the Council has forecast a total additional budget gap of approximately £38m over the next three years.
- 1.6 The savings approved by Council in March 2011 have in the main been delivered. The Transformation Programme Update, reported to the 19 January Cabinet meeting, agreed that any outstanding elements of budget savings for 2011/12 would be met from the Budget Pressures Reserve.
- 1.7 In May 2011 the forecast revenue gaps for the years 2012/13 to 2014/15 were £20.05m, £7.65m and £10.82m respectively. The forecast required savings represent approximately 19% of the Council's controllable resources.



# Agenda Item 7

- 1.8 Since October, the Council has been approving savings proposals, which are currently being implemented. Assuming all the approved savings are deliverable the table below summarises the progress to date towards achieving the forecast level of savings.

	2012/13	2013/14	2014/15
	£m	£m	£m
Forecast saving requirement	20.05	7.65	10.82
<b>Less</b>			
Assumed Council Tax Freeze Grant *	-2.95	+2.95	0.00
Changes to MTFP Assumptions Approved by Council 27 <sup>th</sup> October	-1.63	0.00	0.00
Change Proposals Approved by Council 27 <sup>th</sup> October	-4.12	-0.39	+0.80
Change Proposals Approved by Council 24 <sup>th</sup> November	-1.57	0.00	0.00
<b><u>Updated Forecast Residual Net Saving Requirement</u></b>	<b>9.78</b>	<b>10.21</b>	<b>11.62</b>

- 1.9 It is important to note that these figures assume the following
- The 25% reduction in Management and Support will be achieved (20% achieved in 2011/12). This is on target.
  - The implementation of revised terms and conditions to the value of £3m in 2011/12 and a further £1m in 2012/13. The 2011/12 requirement has been achieved but there is a risk associated with the 2012/13 target
  - At this stage it is assumed that the Council will claim the additional grant under the Government scheme to freeze Council Tax. Current notification of this grant indicates that it will be received in 2012/2013 only. The Council has an option to increase the Council Tax by up to 3.5%, net of changes in levies. The net benefit for Council services would be realisable in 2013/14, assuming no further changes in the grant conditions.
- 1.10 Consultation and engagement activity has concluded on a wide range of options.
- 1.11 At its meeting of 2<sup>nd</sup> February 2012 Cabinet gave comprehensive and careful consideration to a further package of savings proposals relating to relatively low and medium impact options. This report contains Cabinet's recommendations to Council and if approved these options will support the Council's budget setting process for 2012/13.

	2012/13	2013/14	2014/15
	£m	£m	£m
<b><u>Forecast Residual Net Saving Requirement</u></b>	<b>9.78</b>	<b>10.21</b>	<b>11.62</b>
Change Proposals Annex B	-1.27	0.00	0.40
Change Proposals Annex C	-0.29	-0.11	0.00
<b><u>Updated Forecast Residual Net Saving Requirement</u></b>	<b>8.22</b>	<b>10.10</b>	<b>12.02</b>

# Agenda Item 7

- 1.12 Members should be aware that at its meeting 16<sup>th</sup> February 2012 Cabinet will be giving consideration to a number of options that were consulted upon in order to inform their recommendations to 1<sup>st</sup> March 2012 Council.
- 1.13 All Members of Council have been invited to attend a briefing on 9<sup>th</sup> February 2012. The purpose of the briefing will be to inform Members of key issues emerging from the delivery of the 2012/13 budget.
- 1.14 Reducing budgets is a difficult task, and one we have to balance with all the needs of our communities. It is clear from our core evidence base, and feedback from our local population, that some members of our community need more support and services than others. In reviewing the recommendations within the reports presented, Members need to endeavour to keep this in view and balance the needs of the few with the needs of the general population whilst showing due regard to all statutory duties.

## **2. Work Programme & Prioritisation**

- 2.1 Annex A details the agreed work programme, it is important to note that these activities will continue to be supplemented as required in order to ensure that timescales are met. Council is asked to note the work programme timetable contained in Annex A (*recommendation a*).

## **3. Consultation and Engagement Overview**

- 3.1 During 2011, significant consultation took place with staff, service users, partners and providers in connection to the review of Library Service Opening Hours and the Youth Service and Children Centre Reviews. Consultation on the Core Strategy Options also took place. Consultation has taken place in accordance with Best Value Statutory Guidance from DCLG (duty of Best Value), including with the Voluntary, Community and Faith Sector (VCF).
- 3.2 Between 6<sup>th</sup> July and the 9<sup>th</sup> September 2011, the Council featured the You Choose on-line budget simulator prominently on the front page of the Council's website and on the Transforming Sefton pages and received media coverage. This free interactive tool was one of the methods used to engage the public in exercising views on the budget reductions still to be made. The tool enabled members of the public to simulate reducing the Council's budget by £20 million and the implications of making such savings in terms of both service delivery and risk.
- 3.3 During this period a total of 1579 people used the simulator (so accessed some or all of the information) and of that number, 517 people went on to submit their responses (32.74%).

- 3.4 The feedback from the exercise has been analysed and the public have been informed of the most common suggestions via the Transforming Sefton pages of the website and through staff briefings. Some of the suggestions made by the public had already been undertaken by the Council such as the reduction of pay/benefits for staff as a result of changes to staff terms and conditions and a management restructure and reviewing services. A few suggestions have also been consulted upon as part of the current budget options, for example reducing the number of road repairs and resurfacing and reducing the mayoral activities. The feedback also included what it was planning to do in the future, for example, a review on street lighting, which includes consultation due to commence in April.
- 3.5 On October 13<sup>th</sup> Cabinet agreed a set of budget proposals to go out for consultation with the public, staff and providers of services. Consultation plans for the budget options were approved by the Public Engagement and Consultation Panel on the 21<sup>st</sup> October 2011. The process of consultation started with the information going live on both the Sefton Council website home page and on the e-Consult on line consultation system which could be accessed via the website. Information folders on the consultation options and copies of the questionnaires were available in libraries, One Stop Shops and Town Halls and members of staff were available to photocopy or download copies of the questionnaires upon request. Elected Members also received a copy of the folder for them to refer to when they were carrying out Councillor Surgeries. Summary information was also transmitted on Looking Local – a digital TV communication tool, hosted by Sefton NHS, with signposts to Libraries and to contact the Public Consultation and Engagement Manager for more information.
- 3.6 Coordinating teams were established across the Council to implement the consultation plans, input data into e-Consult and analyse findings and complete the consultation reports. These teams were also responsible for pulling together the information and data for the Equality Analysis reports.
- 3.7 The consultation plans for each option identified a range of consultation, engagement and communication activity that was specific to the purpose of the activity and the target audiences. The methods used were both electronic and face-to-face engagement and included meetings with service users, meetings with partners/providers, attendance at forums/networks (including VCF Sector), meetings with special interest groups, questionnaires distributed both on line and as hard copies (the hard copies also included Easy Read versions), posters and supporting information, letters to service users, partners, providers, parish councils and Elected Members as appropriate to the option.

# Agenda Item 7

- 3.8 The public consultation period closed at 12.00 noon on the 16<sup>th</sup> January 2012 and from reviewing the final consultation reports, 43 meetings with service users took place, 11 meetings with partners/providers took place, 6 meetings took place with groups that represent the interests of businesses, officers attended 4 Voluntary, Community & Faith Sector Forums and Networks presenting 13 of the budget options, 2 consultation events took place, with a total of 25 options being presented. The information on e-Consult attracted 13,560 views. The total number of completed questionnaires received was 5,680, of which the number of on-line questionnaires completed being 2,900 and hard copy questionnaires returned was 2758. Five meetings with special interest groups also took place. The consultation also led to 57 letters and email communications and 1 petition.
- 3.9 During 2011, the Chief Executive and members of the Strategic Leadership Team also attended 22 meetings with partners and service users from the Voluntary, Community and Faith Sector. Community consultation also took place, via a telephone survey, with a sample of 303 residents of Sefton to get the views of residents about how the Council should set its budget for next year and help them plan services. Telephone interviews took place between 16th December 2011 and 12th January 2012. The sample was representative of age, gender and geographical area. The survey found that whilst 51% of respondents disagreed with an increase in the Council Tax, 46% agreed to an increase by the rate of inflation. 60% of respondents agreed with generating additional income by increasing charges by the same rate as inflation. There was agreement that the Council should merge services to improve efficiency, review funding and commissioning processes, reduce maintenance budgets for grass verges, to seek to secure external operators for some services and reduce spending on arts, cultural and history services and events. The survey found that respondents valued support services for older people, disabled children, those attending day care centres, coast and countryside, the tourism service and amenities in parks. Results for specific options can be found within each consultation feedback report and a summary is available via the Transforming web pages.
- 3.10 Consultation continues to take place with the recognised trade unions, and as applicable employees, as to options which are out for consultation, options which have been approved for progression and any other circumstances which may give rise to the loss of employment and changed employment matters generally.
- 3.11 Weekly meetings continue to take place on all matters with trade unions. This consultation continues to look at prospective options and also considers options that are to go forward. Even when options are approved to go forward, meaningful consultation takes place with regard to mitigation and avoidance of job loss.

- 3.12 This report contains a number of proposals that will, if approved, have an impact on staff. Council is asked to authorise Officers, in terms of the proposals included in this report, to prepare for implementation immediately, (subject to the duty to consult with employees and trade unions) including the issue of relevant statutory and contractual notifications (*recommendation b*)

## **4. Impact Assessment Overview**

- 4.1 The options outlined in Annex B have been subject to public consultation and engagement as part of the process of assessing impact in order to have Due Regard to the Council's obligations under the Equality Act 2010. Attached to each option is an equality analysis report which identifies any potential impact on those with protected characteristics and the mitigating actions to be taken should any risks remain. Members are requested to note the detail within the equality analysis report, the consultation feedback and the mitigating actions within each option in taking their decisions on the recommendations made.
- 4.2 High level impact assessments were undertaken by colleagues in NHS Sefton on all of the options contained within the report to Cabinet and Council. Where negative impacts have been identified, these have or will be reflected in the mitigation actions.
- 4.3 Council is asked to consider and demonstrably take into account the detail within the equality analysis report, the consultation feedback and the mitigating actions within each option in taking their decisions on the recommendations made by Cabinet (*recommendation c*).

## **5. Risk Management Overview**

- 5.1 As part of budget setting process the Council continues to regularly review strategic and operational risks and put in place measures to manage those risks. The Council will continue to make decisions that it can continue to deliver priority services within available resources.
- 5.2 In considering those risks identified, officers have been mindful of a range of risk factors including but not limited to the following:
- The impact of the Equality Act 2010 and the public sector duties accordingly
  - The Human Rights Act 1998
  - The possibility of judicial review on decisions that might be made by members. Possible grounds for judicial review include, but are not limited to;
    - failure to follow statute and/or statutory guidance, failure to meet statutory requirements - generally termed illegality
    - failure to take into account relevant considerations or taking into account irrelevant considerations, - generally termed irrationality/unreasonableness

# Agenda Item 7

- failure to address/meet a legitimate expectation, inadequate consultation processes, - generally termed procedural impropriety

- The risk of complaints to the Ombudsman
- Reputational risks to the Council
- Ensuring that contractual (including employment) provisions and requirements are adhered to
- The possibility of other legal proceedings, including employment tribunals and county court proceedings.

All of the above is to be considered in light of the statutory requirement for the Council to set a balanced and robust budget for the forthcoming financial year 2012/13.

- 5.3 Creating the capacity to develop and implement the required change continues to carry a significant risk. The Strategic Leadership Team (SLT) will continue to monitor progress and agree priorities. This risk should not be underestimated, as the authority shrinks and changes to meet the new budget regime.
- 5.4 Changes in statute and policy can have a direct impact on the Council. SLT will continue to plan for known changes with the Corporate Commissioning Team providing regular policy updates. These updates will be made available to Elected Members and Officers on a regular basis.
- 5.5 High level Communication with the public, staff and partners has, and will continue to be, considered at all stages of this process. We have continually communicated the options through the media and other channels in a clear and transparent way. Following the conclusion of the consultation we updated the Sefton Council website to say that the information is being compiled and further updates, including the publication of this report will be made. We will continue to ensure that the public and other interested parties are aware of the next steps of the budget setting process and how they may engage in future processes - including key dates, such as Full Council on March 1. Corporate Communications continue to lead on this aspect of work with regular briefings, press releases and timely responses to media enquiries. The Communications team also continues to lead on the publication of the Transforming Sefton webpages for external consumption, as well as producing internal messaging such as the Informing Sefton News-Letters and co-ordinating the staff messages from the Chief Executive.
- 5.6 The implementation of approved proposals will continue to be monitored by the Strategic Leadership Team with a view to ensuring that where possible mitigating actions are put in place and the savings are delivered to an agreed timescale.

- 5.7 Mitigation to the risks identified by officers is vitally important in weighing up the risks with each proposal identified. Members are therefore requested to pay particular attention to this part of the report for each proposal. The extent and availability of mitigation varies for each proposal.
- 5.8 Officers have strived to ensure that the data presented to Members is as accurate as possible. Inevitably on consultation and budget reduction on the scale that has been conducted there may be factual errors or misreading of data, this will be kept under review and should it be identified Members will be alerted at the earliest opportunity.
- 5.9 Council is asked to note and understand the risks outlined above (*recommendation e*).
- 5.10 Council is asked weigh up the risks associated with each proposal and the mitigating factors in reaching its decisions (*recommendation c*).

## 6. Low & Medium Impact Options to Progress

- 6.1 Annex B contains a number of options on which consultation is complete and are all identified as being relatively low to medium impact proposals. These options have been amended in the light of the consultation, consideration by Cabinet and are now recommended to Council for approval.
- 6.2 Having due regard for the information contained in Annex B, Council is asked to consider and demonstrably take account of
  - i. the equality analysis report
  - ii. the consultation feedback
  - iii. risk and
  - iv. the mitigating actions
 within each of the proposals in taking their decisions on the recommendations made by Cabinet. Members will need to be mindful of the relevant legislative framework, and weigh up the issues accordingly. (*recommendation c*).
- 6.3 Council is asked to consider these proposals, approve Cabinet’s recommendation and authorise Officers to prepare for implementation immediately (subject to any required employee/trade union consultation) including the issue of relevant statutory and contractual notifications, if appropriate to achieve change (*recommendation d*) –

### 6.3.1

Ref	Service Area	Proposal	Recommendation to Council
E1.2	Respite Children’s	Reduce planned expenditure through increased efficiency	<ul style="list-style-type: none"> <li>• planned expenditure should be reduced through the efficiencies identified</li> <li>• Officers be authorised to prepare for implementation immediately, (subject to the duty to consult with employees and trade unions), including the issue of relevant statutory and contractual notifications, if necessary.</li> </ul>

# Agenda Item 7

Ref	Service Area	Proposal	Recommendation to Council
E1.4	Parenting Network – Think Family Grant	Cessation of universal parenting programmes	<ul style="list-style-type: none"> <li>the cessation of the coordination of the network of practitioners delivering the Universal Parenting Programmes be approved</li> <li>Officers be authorised to prepare for implementation immediately.</li> </ul>
E1.7	Early Years Outcomes Monitoring & Quality Support Service	Reduce the level of Council funding in support of this service	<ul style="list-style-type: none"> <li>core funding be reduced by 50% be approved</li> <li>Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.</li> <li>Note that the Council will continue to deliver its statutory duties under Section 13 of the Childcare Act 2006.</li> </ul>
E3.6	Sports & Recreation	Review of the life guard cover at all swimming pools	<ul style="list-style-type: none"> <li>the approval of a limited reduction in life guard cover during the low risk periods identified</li> <li>Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.</li> </ul>
E3.12	Library Services	Restructure of the Local History and Information Services Team	<ul style="list-style-type: none"> <li>the restructure of the Local History and Information Services team resulting in a reduced service be approved</li> <li>Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.</li> </ul>
E3.13	Library Services	Consider the future requirement of the mobile library service	<ul style="list-style-type: none"> <li>Subject to employee and trade union consultations, the cessation of the mobile library service with effect from 30<sup>th</sup> June 2012 be approved</li> <li>Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.</li> </ul>
E4.2	Highways Maintenance	Temporary reduction in Highways Maintenance Works Budgets (3 years)	<ul style="list-style-type: none"> <li>that a temporary reduction of £400,000 be approved</li> <li>Officers are authorised to prepare for implementation immediately, including the issue of relevant statutory and contractual notifications, if necessary.</li> </ul>
E4.9	Parks & Green Spaces	Cease supply of hanging baskets	<ul style="list-style-type: none"> <li>the cessation of the supply of all non-sponsored hanging baskets and a budget reduction of £30,000 be approved</li> <li>Officers are authorised to prepare for implementation immediately, including the issue of relevant contractual notifications.</li> </ul>



# Agenda Item 7

Ref	Service Area	Proposal	Recommendation to Council
E5.4	Fairways Park & Ride	Ceasing the operation of Fairways Park & Ride facility on Saturdays	<ul style="list-style-type: none"> <li>the cessation of Fairways Park and Ride services on Saturday at a saving of £15,000 be approved</li> <li>Officers are authorised to prepare for implementation immediately, including the issue of relevant contractual notifications.</li> </ul>
E5.7	Cemeteries and Crematoria	Review of charges	<ul style="list-style-type: none"> <li>increasing the charge for the provision of a burial, cremation and associated services be approved</li> <li>Officers are authorised to prepare for implementation immediately, including the issue of relevant statutory and contractual notifications.</li> </ul>
E6.3	Other Area Committee Budgets	Reduction in Area Committee Budgets	<ul style="list-style-type: none"> <li>that a reduction of 10% in Area Committee Budgets be approved and that Officers are authorised to prepare for implementation immediately.</li> </ul>

6.4 Some options were not part of this consultation as they organisational changes and efficiencies. These options are E2.2 Supporting People Commissioning Support, E2.8 Area Finance, E3.7 Litherland Sports Park and E3.9 Library Stock Services. Details are in Annex C.

6.5 Council is asked to consider and approve the organisational changes and efficiencies not requiring consultation with the public for each individual option as described below (*recommendation f*) –

Ref	Service Area	Proposal	Recommendation to Council
E2.2	Supporting People Team – Commissioning Functions	To review staffing support.	<ul style="list-style-type: none"> <li>a reduction in staffing be approved</li> <li>Officers are authorised to prepare for implementation which will be progressed alongside E.2.1 and as part of a wider review of departmental commissioning resources, (subject to the duty to consult with employees and trade unions) including the issue of relevant statutory notifications</li> </ul>
E2.8	Area Finance	Review of processes and staffing arrangements	<ul style="list-style-type: none"> <li>a reduction in staffing be approved</li> <li>Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.</li> </ul>
E3.7	Sports & Recreation	Reduce the coaching and casual staff budget at Litherland Sports Park	<ul style="list-style-type: none"> <li>a reduction in the coaching and casual staff budget at Litherland Sports Park be approved</li> <li>Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.</li> </ul>

# Agenda Item 7

Ref	Service Area	Proposal	Recommendation to Council
E3.9	Library Services	Reduce the stockfund for the purchase of books and other materials and that Stock Services Unit is restructured	<ul style="list-style-type: none"><li>• that the stockfund budget reduction of £100,000 be approved</li><li>• the Stockfund Services Unit restructure be approved</li><li>• Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.</li></ul>

## 7. Conclusion

- 7.1 The preparation of the 2012/13 budget is reaching its final stage and this report presents the latest position on those options for which consultation is considered complete. The report provides extensive analysis of the results of the consultation as well as equality assessments and further consideration of deliverability.
- 7.2 The report contains a number of Cabinet recommendations and requests Council approve a number of proposals that have been assessed as having a relatively low or medium impact. The value of these recommendations is £1.56m in 2012/2013. This means that there is still a budget gap of £10.1m in 2012/2013 which needs to be bridged to achieve a legal balanced budget. This will be the subject of a detailed report to Cabinet on February 16th.
- 7.3 The consultation exercise on which the recommendations are based has been the most comprehensive engagement the Council has undertaken. It is perhaps understandable that the overall conclusion is that those who responded value the services they receive and do not want to see them reduced. However the Council has to produce a balanced budget and therefore difficult decisions are required. Where possible mitigating actions have been identified which reduce the potential impact.
- 7.4 At its meeting on 16<sup>th</sup> February the Cabinet will need to be convinced that a balanced budget is achievable and that it can make an appropriate recommendation for review by Overview and Scrutiny and Council on March 1<sup>st</sup>.
- 7.5 Council is asked to note that a further report will be considered by Cabinet on 16<sup>th</sup> February which will consider all remaining options and produce a framework budget for consideration by Council on March 1<sup>st</sup> (*recommendation g*).

This page is intentionally left blank

# Agenda Item 7

## Annex A

### Work Programme

Work Programme		
22 September	Cabinet Review Day	<ul style="list-style-type: none"> <li>Agree final options, Consultation engagement plan (detailed), Agree next steps and approval process</li> </ul>
13 <sup>th</sup> October	Cabinet	<ul style="list-style-type: none"> <li>Approve options for immediate progression or consultation and engagement</li> </ul>
21 <sup>st</sup> October	Public Engagement and Consultation Standards Panel Launch of Consultation/Engagement	<ul style="list-style-type: none"> <li>Panel to sign off Consultation Plans for all options which have a high or medium impact on the service users/stakeholders</li> <li>Formal Launch of Public Consultation and Engagement – activity, including website go live date with link to e-consultation</li> <li>Formal recruitment of e-panel to commence</li> </ul>
27 <sup>th</sup> October	Council	<ul style="list-style-type: none"> <li>Approve options for immediate progression contained in the report to Cabinet 13<sup>th</sup> October</li> </ul>
10 <sup>th</sup> November	Cabinet	<ul style="list-style-type: none"> <li>Feedback on internal consultation</li> <li>Recommend any budget savings for implementation where consultation is complete</li> </ul>
24 <sup>th</sup> November	Council	<ul style="list-style-type: none"> <li>Consider Cabinet recommendations on internal consultation</li> </ul>
8 <sup>th</sup> December	Cabinet	<ul style="list-style-type: none"> <li>No report</li> </ul>
14 <sup>th</sup> December	Public Engagement and Consultation Panel	<ul style="list-style-type: none"> <li>Interim update reports</li> </ul>
15 <sup>th</sup> December	Risk Assessment & Prioritisation Event	<ul style="list-style-type: none"> <li>Risk Assessment</li> <li>Prioritisation of “Other” Services</li> </ul>
19 <sup>th</sup> January	Cabinet	<ul style="list-style-type: none"> <li>Prioritisation of “Other” Services</li> </ul>
2 <sup>nd</sup> February	Cabinet	<ul style="list-style-type: none"> <li>Feedback on consultation and engagement activity</li> <li>Recommend any budget savings for implementation</li> </ul>
16 <sup>th</sup> February	Cabinet	<ul style="list-style-type: none"> <li>Recommended additional meeting</li> <li>Recommend any budget savings for implementation</li> </ul>
16 <sup>th</sup> February	Council	<ul style="list-style-type: none"> <li>Briefing to Council on outcome of consultation and engagement activity on options</li> <li>Recommend any budget savings for implementation</li> </ul>
21 <sup>st</sup> February	Overview & Scrutiny (Performance & Corporate Services)	<ul style="list-style-type: none"> <li>Proposed Revenue Framework Budget for 2012/13 for comment</li> </ul>
1 <sup>st</sup> March	Cabinet	<ul style="list-style-type: none"> <li>No budget activity scheduled</li> </ul>
1 <sup>st</sup> March	Budget Council	<ul style="list-style-type: none"> <li>Approval of Budget and Council Tax</li> </ul>

This page is intentionally left blank

# Agenda Item 7

## **Annex B**

This annex contains options that have now become proposals and are all identified as being relatively low to medium impact. Members are asked to consider and demonstrably take account of the information within each of the proposals including

- a. the equality analysis report
- b. the consultation feedback
- c. risks and
- d. the mitigating actions

in taking their decisions on the recommendations made by Cabinet. Members will need to be mindful of the relevant legislative framework, and weigh up the issues accordingly.

### **E1 Children & Families**

Ref	Service Area	Option
E 1.2	Respite Children's	Reduce planned expenditure through increased efficiency
E 1.4	Parenting Network – Think Family Grant	Cessation of universal parenting programmes
E 1.7	Early Years Outcomes Monitoring & Quality Support Service	Reduce the level of Council funding in support of this service

### **E3 Leisure & Culture**

Ref	Service Area	Option
E 3.6	Sports & Recreation	Review of the life guard cover at all swimming pools
E 3.12	Library Services	Restructure of the Local History and Information Services Team
E 3.13	Library Services	Consider the future requirement of the mobile library service

### **E4 Street Scene**

Ref	Service Area	Option
E 4.2	Highways Maintenance	Temporary reduction in Highways Maintenance Works Budgets (3 years)
E4.9	Parks & Green Spaces	Cease supply of hanging baskets

### **E5 Regulatory**

Ref	Service Area	Option
E 5.4	Fairways Park & Ride	Ceasing the operation of Fairways Park & Ride facility on Saturdays
E 5.7	Cemeteries and Crematoria	Review of charges

### **E6 Other**

Ref	Service Area	Option
E 6.3	Other Area Committee Budgets	Reduction in Area Committee Budgets

# Agenda Item 7

## **Budget Planning Summary**

		2012/13 Budget £m	2013/14 Budget £m	2014/15 Budget £m
<b><u>E1 Children and Families</u></b>				
<b>E1.2</b>	Reduce planned expenditure through increased efficiency	-0.100	0.000	0.000
<b>E1.4</b>	Cessation of universal parenting programmes	-0.087	0.000	0.000
<b>E1.7</b>	Reduce the level of Council funding in support of this service	-0.250	0.000	0.000
<b><u>E3 Leisure and Culture</u></b>				
<b>E3.6</b>	Review of the life guard cover at all swimming pools	-0.070	0.000	0.000
<b>E3.12</b>	Restructure of the Local History and Information Services Team	-0.037	0.000	0.000
<b>E3.13</b>	Consider the future requirement of the mobile library service	-0.039	-0.003	0.000
<b><u>E4 Street Scene</u></b>				
<b>E4.2</b>	Temporary reduction in Highways Maintenance Works Budgets (3 years)	-0.400	0.000	+0.400
<b>E4.9</b>	Cease supply of hanging baskets	-0.030	0.000	0.000
<b><u>E5 Regulatory</u></b>				
<b>E5.4</b>	Ceasing the operation of Fairways Park & Ride facility on Saturdays	-0.015	0.000	0.000
<b>E5.7</b>	Review of charges	-0.215	0.000	0.000
<b><u>E6 Other</u></b>				
<b>E6.3</b>	Reduction in Area Committee Budgets	-0.026	0.000	0.000
<b>Total Change Proposals</b>		<b>-1.269</b>	<b>-0.003</b>	<b>+0.400</b>

# Agenda Item 7

## Proposal Reference E1.2

### **Service Description: Respite Children's**

#### **Categorisation: Critical**

Overnight respite breaks for disabled children are provided, following disabled children social work team assessment, at Springbrook (in house provision) and Nazareth House (commissioned service). Health services contribute an additional £145k to the service at Nazareth House.

**Consultation has closed on the following option** – Reduce planned expenditure through increased efficiency.

**Original rationale for service change proposal** – Unit cost of providing overnight respite care differ enormously between providers which does not reflect the individual child or young person's needs but the cost of the provision. We need to take the opportunity to look at re-commissioning of services and provide value for money.

**Legislation Considered** - Statutory provision from April 2011 to provide a range of short breaks – no guidance or case law. Children and Young Persons Act 2008, Part 2, Section 25, Care Breaks. Department for Children, Schools and Families - Short Breaks, Statutory Guidance on how to safeguard and promote the welfare of disabled children using short breaks.

#### **Anticipated Impact of Service Change –**

**Service Users** – None, service will be maintained at current provision.

**Partners** – None, service will be maintained at current provision.

**Council** – This will require careful management to minimise reputational risk to Council.

#### **Communications, Consultations & Engagement Summary**

The methodology used followed Sefton's Public Engagement and Consultation Framework and was approved by the Sefton's Engagement and Consultation panel.

The consultation was open for all on e-consult and was targeted with all current users of the respite service. Specifically:

- A letter was sent to the 80 families that currently use respite services
- A meeting was arranged (invites for various times throughout the day and evening) for face to face explanations and consultation.
- Through e-consult questionnaire

Two meetings were held on 16<sup>th</sup> November 2011, one in the morning and one in early evening, with 14 carers who responded to the invitation for a discussion and engagement session with the Director of Young people and Families.

At an early stage of the consultation period it was confirmed that because of re-commissioning of the services, there would be no reduction to the access of the service for users. For that reason consultation continued on e-consult but was not targeted again, after the first invitation to meet, until the alternative Springbrook option was proposed.

#### For Nazareth House

It is anticipated that following a review the current level of service will be maintained but will be commissioned more efficiently. This will mean moving from a 'block commissioning' arrangement with Nazareth House to a mixed block and spot purchasing arrangement. This will ensure that the Council does not pay for provision that it is not using but will ensure there is always sufficient capacity for users.

Currently the Council block commissions 5 beds per night 365 days per year. An analysis of occupancy levels for 2010/2011 indicates that on average only 4 beds per night are being utilised, with the 5<sup>th</sup> bed being used on an exceptional basis rather than the norm. Therefore, it is appropriate to block purchase the proven level of need and spot purchase any exceptional additional capacity. The revised commissioning arrangement will not reduce the availability of users of the service, but will reduce the cost to the Council.



# Agenda Item 7

## For Springbrook

More efficient staffing arrangements were investigated at Springbrook involving improved placement planning, such as ensuring that children with similar needs are placed together, allowing the most efficient use of staff resources.

Management of Springbrook provided an alternative proposal of how the above can be achieved and increase the volume of overnight stays available. Springbrook management is suggesting that each child or young person is typically offered 30 nights per year rather than the current 28.

Rather than the core offer being 2 nights mid week for two months with a third month being a 3 night weekend break, Springbrook Management are suggesting that the offer is 3 nights mid week with every other one being a 3 night weekend break. The suggestion therefore is not only the increase in the number of nights per year but a more frequent weekend offer available every 10 weeks, rather than the current 12.

The Director of Children and Young People and Families has written to 42 service users and their families/carers seeking their views on this proposal. 20 service users responded, with all 20 'strongly agreeing' or 'agreeing'.

**See full consultation report E1.2**

**Equality Analysis Report** – see EAR E1.2

**Risks & Mitigating Actions** – Maintaining level of service with reduced operational costs will mitigate risks.

**Having taken consideration of the consultation and engagement activity undertaken the following activity will change, stop or significantly reduce** – There will be no reduction to the volume or quality respite services for children with disabilities as a result of the proposed changes. Indeed the consultation has enabled the service providers to look afresh at the service they provide and as a result the service will be more efficient and offers greater flexibility in terms of availability for parents, carers and service users.

**Cost of Overnight Short Break Respite Service: £943,000**  
**Other Resources: £145,000 contribution from Health**

**Proposed Cost 2012/13: £843,000**  
**Budget Reduction 2012/13: £100,000**  
**Council Staff at Risk: No**  
**Number of Posts at Risk: 0**

# Agenda Item 7

## Consultation Report E1.2

**Responses and Analysis to Sefton Council's consultation on the option to reduce planned expenditure through increased commissioning efficiency for overnight respite breaks for disabled children (Ref:E1.2)**

### Consultation Period:

**21<sup>st</sup> October 2011 – 16<sup>th</sup> January 2012**

## Contents

### Background

### Consultation Methodology

### Executive Summary

### Consultation Analysis

### Other Responses

### Alternative Options Proposed

### Monitoring Information

### Appendices:

#### **Appendix 1 – Other Document Representation**

### **Background**

Following the 2010 Comprehensive Spending Review and settlement the Council forecast a significant budget gap over the three years 2011-2014.

An initial package of potential budget options was approved by Cabinet, 13<sup>th</sup> October 2011, to commence consultation and engagement. In relation to these, consultation activity continues with service users, the general public, partners, key stakeholders, staff and Trade Unions.

The consultation on the budget options closed on Monday 16<sup>th</sup> January 2012.

This report analyses the responses for the option on **reducing the planned expenditure through increased commissioning efficiency for overnight respite breaks for disabled children.**

Overnight respite breaks for disabled children is provided, following a disabled children social work team assessment, at Springbrook (in house provision) and Nazareth House (commissioned service). Health services contribute £145k to commissioning respite services for children with complex health needs at Nazareth House.

## **Consultation Methodology**

The methodology used followed Sefton's Public Engagement and Consultation Framework and was approved by the Sefton's Engagement and Consultation panel.

The consultation was open for all on e-consult and was targeted with all current users of the respite service. Specifically:

- A letter was sent to the 80 families that currently use respite services
- A meeting was arranged (invites for various times throughout the day and evening) for face to face explanations and consultation.
- Through e-consult questionnaire

Two meetings were held on 16<sup>th</sup> November 2011, one in the morning and one in early evening, with 14 carers who responded to the invitation for a discussion and engagement session with the Director of Young people and Families.

An alternative option was proposed by Springbrook management and the 42 service users and their families/carers were consulted on their views on this proposal by a letter (see page 6 alternative option proposed).

## **Executive Summary**

**At an early stage of the consultation period it was confirmed that because of re-commissioning of the services, there would be no change to the access of the service for users.**

For that reason consultation continued on e-consult but was not targeted again, after the first invitation to meet, until the alternative Springbrook option was proposed.

### For Nazareth House

It is anticipated that following a review the current level of service will be maintained but will be commissioned more efficiently. This will mean moving from a 'block commissioning' arrangement with Nazareth House to a mixed block and spot purchasing arrangement. This will ensure that the Council does not pay for provision that it is not using but will ensure there is always sufficient capacity for users.

Currently the Council block commissions 5 beds per night 365 days per year. An analysis of occupancy levels for 2010/2011 indicates that on average only 4 beds per night are being utilised, with the 5<sup>th</sup> bed being used on an exceptional basis rather than the norm. Therefore, it is appropriate to block purchase the proven level of need and spot purchase any exceptional additional capacity. The revised commissioning arrangement will not reduce the availability of provision to users of the service, but will reduce the cost to the Council.

# Agenda Item 7

## For Springbrook

More efficient staffing arrangements were investigated at Springbrook involving improved placement planning, such as ensuring that children with similar needs are placed together, allowing the most efficient use of staff resources.

Management of Springbrook provided an alternative proposal of how the above can be achieved and increase the volume of overnight stays available. Springbrook management is suggesting that each child or young person is typically offered 30 nights per year rather than the current 28.

Rather than the core offer being 2 nights mid week for two months with a third month being a 3 night weekend break, Springbrook Management are suggesting that the offer is 3 nights mid week with every other one being a 3 night weekend break. The suggestion therefore is not only the increase in the number of nights per year but a more frequent weekend offer available every 10 weeks, rather than the current 12.

The Director of Children and Young People and Families has written to 42 service users and their families/carers seeking their views on this proposal (see Appendix 3). 20 service users responded, with all 20 'strongly agreeing' or 'agreeing' (see page 6 for responses).

## Key messages from consultation:

- From the meeting of the 14 carers that attended the 16<sup>th</sup> November 2011 sessions the response from all was positive in that all carers expressed satisfaction with the current services and that access to these services would not change.
- From e-consult questionnaire
  - There were 10 responses with 7 (70%) agreeing that the option is reasonable of which 3 have used the service, 2 describing the service as excellent although one found the service to be 'poor' (Nazereth House )

The current anticipated saving from both the above will be £100k.

There will be no change to the volume or quality respite services for children with disabilities as a result of the proposed changes.

## **The consultation analysis**

An e-consult questionnaire invited responses on the following questions:

### **1. Do you think the option is reasonable?**

**Yes = 7**  
**No = 3**

### **2. Have you ever used the overnight respite service?**

**Yes =3**  
**No =7**

### 3. If “Yes” to the above question which provision did you use?

Nazareth House = 2  
Springbrook = 1

### 4. If “Yes” to question 2 how did you rate the provision?

Excellent = 2  
Poor = 1 (Nazareth House identified)

(Good; satisfactory; Very poor had no responses)

Other Responses

None received via letters from public.

### Alternative Options Proposals

Management of Springbrook provided an alternative proposal of how the above can be achieved and increase the volume of overnight stays available. Springbrook management is suggesting that each child or young person is typically offered 30 nights per year rather than the current 28.

Rather than the core offer being 2 nights mid week for two months with a third month being a 3 night weekend break, Springbrook Management are suggesting that the offer is 3 nights mid week with every other one being a 3 night weekend break. The suggestion therefore is not only the increase in the number of nights per year but a more frequent weekend offer available every 10 weeks, rather than the current 12.

The Director of Children and Young People and Families has written to 42 service users and their families/carers seeking their views on this proposal. 20 service users responded.

When asked “Is the proposal by the Springbrook management team to increase the number of overnight stays from 28 to 30 per year with more frequent weekend breaks, but reduce the frequency from 4 to five weekly acceptable to you?” 11 responded that they ‘strongly agree’ with the proposal and 9 ‘agree’ with the proposal (see table below).

Category	Response #
Strongly agree	11
Agree	9
Not sure and would welcome further discussion	0
Disagree	0
Strongly disagree	0

# Agenda Item 7

## Additional comments provided:

- A very welcome proposal.
- Springbrook do a good job. Staff are very helpful and it gives me and my mum time to relax and unwind. It would be sad if it had to close, it would affect lots of families. Thanks for your good work you do for families.
- We think it's a fabulous idea.
- Sounds really good, very pleased with this proposal.
- More suitable for school holiday, better length of time.
- Further information regarding whether the number of children in the groups will be increased and what is happening with regard to child/staff ratio needs to be discussed as changes in these aspects in an attempt to increase efficiency and reduce costs may have a serious negative impact on some of the children due to the severe nature of their disabilities. [Response being drafted by Director of Young People & Families].
- [names omitted] go to their dad's every other weekend and some week days. Would work out better for me.

## General comments received through e-consult:

1. "Joining forces with a local or national charity to provide additional funding to enhance the opportunities for children to engage in respite opportunities. This would enable more children to have access to respite breaks and close the gap for those children whose disabilities do not individually meet criteria for support but whose family circumstances indicate that respite is needed."
2. "I would look at senior management in the council itself their wages expenses etc rather than disrupt that is a very much needed service in Sefton"
3. "Sack some of the senior managers in Children's Services – they don't know what they're doing if they commission too many beds then keep paying to keep them running."

## **Monitoring Information**

Participants from e-consult told us the following:

**Gender** is Female = 7; Male = 3

**Disability** = 1 with hearing impairment/deaf and 1 with mental health/distress

**Disability** – 8 is No and 1 is Yes

**Ethnic background** – 6 are white British and 3 are white English

**Religion** – 6 is Yes and 3 is no, with 5 stating that they are a Christian.

**Sexual Orientation** – 8 are heterosexual with 1 gay and all 9 currently live in gender they were born in.

## APPENDICIES

### Appendix 1 – Other Documentation Representation

#### Letter to Parents of Children with Disabilities Requesting Views on Proposal to Change Core Offer

**People Directorate**

9th Floor, Merton House  
Stanley Road  
Bootle  
Merseyside L20 3JA

*Date:* 3 January 2012

Our Ref: CP/SL

«Title» «Initial» «Surname»  
«Address»

Your Ref:

Please contact: Colin Pettigrew  
Contact Number: 0151 934 3333  
Fax No: 0151 934 3520  
Email: colin.pettigrew@sefton.gov.uk

Dear «Title» «Surname»

#### IMPORTANT CONSULTATION POINT

As you will be aware from my earlier correspondence dated 6 October and 25 October 2011, Sefton Council are required to reduce our spend by £44m this year and a further £20m next year. This is a result of our reduced financial settlement provided by central government following the comprehensive spending review in 2010.

As you will be further aware, one of the options being considered by Council is to reduce the cost of providing residential respite care for children and young people at Springbrook and Nazareth House. It is our belief that this can be achieved through greater efficiency without reducing either the quality of the service or the volume that your child receives.

I met with the management of Springbrook just before the Christmas break as part of the ongoing consultation process and they provided me with a proposal of how the above can be achieved and increase the volume of overnight stays available to you and your family. In brief, what X and her colleagues are suggesting is that each child or young person is typically offered 30 nights per year rather than the current 28. X is confident that she can achieve this in the following way:

Rather than the core offer being 2 nights mid week for two months with a third month being a 3 night weekend break, X and her team are suggesting that the offer is 3 nights mid week with every other one being a 3 night weekend break. The suggestion therefore is not only the increase in the number of nights per year but a more frequent weekend offer available every 10 weeks, rather than the current 12.

I shared with X my intent to write to you again to seek your views on this proposal and would be grateful therefore if you could complete the attached reply slip and return in the enclosed stamped addressed envelope by **12 January 2012**.

Yours sincerely

**Colin Pettigrew**

**Director of Young People and Families**

# Agenda Item 7

## Equality Analysis Report E1.2

### Equality Analysis Report

Committee paper code: Annex

Reference E1.2

**Details of proposal:** It is proposed to reduce planned expenditure through increased commissioning efficiency for overnight respite breaks for disabled children.

Overnight respite breaks for disabled children provided, following disabled children social work team assessment, at Springbrook (in house provision) and Nazareth House (commissioned service). Health services contribute £145k to commissioning respite services for children with complex health needs at Nazareth House.

#### **Ramifications of Proposal:**

Is there a consequence to 'Threshold': No

Is there a consequence to 'Capacity': No

#### **Nazareth House**

It is anticipated that the current level of service will be maintained but will be commissioned more efficiently. This will mean moving from a 'block commissioning' arrangement with Nazareth House to a mixed block and spot purchasing arrangement. This will ensure that the Council does not pay for provision that it is not using but will ensure there is always sufficient capacity for users.

Currently the Council block commissions 5 beds per night 365 days per year. An analysis of occupancy levels for 2010/2011 indicates that on average only 4 beds per night are being utilised, with the 5<sup>th</sup> bed being used on an exceptional basis rather than the norm. Therefore, it is appropriate to block purchase the proven level of need and spot purchase any exceptional additional capacity. The revised commissioning arrangement will not reduce the availability of provision to users of the service.

#### For Springbrook

More efficient staffing arrangements were investigated at Springbrook involving improved placement planning, such as ensuring that children with similar needs are placed together, allowing the most efficient use of staff resources.

Management of Springbrook provided an alternative proposal of how the above can be achieved and increase the volume of overnight stays available. Springbrook management is suggesting that each child or young person is typically offered 30 nights per year rather than the current 28.

Rather than the core offer being 2 nights mid week for two months with a third month being a 3 night weekend break, Springbrook Management are suggesting that the offer is 3 nights mid week with every other one being a 3 night weekend break. The suggestion therefore is not only the increase in the number of nights per year but a more frequent weekend offer available every 10 weeks, rather than the current 12.

There will be no change to the level of or access to respite services for children with disabilities as a result of the proposed changes. Services users will experience no change in service



**Risks & Mitigating Actions**– Maintaining level of service use with reduced operational costs will mitigate risks.

**Are there any protected characteristics that will be disproportionately affected in comparison to others?**

This service is a targeted service for overnight respite breaks for disabled children, Any reduction in capacity would have had a disproportionate effect, however, this service will continue to be delivered but expenditure will be decreased through planned efficiency.

So no disproportionate effect, in fact the service will offer a more flexible provision to meet users needs.

**Consultation ( give details of how this and how the results have been incorporated in to decision making)**

Colin Pettigrew, Director of Young People and Families wrote to the 80 families that currently use respite services and invited them to attend a meeting ensuring that am, pm and evening times were available. Meetings took place on 16.11.11 with 14 carers. Feedback from the meetings was positive in that all carers expressed satisfaction with the current services and that access to these services would not change.

The Director of Children and Young People and Families has written to 42 service users and their families/carers seeking their views on this proposal. 20 service users responded, with all 20 'strongly agreeing' or 'agreeing'.

**Is there evidence that the Public Sector Equality Duties will continue to be met?**

Yes – service provision is delivered in light of the equality act and the three public sector equality duties. The service will continue to be delivered.

**What actions will follow if proposal accepted by Cabinet & Council?**

Re-commissioning of services will take place.

Access to services will be monitored.

**Recommendation to Council E1.2:**

Council is asked to consider the impact assessments, risks and mitigating actions in the proposal E1.2 and agreed that

1. planned expenditure should be reduced through the efficiencies identified above
2. Officers be authorised to prepare for implementation immediately, including the issue of relevant contractual notifications, if necessary.

# Agenda Item 7

## Proposal Reference E1.4

### **Service Description: Parenting Network – Think Family Grant**

#### **Categorisation: Tier 2**

This budget enables the coordination of training and networking as part of the Parenting Programme. This is delivered across the borough which is meeting the needs of universal to high need families. This investment in ensuring evidenced based delivery for parents results in more young people staying at home (less Looked After Children), reduced criminality and a more resilient next generation of parents.

**Consultation has closed on the following option** – Cessation of the coordination of the network of practitioners delivering the Universal Parenting Programmes.

**Original rationale for service change proposal** – Network now established and embedded and can be coordinated through alternative methods, with a maintenance model being developed.

**Legislation Considered** – N/A

#### **Anticipated Impact of Service Change –**

**Service Users** – Potential for reduced network activity for practitioners delivering Universal Parenting Programme.

**Partners** – Referral pathway to evidence based parenting programmes. Practitioners will need to look in-house to pay for training for succession planning.

**Council** – Potential Increase demand on other services.

#### **Communications, Consultations & Engagement Summary**

The methodology used followed Sefton's Public Engagement and Consultation Framework and was approved by the Sefton's Engagement and Consultation panel.

Practitioners who receive network support and could be affected were consulted with. All practitioners who are trained in the programme and each Children Centre where the programmes are delivered were invited to complete the on-line questionnaire. A total of 93 named practitioners were approached, though some of them were representing the same setting and therefore a single response may have been made on behalf of several practitioners. This was an individual choice.

The practitioners represented the following services:

19 Children Centres ,4 Family Centres, Specialist Nurses, Targeted Youth Support, Sefton Women and Children's Aid (SWACA), One Vision Housing, Venus, Police, Behaviour Support, Parent Partnership, Youth Offending Service, Child Adolescent Mental Health Services, P2000.

Parents were not consulted as they are a transient cohort. Once parents have completed their support they would continue to be supported through their mainstream service.

There were 22 responses from 93 practitioners. It is to be noted that some may have sent in a combined response therefore making it difficult to calculate an exact response rate. 17% of respondents did say that there could be alternative solutions such utilising the existing Children's Centres into networks of their own with a lead centre to co-ordinate resources and delivery.

88% of the responders said that the reduced network support would have a negative effect on the delivery of parenting support and evidenced based parenting programmes.

Other types of support that responders felt would be required if the option was approved were;

- further training for practitioners,
- ensuring that they had somebody to co-facilitate with, and
- ensuring that the network meetings were maintained
- There were concerns regarding resources and workbooks.

**See full consultation report E1.4**

<b>Equality Analysis Report – see EAR E1.4</b>	
<b>Risks &amp; Mitigating Actions</b> – Coordinating the training for the networks will be lost. This will be mitigated by alternative approaches for example setting up the Children’s Centres into networks of their own with a lead centre to co-ordinate resources and delivery. Training outcomes have been embedded in to existing practice and a maintenance action plan is being developed which will be monitored by the Early Intervention and Prevention team. Potential for delivery of lower quality programmes. This will be mitigated by Early Intervention and Prevention teams monitoring evidence based delivery of the programmes to ensure quality and targeting to families with high level needs.	
<b>Having taken consideration of the consultation and engagement activity undertaken the following activity will change, stop or significantly reduce</b> The coordination of the network of practitioners delivering the Universal Parenting Programmes and the delivery of training to practitioners will cease. However, the coordination will be delivered through a designated parenting lead officer based in each Childrens Centre. Training will be available but practitioners will be expected to meet the costs out of their centre budgets.	
<b>Cost of Service: £87,000</b>	<b>Proposed Cost 2012/13: £0</b> <b>Budget Reduction 2012/13: £87,000</b> <b>Council Staff at Risk: No</b> <b>Number of Posts at Risk: 0</b>

## Consultation Report E1.4

### Responses and Analysis to Sefton Council’s consultation on the option to cease the coordination of the Think Family Grant - Parenting Network

(Ref: E 1.4)

**Consultation Period:**

**21<sup>st</sup> October 2011 – 16<sup>th</sup> January 2012**

## Contents

Background

Consultation Methodology

Executive Summary

Consultation Analysis

Other Responses

Alternative Options Proposed

Monitoring Information

# Agenda Item 7

## Appendices:

**Appendix 1 – Detailed Responses**

**Appendix 2 – Other Document Representation**

## Background

Following the 2010 Comprehensive Spending Review and settlement the Council forecast a significant budget gap over the three years 2011-2014.

An initial package of potential budget options was approved by Cabinet, 13<sup>th</sup> October 2011, to commence consultation and engagement. In relation to these, consultation activity continues with service users, the general public, partners, key stakeholders, staff and Trade Unions.

The consultation on the budget options closed on Monday 16<sup>th</sup> January 2012.

This report analyses the responses for the option on the cessation of the co-ordination of the Think Family Grant - Parenting Network. The consultation was targeted to all practitioners delivering the programme. The coordination is delivered through a network of trained practitioners through existing services. The co-ordination of the network would be delivered differently if the option is approved.

This network delivered parenting programmes to over 300 parents living in Sefton during 2011. The majority of referrals being received are from Child Adolescent Mental Health Services, Social Care and Children's Centres.

## Consultation Methodology

The methodology used followed Sefton's Public Engagement and Consultation Framework and was approved by the Sefton's Engagement and Consultation panel.

Practitioners who receive network support and could be affected were consulted with. All practitioners who are trained in the programme and each Children Centre where the programmes are delivered were invited to complete the on-line questionnaire. A total of 93 named practitioners were approached, though some of them were representing the same setting and therefore a single response may have been made on behalf of several practitioners. This was an individual choice.

The practitioners represented the following services:

19 Children Centres  
4 Family Centres  
Specialist Nurses  
Targeted Youth Support  
Sefton Women and Children's Aid (SWACA)  
One Vision Housing  
Venus  
Police  
Behaviour Support  
Parent Partnership  
Youth Offending Service  
Child Adolescent Mental Health Services  
P2000

# Agenda Item 7

As we were consulting with representatives of organisations there was no need to collect equality data.

Parents were not consulted as they are a transient cohort (there are those waiting for support, those currently receiving support, and those who have completed support). Once parents have completed their support they would continue to be supported through their mainstream service.

## Executive Summary

There were 22 responses from 93 practitioners. It is to be noted that some may have sent in a combined response therefore making it difficult to calculate an exact response rate. 17% of respondents did say that there could be alternative solutions such utilising the existing Children's Centres into networks of their own with a lead centre to co-ordinate resources and delivery.

88% of the responders said that the reduced network support would have a negative effect on the delivery of parenting support and evidenced based parenting programmes.

Other types of support that responders felt would be required if the option was approved were;

- further training for practitioners,
- ensuring that they had somebody to co-facilitate with, and
- ensuring that the network meetings were maintained
- There were concerns regarding resources and workbooks.

## The Consultation Analysis

### Practitioner Responses

22 responses were received on-line from 93 practitioners approached. This equates to a 24% individual return representing 65% of the organisations affected. Not all questions were answered by those practitioners/ organisations who responded.  
Question 1

The types of agencies who responded	Number of that agency who responded
Community and Voluntary Sector	4
Children's Services	11
Police	0
Health Services	4
Worklessness Related Services	0
Adult Services	0
Other	1
<b>TOTAL</b>	<b>20</b>

# Agenda Item 7

## Question 2

What age groups are the children in the families you support?	Response
Birth to 7	20
8 to 13	9
14 - 19	7

A number of agencies who responded provided services across age groups.

## Question 3

What is the main postcode of your service users? (First three characters)	
Answer Option	Response #
L9	0
L10	0
L20	7
L21	2
L22	2
L23	1
L29	0
L30	2
L31	1
L37	1
L38	0
PR8	3
PR9	2
<b>TOTAL</b>	<b>21</b>

Responses indicate a spread across the borough; however, the majority of respondents are for L20 (in the South of the Borough).

## Question 4

Do you know where to go for help and advice on parenting issues?		
	Response # Yes	Response # No
	20	0
<b>Total</b>	<b>20</b>	<b>0</b>

# Agenda Item 7

## Question 5

<b>Which Universal Parenting Services do you currently work with/refer families to?</b>	
<b>Service Type</b>	<b>Response #</b>
Children's Centre	9
Triple P	4
Parenting Programmes	7
Health Visiting	3
School Based Services (School Nurse, Teachers, Mentors)	6
Leisure Services (Positive Futures/Active Sefton)	2
Parenting 2000	3
Well Young People	2
Other Local Authority Services (Job Centre, Sefton at Work, Social Workers)	3
Other Voluntary Sector Services (Citizen Advice Bureaux, Football in the Community)	3
HomeStart	1

Responses indicate that practitioners access a variety of universal services, with a large number using Children's Centres, Parenting Programmes and School Based Services.

## Question 6

<b>Which Targeted Parenting Services do you currently work with/refer families to?</b>	
<b>Service Type</b>	<b>Response #</b>
Parenting Programmes	10
Triple P	7
Common Assessment Framework	5
Child Adolescent Mental Health Services	2
Other Social Care	3
Schools	3
HomeStart	2
Targeted Youth Support	1
Children's Centre	1
Carers Centre	2
Positive Futures	1
Well Young People	1
Children In Need	1

# Agenda Item 7

<b>Which Targeted Parenting Services do you currently work with/refer families to?</b>	
<b>Service Type</b>	<b>Response #</b>
Health Visitors	2
Citizen Advice Bureaux	1
Sefton Women & Children's Aid	2
Other Local Authority Services (Special Educational Needs, Sefton Advisory Inclusion Services, Behaviour Support, Speech & Language)	4
Venus	1

Responses indicate that practitioners access a variety of targeted services, with a large number using Parenting Programmes, Triple P and Common Assessment Framework services.

Question 7

<b>Which Critical Parenting Services do you currently work with/refer families to?</b>	
<b>Service Type</b>	<b>Response #</b>
Parenting Programmes	4
Family Intervention Services	4
Common Assessment Framework	1
Child Adolescent Mental Health Services	1
Other Social Care	7
Health Visitors	1
HomeStart	1
Sefton Women & Children's Aid	1
Sefton Advisory Inclusion Services	1

Responses indicate that practitioners access a variety of critical services, with a large number using Other Social Care, Parenting Programmes and Family Intervention Services.

Question 8

**What effect would the reduced support impact on the service you work for?**

See Appendix 1.

Question 9

**If funding for the parenting network is withdrawn what support will you need to get your service ready to continue delivery post March 2012?**



See Appendix 1

**Other Responses**

None.

**Alternative Options Proposals**

None.

**Monitoring Information**

None.

## APPENDICIES

### Appendix 1 – Detailed Responses

#### Individual responses to the questions

#### What effect would the reduced support impact on the service you work for?

There would be no coordination of parenting services except through the network of Children's Centres.
Less parenting courses for families
Reduced service would impact significantly on the numbers of families accessing both targeted and universal parenting courses (including Stepping Stones).
Potentially a loss of co facilitators
The effect on the families who need parent training would be massive if it were not to be available
less referral pathways to support families, thus creating more distress for those families who need more intensive support
It would affect our service, as many of our parents/carers have needed help and support with managing children's behaviour, and have needed advice to prevent difficulties within the family escalating. The parenting team are incredibly supportive to us, and have always supported practitioners delivering the programme to as wide a reach as possible.
Lack of support would have a significant impact on delivering parenting groups within Sefton. Having a parenting team to deliver parenting strategies/groups, co-ordinate groups, resources, provide training and support has been fundamental to the current success of the parenting programme in Sefton. It facilitates networking and ensures groups are run in an equitable way throughout the borough.
The support would go from parenting team, also network meetings for parenting services.
No specialist organisation to refer to
Reduced support from the parenting programme would lead to possible difficulty in obtaining tip sheets and work books. Also referral point- although each lead centre could act as a referral point for local families and coordinate parenting courses
Massive impact already under pressure with the previous cuts.
We can facilitate Triple P parenting programmes within our setting.

# Agenda Item 7

Less services to refer to, which will impact on what is available for parents/carers and increase pressure on our agency to fill in gaps. We have found that working with parents and carers the only way forward to reduce cycles of poor parenting skills.

I feel that there is a great need for these services in the L20 area. If the service was reduced it would have a significant impact on families. Latest research indicates that early intervention is vital to reduce better outcomes for children and families.

This would depend on where this was reduced and from which area. I would say the universal and targeted support could suffer most.

Increase demand waiting times, case-loads etc

## **If funding for the parenting network is withdrawn what support will you need to get your service ready to continue delivery post March 2012?**

Further cascade evidence based parenting courses training

Training for staff teams to deliver group programmes and support through initial delivery until in-house practitioners are confident in delivering services on their own.

funding for resources.

I would need access to the Parenting Group materials Primary Care and Teen Triple P Workbooks and tip sheets etc

More staff trained in parenting interventions

We would need a service that provides and informs us of relevant training, and to give advice on the wide variety of families whom we work with.

Central point to order and provide resources. Co-facilitators to help run groups Support to keep updated. Co-ordinator to ensure equity throughout Sefton.

Support for continuing to deliver parenting courses, referrals to parent course making sure parents still have information available to them of what's on offer.

Training for in-house staff in dealing with more needy families

funding for purchasing of resources

All agencies to know the clear pathways re referrals for parenting courses.

We would probably need more money to employ more family workers to fill in gaps.

We would need a central co-ordinator /base to liaise with. Support/ advice?? Data base, links with other centres/ practitioners?

More of the team trained and enabled to deliver parenting programs independently of the parenting team. Currently we have just one parenting practitioner trained. Withdrawal could impact greatly on support we could offer.

Build more capacity in for Parenting Programmes by decreasing case-loads of trained practitioners.

## Appendix 2 – Other Documentation Representation



To the Leader and Chief Executive Sefton Metropolitan Borough Council,

Thank you for the opportunity provided to partner organisations such as ourselves to consult on the proposed budgetary cuts within SMBC.

Having assessed the options being consulted upon we have responded where we feel there is a potential significant negative impact on the lives of our residents, the long term sustainability of the Borough of Sefton and on our business.

Whilst appreciating the immensely difficult task facing the Council, we worry that some of the cuts proposed, particularly to the Supporting People Programme will put many vulnerable people across the borough at risk and will provide a false saving which will result in higher costs to the public purse in future years.

Not all the options we have responded to are formally open for public consultation, however, we feel the impact will be such on our tenants that we ask the Leader and Chief Executive to consider all of the comments we have made below.

Roy Williams  
Chief Executive  
One Vision Housing

### Section E1: Children and Families

#### E1.4 Parenting Network- Think Family Grant

The Think Family Grant supports families including those with high needs. Sefton's own data shows that 34% of referrals since Oct 2011 were from police, social care and Child and Adolescent Mental Health Services – 107 families.

The proposal to ensure that high level needs families will be picked up by the Family Intervention Programme without high risk families slipping through the net is entirely dependent on capacity within the FIP to manage this extra work load.

The ring fence was removed from the Think Family Grant in only 2010/11 and we would ask Sefton MBC to consider continuing to protect this budget, or making a reduced cut to this budget and considering using the remaining budget to build capacity within the FIP to at least cover the high level needs families adequately.

The impact of this cut, especially when considered alongside cuts e.g. to Educational Psychologists, is that there are less and less opportunities for early identification and intervention in support and indeed safeguarding issues with children and families across the borough.

*A One Vision Partner*

# Agenda Item 7

## Equality Analysis Report E1.4

### Equality Analysis Report (draft)

Committee paper code: Annex

Reference E1.4

#### Details of proposal: Parenting Network – Think Family Grant.

This proposal will lead to a removal of the co-ordination of the network. This budget enables the parenting offer to be delivered across the borough which is meeting the needs of universal to high need families. This network has delivered parenting programmes to over 300 parents living in Sefton during 2011. The majority of referrals being received are from CAMHS, Social care and Children's Centres.

#### Ramifications of Proposal:

Is there a consequence to 'Threshold': No

Is there a consequence to 'Capacity': Yes

The network is currently delivered through a network of trained practitioners through existing services. The co-ordination of the network would be lost through the cost saving.

#### Are there any protected characteristics that will be disproportionately affected in comparison to others?

No This proposal is for removing the co-ordination of the network.

Lack of co-ordination of the network will be mitigated by the new integrated Early Intervention & Prevention Teams who will support evidence based delivery of parenting programmes and mitigate some of the reduction of programmes to families with high level needs

The majority of the parents who received support are referred through targeted / critical services. Therefore the family is in receipt of a specific services either for mental well being, social care, police and community safety. (See table below)

Agency / service	Jan 2010 till Oct 2010	Since Oct 2010 till end Aug 2011	Total
Social Care	42	43	85
Targeted Youth Support/ YOT	1	2	3
CAMHS	3	49	52
CAF	3	11	14
Health Visitors	21	29	50
Family Inclusion Project (FIP)	1	1	2
Courts	1	16	17
Voluntary, Faith and Community Sector <sup>1</sup>	14	8	22
Self referral	15	38	53
Education Welfare	2	1	3
Nurses	6	11	17
Children's centres	31	61	92
Schools / PSA	27	16 <sup>2</sup>	43

<sup>1</sup> Although reduced number of referrals there does not seem to be an explainable reason from the data.

# Agenda Item 7

ASD / ADHD	7	5	12
Speech and Language therapists	1	1	2
Police	6	15	21
	181	307	488

There are families who we know through research and predictive data will have poor outcomes. These are families:

- who have poor mental well being across one or more family members
- where a member of the household has been involved with criminal behaviour
- who have substance misuse needs with one or more members of the household
- where one or more members of the household have a long standing health need and / or disability

Since Oct 2011 34% of parenting referrals were from police, social care and CAMHS. Totalling 107 families out of 307 referrals.

With the reduction of funding there could be a negative impact on the delivery to these families. This will be negated by

- the training that the Centre Managers have received and the number of referrals they are already working independently on.
- the reduced support from parenting practitioners in line with the Family Intervention Programme.
- The targeted and critical identification and delivery continuing through early intervention and prevention
- Fathers being identified for targeted delivery through early intervention and prevention

## **Consultation.**

Parents were not consulted as they are a transient cohort. There would be those waiting for support, those currently receiving support and those who have completed support. Once completed they would continue to be supported through their mainstream service, Practitioners who received the network support and could be affected were consulted with. All practitioners who are trained in the programme and each Children's centre where the programmes are delivered have received the questionnaire.

## **Is there evidence that the Public Sector Equality Duties will continue to be met?**

Yes – service provision is delivered in light of the equality act and the three public sector equality duties.

## **What actions will follow if proposal accepted by Cabinet & Council?**

Discussion with network about future co-ordination.

Monitor access to the Early Intervention and Prevention Team

Develop action plan based on consultation feedback from the network

# Agenda Item 7

**Recommendation to Council E1.4:**

Council is asked to consider the impact assessments, risks and mitigating actions in the proposal E1.4 and agree that

1. the cessation of the coordination of the network of practitioners delivering the Universal Parenting Programmes be approved
2. Officers be authorised to prepare for implementation immediately.

## Proposal Reference E1.7

### **Service Description: Early Years Outcomes Monitoring & Quality Support Service** **Categorisation: Regulatory**

The Early Years Foundation Stage (EYFS) Framework is a statutory requirement for EYFS providers to deliver, and the Childcare Act 2006 places a duty on the Local Authority to provide EYFS training to maintained and Private Voluntary Independent (PVI) settings; also to support childcare providers judged inadequate by Ofsted. The funding is intended to ensure that more children reach a good level of development at age 5 and that the gap between those children who do least well and the rest, narrows by that age — this includes those with special educational needs, those living in poverty and those from particular minority ethnic communities. Functions of the team include the implementing EYFS Framework; monitor, support and challenge all settings in quality of provision, safeguarding and welfare requirements; monitor childcare 0-19; provide information, advice and training to parents and childcare providers.

Special Educational Needs support for early years settings.

This is made up of three areas central, Special Educational Needs (SEN) and Dedicated School Grant (DSG) and 50% of the core funding has already been removed.

*All providers are Ofsted registered.*

**Consultation has closed on the following option** – Reduce the level of Council core funding in support of this service by 50%.

**Original rationale for service change proposal** – This Service was previously supported through Sure Start Early Years Grant which has ceased and been incorporated into the Council's main funding streams. The reductions proposed would bring the service down to the statutory minimum.

**Legislation Considered** - Childcare Act 2006; Early Years Foundation Stage (Welfare Requirements) Regulations 2007; Early Years Foundation Stage (Learning and Development Requirements) Order 2007

### **Anticipated Impact of Service Change –**

**Service Users** – Reduced staff support

**Partners** – N/A

**Council** – Reduction in staffing levels will have to be made

### **Communication, Consultation & Engagement Summary**

The methodology used followed Sefton's Public Engagement and Consultation framework and was approved by the Sefton's Engagement and Consultation panel.

A questionnaire was circulated to all users:

PVI settings:

- Private, Voluntary and Independent (PVI) settings (68),
- Childminders (174),
- Out of School (OOS) Clubs (41) and

Schools:

- Primary, infant and maintained nursery schools (77).

As we consulted with representatives of organisations there was no need to collect equality data.

In total, 64 responses (23%) were received from PVI (Private, Voluntary Independent) and Out of Schools (OOS) settings and childminders, and 24 (31%) from schools.

It is clear from the responses received that schools and settings acknowledge the clear benefits and positive impact of the support from the current Early Years service.

The analysis of the responses received reflected that the PVI settings and schools have a concern that this may lead to a reduction in this support to insufficient provision, poorer children's outcomes and lower Ofsted grades. In responses, 91% reported that they would envisage at least some risk to their provision if the Early Years service was reduced.

# Agenda Item 7

A significant number of responses suggest that this is not the right time for a review as a revised statutory EYFS Framework (this is in response to a national review and will involve a number of key changes) is due September 2012.

A number of responses from PVI (Private, Voluntary Independent) settings express concerns over any reduction to advice, support and/or funding for Special Educational Needs (SEN) children.

However, Schools reported that they would be prepared to pay for support in monitoring provision and for staff training (each 30%), followed by support for assessment of children's progress and for training related to the EYFS framework (each 22%). In the PVI (Private, Voluntary Independent) sector, 62% of responses reported that they would be willing to pay for mandatory/essential training (e.g. first aid, safeguarding, and food hygiene). About a third (34%) would be willing to pay for any other type of training.

Slightly over a third (35%) reported that they would find it difficult to pay for any training, with some unable to do so now.

When asked what elements of support would be regarded as essential moving forwards, the key responses are as follows:

## For schools:

- 1) EYFSP pre-moderation and follow-up support
- 2) Assessment of children's progress;
- 3) Support for enhanced transition arrangements for children with Early Years Foundation Stage (EYFS) from PVI (Private, Voluntary Independent) settings into schools;
- 4) Support for head teachers and senior leaders in monitoring and evaluating EYFS provision;

Schools' responses mainly suggested some increase in the service provided, mainly through visits, training opportunities and resurrecting cluster/network meetings.

## For PVI settings:

- 1) Support for Special Educational Needs children;
- 2) Training related to Safeguarding, child protection
- 3) Assessment of children's progress.
- 4) How to implement the requirements of the EYFS framework; and,

From the responses to what could be done differently a limited number of PVI responses suggested some changes to existing systems, e.g. going paperless; at courses, have only the member of EY staff delivering training there (i.e. and not any others who are not presenting); reduce the number of visits to settings over the year.

Attendance at the PVI Forum meeting showed that the group wished to reinforce the following:

- a. the strength of feeling that Sefton must keep an Early Years team to support this sector;
- b. that any other saving options should be explored first, before looking at staff reductions e.g. reducing costs by being totally paperless;
- c. paying for training now and in the future is a real issue for a number of settings, that could prove detrimental to their provision and children's outcomes;
- d. there is a strong need for training related to mandatory/essential issues, and for training related to the changes to the EYFS Framework for September 2012; and,



- e. the strong feeling that members of the EY team did not attend PVI training if they were not actually delivering.

The question was asked about any responses that mentioned safeguarding; the answer being that it generally arose in terms of it being referenced as essential training. Comments were made that support for settings with safeguarding issues was important as a small number need access to advice and support from wider Sefton services than just the training they currently access. The Forum wished this to be included in key findings in the final summary.

## **See full consultation report E1.7**

### **Equality Analysis Report – See EAR E1.7**

**Risks & Mitigating Actions** – Staff reductions will result in a reduced service, which may lead to poorer quality outcomes in PVI settings. A number of settings are vulnerable to changes in circumstances and outcomes without the support and challenge from the team and therefore, there is a risk of more inadequate Ofsted judgements. Safeguarding and welfare requirements are key judgements that continually need monitoring in settings.

Mitigated by prioritisation of work.

The council's overall EYFS results may decline (currently in line with the national average). The recent improvement in settings has been noted by Ofsted, however, the number of inadequate Ofsted inspection in PVI settings may rise.

Risks associated with reduced EY SEN funding will be that children previous funded will no longer be eligible as the criteria for agreeing funding will have to change. Some settings may no longer be able to accept SEN children if there is reduced support for enabling access to the provision.

Mitigated by core statutory duties still being discharged:

- The team will still provide support to settings and schools to be inclusive for all children aged 0-5.
- The team will continue to support settings and schools to develop effective monitoring and assessment procedures, and to implement appropriate interventions for closing the gap between the most disadvantaged children and the rest.
- The team will continue to monitor all settings' provision for vulnerable groups, especially those with Special Educational Needs and disabilities, and those youngest children from the most disadvantaged areas at risk of development delay.
- Mandatory/essential training (e.g. first aid, safeguarding, and food hygiene) will continue to be delivered. An external firm has historically delivered food hygiene training – there is an administration charge for this. In future other organisations, e.g. Environmental Health could deliver the service (for a charge).

### **Having taken consideration of the consultation and engagement activity undertaken the following activity will change, stop or significantly reduce**

The savings proposed would lead to a reduction in staffing in the Early Years team. Visits to settings to monitor quality and ensure statutory duties are met will be reduced according to need, with good and outstanding settings receiving fewer/no visits.

A minimum requirement of annual monitoring visits would be one day equivalent for outstanding settings, two for good settings and three or more (according to need) for satisfactory and inadequate settings. This has already been implemented and has released staff time.

Training offered will be greatly reduced to that only linked to statutory duties and vulnerable pupils (e.g. SEN) will be prioritised. Level of staff support in PVI and childcare settings would be affected, however statutory duties will be met. Support for schools will be targeted to those schools where it is considered that intervention is needed to improve quality.

# Agenda Item 7

<b>Cost of Council contribution to Early Years Quality Team : £804,000</b> <b>Staffing: 14 posts</b> <b>Other Resources: Dedicated School Grant (DSG)</b>	<b>Proposed Cost 2012/13: £554,000</b> <b>Budget Reduction 2012/13: £250,000</b> <b>Council Staff at Risk: Yes</b> <b>Number of Posts at Risk: 5</b>
---	---

## Consultation Report E1.7

**Responses and Analysis to Sefton Council's consultation on the option to reduce by 50% the Early Years Outcomes Monitoring & Quality Support Services (Ref: E 1.7)**

### Consultation Period:

**21<sup>st</sup> October 2011 – 16<sup>th</sup> January 2012**

## Contents

Background

Consultation Methodology

Executive Summary

Consultation Analysis

Other Responses

Alternative Options Proposed

Monitoring Information

Appendices:

**Appendix 1 – Other Document Representation**

### Background

Following the 2010 Comprehensive Spending Review and settlement the Council forecast a significant budget gap over the three years 2011-2014.

An initial package of potential budget options was approved by Cabinet, 13<sup>th</sup> October 2011, to commence consultation and engagement. In relation to these, consultation activity continues with service users, the general public, partners, key stakeholders, staff and Trade Unions.

The consultation on the budget options closed on Monday 16<sup>th</sup> January 2012.

This report analyses the responses for the option on **reducing the level of funding in support of the early years outcomes monitoring and quality support services by 50%**. The consultation was targeted to professionals and organisations that access the services provided by the Early Years Quality and Inclusion Service.

There are statutory duties in relation to this service provision – see page later for full details.

## Consultation Methodology

The methodology used followed Sefton's Public Engagement and Consultation framework and was approved by the Sefton's Engagement and Consultation panel.

A questionnaire was circulated to all users:

PVI settings:

- Private, Voluntary and Independent (PVI) settings (68),
- Childminders (174),
- Out of School (OOS) Clubs (41) and

Schools:

- Primary, infant and maintained nursery schools (77).

A meeting was held with the Early Years Headteachers' Group (09/11/11) who agreed to send the schools' questionnaire to all schools and chase up responses.

Local Authority officers attended the Early Years Forum (10/01/12) to present draft findings to that date and to allow a further opportunity for views to be made and suggestions for what could be done differently. In addition, the questionnaire was included in the online consultation process.

The option proposal was also included in the telephone survey community consultation.

As we are consulting with representatives of organisations there was no need to collect equality data.

## Executive Summary

In total, 64 responses (23%) were received from PVI (Private, Voluntary Independent) and Out of Schools (OOS) settings and childminders, and 24 (31%) from schools.

It is clear from the responses received that schools and settings acknowledge the clear benefits and positive impact of the support from the current Early Years service.

The analysis of the responses received reflected that the PVI settings and schools have a concern that this may lead to a reduction in this support to insufficient provision, poorer children's outcomes and lower Ofsted grades. Of all responses, 91% reported that they would envisage at least some risk to their provision if Sefton's Early Years service was reduced:

- *“Sefton Early Years have had a great influence in the way early years education has been portrayed in our area and we feel if they have to reduce their services, the local community and children will suffer” (PVI)*

# Agenda Item 7

- *“The Early Years Foundation Stage (EYFS) team in Sefton is one of the jewels in Sefton’s crown of education support services. Without this support at this crucial stage of child development, this may have grave consequences for future generations of young people in Sefton.” (school).*

A significant number of responses suggest that this is not the right time for a review as a revised statutory EYFS Framework (this is in response to a national review and will involve a number of key changes) is due September 2012.

A number of responses from PVI (Private, Voluntary Independent) settings express concerns over any reduction to advice, support and/or funding for Special Educational Needs (SEN) children, which *“would seem to go against the EYFS principle of providing equality for all”.* (Private, Voluntary Institutions)

However, Schools reported that they would be prepared to pay for support in monitoring provision and for staff training (each 30%), followed by support for assessment of children’s progress and for training related to the EYFS framework (each 22%). In the PVI (Private, Voluntary Independent) sector, 62% of responses reported that they would be willing to pay for mandatory/essential training (e.g. first aid, safeguarding, and food hygiene). About a third (34%) would be willing to pay for any other type of training.

Slightly over a third (35%) reported that they would find it difficult to pay for any training, with some unable to do so now. *“In the current financial climate, paying for services/training with which we are currently provided would be prohibitive, therefore the service our setting provides, the children would suffer” (PVI).*

When asked what elements of support would be regarded as essential moving forwards, the key responses are as follows:

#### For schools:

- 5) EYFSP pre-moderation and follow-up support
- 6) Assessment of children’s progress;
- 7) Support for enhanced transition arrangements for children with Early Years Foundation Stage (EYFS) from PVI (Private, Voluntary Independent) settings into schools;
- 8) Support for head teachers and senior leaders in monitoring and evaluating EYFS provision;

Schools’ responses mainly suggested some increase in the service provided, mainly through visits, training opportunities and resurrecting cluster/network meetings.

#### For PVI settings:

- 5) Support for Special Educational Needs children;
- 6) Training related to Safeguarding, child protection
- 7) Assessment of children’s progress.
- 8) How to implement the requirements of the EYFS framework; and,

From the responses to what could be done differently a limited number of PVI responses suggested some changes to existing systems, e.g. going paperless; at courses, have only the member of EY staff delivering training there (i.e. and not any others who are not presenting); reduce the number of visits to settings over the year.

Attendance at the PVI Forum meeting showed that the group wished to reinforce the following:

# Agenda Item 7

- e. the strength of feeling that Sefton must keep an Early Years team to support this sector;
- f. that any other saving options should be explored first, before looking at staff reductions e.g. reducing costs by being totally paperless;
- g. paying for training now and in the future is a real issue for a number of settings, that could prove detrimental to their provision and children's outcomes;
- h. there is a strong need for training related to mandatory/essential issues, and for training related to the changes to be made to the EYFS Framework for September 2012; and,
- e. the strong feeling that members of the EY team did not attend PVI training if they were not actually delivering.

The question was asked about any responses that mentioned safeguarding; the answer being that it generally arose in terms of it being referenced as essential training. Comments were made that support for settings with safeguarding issues was important as a small number need access to advice and support from wider Sefton services than just the training they currently access. The Forum wished this to be included in key findings in the final summary.

Respondents to the telephone survey community consultation were asked their views on reducing by half the funding for monitoring and training to organisations providing early year's services and childcare. Over two thirds (66%) disagreed to the reduction, whilst 23% agreed. (11% neither agreed or disagreed).

## **The consultation analysis**

A questionnaire invited responses from users on the following aspects:

- Did they envisage any risks to their provision if the Early Years service was reduced;
- What elements of a revised service would be considered essential/desirable to the setting and the children;
- What services or training would they be willing to pay for if provided/facilitated by Sefton;
- What might be done differently;
- Any other comments from consultees

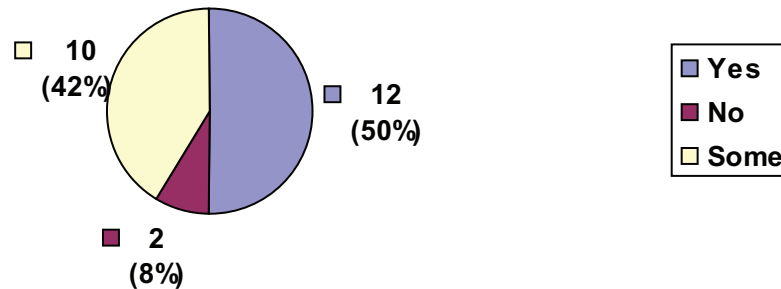
In total, 72 responses (25%) were received from PVI (Private, Voluntary Independent) and Out of Schools (OOS) settings and childminders, and 24 (31%) from schools.

# Agenda Item 7

## Evaluation - Schools

### 5. Do you envisage any risks to your provision if our service is reduced?

#### Question 1



#### **Comments**

- At present we are able to access support for the Early Years Foundation Stage (EYFS) from the Authority should we have queries / need support / training in any area. This is vital for Foundation Stage practitioners in order to maintain standards and work with a shared understanding throughout Sefton.
- There are still lots of inconsistencies in the quality of experience at pre-school, the reliability of records on transition to Reception, etc. Early Years has been working hard to improve this and I feel cuts would take this a step backwards. Moderation support has been invaluable in providing evidence that practitioners' judgements are sound. Data analysis has supported whole-school tracking procedures and allowed robust judgements to be made re progress.
- We are currently an ISP school and receive support from the service which may not be available if the service is reduced. We also rely on the service to provide support and guidance on matters of legislation and good practice, if the service is reduced this is not likely to be as readily available.
- The support of the team is invaluable for staff in early years. This year new members of staff have joined our early years team and have gained from the experience and support network provided by Sefton EYFS team. This then means that the learning of children in Reception is enhanced and improved.
- I see many of the things that you provide as essential. Any that are ticked as desirable may be viewed as essential if it had been something that we had accessed or been supported with. I feel the Key Stage 1 transition is reliant upon the teaching style of the Year 1 practitioner and although you have tried to include them in training it has not been effective.
- Less support particularly regarding Special Educational Needs (SEN) children coming into reception. Knowledge of National/Local Trends. Knowledge regarding good practice in the area

# Agenda Item 7

- Best practice can only be developed when there are opportunities to access training and new initiatives. Early Years (EY) staff in Sefton look to the EY Service to provide this. Often subject co-ordinators in schools offer excellent support to colleagues in KS1 and KS2 but are unable to advise EY staff as they lack Foundation Stage experience. I worry that the delivery of the Early Years Foundation Stage (EYFS) curriculum may be compromised in some settings. I am fortunate that I have the full support of my headteacher but this will not be the case in all schools.
- In supporting children with SEN / English as an Additional Language etc. Training for staff, especially with the new curriculum in 2012. Training for staff new to EYFS. Sharing of good practice within the authority.
- Authority implementing policy and practice. Time of change Sept. 2012 (Tickell report). Advisory support (Quality Practice). Networking meetings. Call on in times of crisis e.g. (illness/ adoption leave). Management of change. Professional body to refer to (objective view)
- Development of EY provision may be effected if there are no longer the means or resources to share information about new initiatives, curriculum developments or changes to EY practice within schools
- As a new head the external moderation allows both myself and the EYFS team to quality assure the provision currently being offered. The guidance on base-line procedures and courses such as Effective Early Learning (EEL) would not be possible if there was a change in provision.
- We have a long established Reception team, however in the future there will be changes and it will be necessary to access training in EYFS and assessment for a new TA to maintain high quality provision.
- I feel that EYFS is a very specialised area of education that needs people with expertise in Child development of children from birth. It is important that Early Years practitioners are supported in all areas of their work. It is important that excellent practice is encouraged and shared with others.
- This school is committed to continuous improvement of its provision across all phases of education. We have a belief that good, sound early years practice can be applied across those phases. A successful and strong EYFS makes for a successful and strong school. The service has much experience and expertise to offer in support of our EY provision, e.g. advice in self evaluation, observational assessment, planning, data tracking & analysis, Foundation Stage Profile (FSP) moderations, pedagogy, safeguarding, environmental development, support for EEL. All of these are significant as we seek to provide the best for our learners. We are concerned about the risk to the quality of our provision, as we seek alternative, unknown, unproven, support.
- Our school has up to 17 different nursery settings feeding into our Reception class, therefore I am concerned that if training, support and advice is not as readily available, especially to the privately run nursery settings then we may have problems in the future with the transition from nursery to Reception.
- Need ongoing training for practitioners especially those new to EYFS. Ongoing training needed in tracking, observation and assessment. Support in schools and Private, Voluntary Independents (PVI's) needed to ensure quality and high standards of provision.
- Without the excellent support and direction from EYFS team I would be extremely cautious about future of EYFS provision in school. Being able to support us with early identification of specific needs, helping us in light of major national changes to Early Years Foundation Stage (EYFS) and on-going professional development via Effective Early Learning (EEL) programme – without all of these, I do fear for future EYFS provision.
- If training needs are not met by Sefton it puts more pressure on schools, and EYFS teachers specifically house training for staff new to EYFS. As much as we are Page 71  
ain staff, there is very little time to do so.

# Agenda Item 7

- We feel we have a strong EYFS team due to the training and support we have received over the years by your service. If this is reduced we would be concerned about the level of support which would be available and its cost.

## 6. Which elements of a revised service would you consider to be beneficial to you, your provision, the staff and children?

	Essential	Desirable
EYFSP pre-moderation and follow-up support	18	5
Ensuring free entitlement is delivered to consistently high standards	17	4
Data analysis and advice on improvement planning	17	6
Support for enhanced transition arrangements for children with Special Educational Needs from pre-school settings into school	17	6
Support for Head teachers and EYFS Managers in monitoring and evaluating EYFSP provision e.g. integrated education and care, developing inclusive provision, developing outdoor learning	17	6
Assessment and tracking; evidencing attainment on-entry and progress over and through the EYFS	16	7
Developing and supporting quality provision through facilitation of local networks and professional dialogue between all EYFS providers	15	8
Pre-Ofsted support	15	8
Researching and providing advice on trends and developments at a national, regional and local level	12	11
Support for teaching assistants	12	11
Support for EYFS to KS1 transition	10	13
Developing and supporting self evaluation through initiatives such as EEL	7	15

## 7. What services or training would you be willing to pay for if provided and/or facilitated by the team?

- It would depend on the cost of services that the EYFS team were offering as to what we would be prepared to pay for but at a minimum that would be quality training, data analysis and Ofsted Preparation.
- Training for Head Teachers and practitioners
- Support with improving provision within the setting. Data Analysis Support for staff new to Foundation Stage
- I would be willing to pay for optional training such as any new trends or initiatives that have come about e.g. forest schools.
- Data Analysis. Evaluating EYFSP provision for senior managers.
- New and exciting initiatives. Training events with national speakers.
- Any support for pre school transition would be great. I have had no support for a number of children falling into this category. Indeed it was year 2 before an appropriate setting was found.
- Specialist Teaching Assistant training for Reception Teaching Assistant
- Inset / training for teachers and support staff new to the FS. Inset / training to support new developments and changes to the EYFS especially at National level. High quality Inset delivered by respected consultants to enhance curriculum delivery



# Agenda Item 7

- Currently we highly value the EYFS training and support provided as a standard part of the service linking with curriculum and assessment and feel the quality would suffer and have long term implications and effect on “outstanding practitioner”
- EYFSP moderation and follow up support. Pre-Ofsted support. Support for arrangements for SEN children
- Completion of the data booklet and comparison of data with Sefton and National. Quality training that would be relevant and inspirational.
- All of the items we have ticked as being essential (9 items). Having identified what we require we would have to prioritise but are willing to direct some of our budget towards these areas.
- At present school budgets are being squeezed and therefore it is unlikely that school will be in a position to pay for services or training
- It concerns me that Early Years may have a budget cut as I feel this is the most vital part of a child’s education. We need to get things right at this age and develop the whole child. Children are coming into school with so many difficulties and early intervention can make so much difference to them and save money further up the school. So much depends on money available to schools in their own budgets. It concerns me that the quality of Early Years provision across the authority may suffer. Schools who do not see EY as a priority may not buy in to services. This would lead to a decline in provision.
- Any of the above that our budget could stretch to
- All of the areas marked in section 2 could form the basis of a service level agreement which this school would be very interested in
- Assessment and tracking; evidencing attainment on-entry and progress over and through the EYFS. Data analysis and advice on improvement planning
- Support in data analysis of EYFSP, support for heads and EYFS managers
- Pre-Ofsted support, TA training and support
- All of the above elements – as and when necessary

## **8. Please tell us what you think could be done differently (improvements you would like to see to the current service.)**

- Yearly visits to school settings in order to improve practice and share expertise. Training geared to observations made in settings. Training to be predominantly ½ day as most information can be covered in this time and like children, concentration is not as good in the afternoon if the morning has been intense.
- Further moderation and advice for PVI settings to ensure greater consistency of judgements as children leave pre-school
- The service could be more responsive to the needs of setting, i.e. ask setting what they would like support with.
- LA support / resources should be determined according to individual school needs, e.g. through annual audit / Ofsted outcomes.  
Further develop the EYFS network of teachers to enable cost savings by sharing good practice etc.
- Facilitation of improved links with private providers
- I’m aware that some schools appear to have a lot of support / access to pilot programmes and that maybe your service needs to target or get in touch with schools that don’t seem to have much involvement with you.
- Any support for pre school children with SEN to help individuals and school to cope
- Termly newsletters to FS staff in schools updating and advising on latest developments at both local and national level, signposting support exchange of ideas etc. This would provide a network of support throughout the authority

# Agenda Item 7

- Done differently will compromise quality standards which have taken a long time to reach these high standards. What support mechanism for Early Years training will be left
- Training provided on a termly basis to assist teachers to complete the EYFS profile – particularly for those new to Reception. The service needs to have a higher profile and be more proactive across the whole authority. All schools to have equal access to the statutory services to be delivered – parity for all.
- Regular meeting for EYFS Co-ordinators to be updated on government policy and to share good practice.
- In the past we have had cluster groups for EYs and we shared our expertise and set up our own training sessions. Perhaps this is a way in which we could support each other.
- Speech and Language therapists attached to clusters of Early Years providers would enable early intervention. Better pupil/ practitioner ratios would help children to be supported in their learning. EY practitioners need guidance and support
- There is a great need for a better system of identifying children in pre-school settings with behavioural problems. When these children start in Reception (often with little or nothing known of them) they can create serious problems that impact on the early development and learning of their peers.
- As a school without a nursery we would want to see transition from PVI settings developed to promote continuity of successful and effective practice (e.g. in pedagogy and data tracking). We would also want to see more resources deployed in the vital work already carried out by the service in supporting enhanced transition for children with Special Educational Needs from pre-school settings into school
- I am concerned that the EYFSP moderation process will not be as comprehensive and supportive as it has been. As part of the moderation team for the past several years, I felt that we have developed a secure system for moderation and many practitioners welcomed and valued the support given. I was disappointed to hear that the moderation team had been cut back this year, especially given the type of feedback from the last three schools I moderated, e.g. a supportive and helpful process.
- More training, particularly in assessment and tracking. More support in schools in the Foundation Stage
- I would like to see Sefton re-start the EYFS cluster groups
- Excellent before the cuts – reduction in training days

## 9. Please add any other relevant comments.

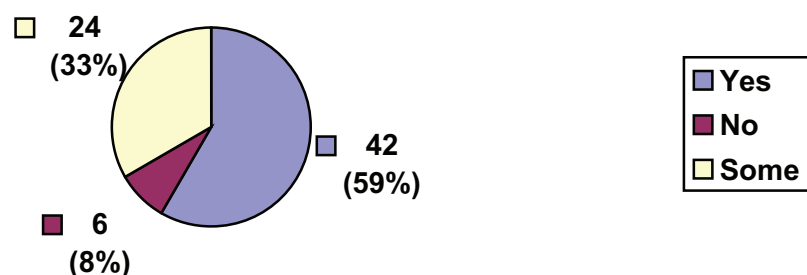
- At present I feel that the EYFS team are predominantly involved with pre-school and I would like to see a greater range of support offered to school settings. Therefore the service needs extending as opposed to decreasing.
- We had experience for a number of years when Sefton's EY support was quite rudderless and we have seen a significant improvement, particularly in the last year which has had an evident impact. There is a clearer vision and structure of support, improved training and tighter moderation.
- I highly value the support of the team and would find it difficult if it did not exist.
- Generally pleased. However the above issues (support with SEN to help individuals and school to cope) have caused serious problems throughout the school. No apparently joining up of information regarding sharp end issues. Quite poor really.
- I think that it is essential that staff new to FS receive support and training is delivered on appropriate curriculum
- How is the procedure of entering the childcare market, meeting the registration and regulatory requirements to be addressed.

- Major concern over meeting needs of disabled children and those with special educational needs
- Also the use of effective safe guarding and child protection procedures
- Trains of EYFS assessment addressed and the completion of EYFS Profile offered to all providers who require it
- Many Early Years school staff believe that the current provision is very much geared toward raising standards within the private sector and feel that this could result in a detrimental impact across the standards achieved in schools. This may result in children not being adequately prepared for KS1 and future learning.
- We are concerned about additional support for children with SEN. At present we have 2 children in Reception – ‘school intensive’ who receive only 7½ hours each!
- I think money should be increased into the Early Years service as so much more could be done with added resources. This early intervention would save money in the long run as children would need less special educational need support, there would be fewer behaviour issues and children would be confident and positive about heir learning. Quality assurance is important across EY services. Ofsted does not have all the answers
- We have benefited greatly from the support of the service to date. Its work could and should continue. As a school which was represented on the data group we saw close up how effectively the service operated in galvanising schools and PVI settings to work co-operatively towards common goals. Every effort should be made to maintain this quality.
- The Advisory Service is crucial in driving forward improvement. However experienced teachers are, there is always a need for CPD, sharing ideas etc.
- The EYFS team in Sefton is one of the jewels in Sefton’s crown of education support services. Without this support at this crucial stage of child development, this may have grave consequences for future generations of young people in Sefton.
- We have greatly missed the training days provided by the service previous to the cut-backs. Always found refreshing ideas, consultations and discussions with other schools very useful

## Evaluation – Settings

### 1. Do you envisage any risks to your provision if our service is reduced?

#### Question 1



# Agenda Item 7

## *Comments*

- If we were unable to seek advice about concerns we have this could be a risk towards the way I provide my service
- Lack of training is a key concern as the amount of training offered the past year seems greatly reduced and the cost of training is a worry. The document says SEN support will be affected and we haven't noticed this year as we've been given lots of support but losing it would have a negative impact as we have a few SEN children
- Having support at the need of the phone, when necessary, has been a great help. We have a child who is due to start with us in November, who is involved with multiple agencies. We will require lots of support and advice to guide us through his enhanced transition
- Sefton Council provide me with lots of ideas and brilliant training to my staff. Also the help I have received with my improvement plan and policies has been great. Without this help the setting would not have worked through this as well as we did
- I rely on these visits from the Quality Improvement Officer to help me prepare for an Ofsted Inspection and EYFS duties. Without this support and training I would be unable to further develop as a childminder and achieve an outstanding grade in my next Ofsted inspection
- Early Years is a rapidly changing environment and any changes will affect the outcomes for professionals and therefore children e.g. keeping professionals up to date with changes and legislation. A good example is the intended change to the EYFS the reduction of milestones etc.
- It is imperative that LA's are able to support nurseries whether on a 1 to 1 basis or for training system wide. Close and robust monitoring takes considerable time and cut backs would not help the quality inputs that we currently receive. Moderation implies that standards are consistent also assessments and again this takes much effort and time
- Sefton Early Years Team keeps us fully updated on legislative changes and Ofsted requirements. Any reduction in Early Years involvement could leave us at risk of non-compliance with any changes. The number and availability of training courses has already been reduced and any further reductions could lead to our staff being unable to keep updated and well qualified. Our staff currently has a broad base of knowledge and are always seeking opportunities to extend and improve their qualifications, which reflects on our provision. Sefton Early Years support is invaluable in allowing us to maintain our high standards.
- Having less access to the Early Years Team would have a detrimental impact on the way that I work, as I am an alone worker. Without the support from the Early Years Team who would I be able to turn too if I am unsure of how to complete something for example paperwork. This would then have an impact on my grading with Ofsted if I was not meeting all of the standards expected. If I achieve an inadequate it is up to Sefton to provide me with the correct support to get me achieving again, and this would then take far more time, resource and money. Training is also something that is vital to the service I provide to children and making sure that within my setting that I am covering all areas of learning and development on the EYFS. Without the support to do this we would potentially not be getting our children within Sefton to the required standards before the start reception class within schools, which then creates further work and more money to get those children up to speed. Also in 2012 the EYFS is being revised so along with it will be more changes and new information to understand. It is important that we have a central team who fully support us with all of these changes.

# Agenda Item 7

- SEYQUIS play a vital role in supporting us as a private setting by:
- building our confidence in achieving high quality provision and practice,
- raising our profile and promoting links with schools,
- providing continuous professional development opportunities
- keeping us up to date with changes to national policies and standards
- providing advice and funding to enable us to meet the needs of children with special educational needs
- Without their involvement I could see a risk that we become isolated as a setting, I feel it would be very difficult to maintain standards and that the team would feel less driven and motivated.
- Early Years services have reduced significantly over the past few years. The support they offer us currently, is generally very critical of our practices and always lowers staff morale. Training is often poor and staff have to travel an hour to the training location there and back.
- We get help and support which is vital in helping us improve our services
- Our Early Years support gives us advice and support in order to provide the best quality care possible. They are always at the end of the phone and come to visit our nursery throughout the year to help us obtain good Ofsted results
- Early Years team have provided and delivered training to settings supporting different aspects of the EYFS, free of charge. As a non-profit making charity we are unable to pay for training and cover supply costs in the future. As a result a thriving culture of aiming to improve our services will no doubt suffer from these changes. I also worry that settings will end up feeling isolated and cut off by not affording to attend training and overall standards of provision in Sefton will suffer.
- Your service provides a very necessary role to our provision. Not just for the day-to-day running of our facility but also for the statutory guidance advice and advice on individual cases that may occur.
- We need to access support and advice and help for preparation for Ofsted inspections and SEN children without these we would not be able to offer a quality service.
- We have recently had a child in our setting that has EAL needs. Through Sefton Early Years (SEY) we have managed to source an interpreter who attends our setting weekly on a voluntary basis. This would not have been possible without the support of SEY. We feel as a setting that SEY have been invaluable, they are always at the end of the telephone for support and advice. Over our eight years as Managers we have built a good professional relationship with all of the SEY team.
- The support of Early Years Advisers is essential and beneficial to provisions to ensure that standards are maintained.
- We have been very fortunate to have had excellent support and guidance in the two years since we took over the nursery. The knowledge and encouragement that has been given to us has been immeasurable. Sefton Early Years have given us their total support and have helped to eliminate risks that were present. Quality worker visits are so important to us, sharing their up to date knowledge and advising us on any issues we are concerned about.
- We rely on support from the Early Years team to maintain quality and to support individual children – where would we go otherwise? Not having this support would be devastating.
- Our Early Years team keep us up to date with all relevant legislation from the Government and Ofsted. Without this input, Settings will be at risk of being down graded on our Ofsted inspections. Early Years also give settings valuable training and ongoing support when needed

# Agenda Item 7

- At the moment I feel we are on track with most areas but from experience changes happen all the time so we would need the support to make sure we continue to stay on track.
- Have not had any contact from Sefton Early Years since March 2011.
- I am newly registered and have relied on the help provided to get me through my Ofsted registration, help with observations and planning etc. I am still finding that I would need the contact with Early Years in order for me to be successful with my childminding. I want to be great at my job and I have a good working relationship with my EY Adviser where I feel able to ring her and discuss any worries or concerns I have. I feel I would struggle without the help. Early Years support has been invaluable.
- If reduction in staffing probably more difficult for queries from childminders to be answered promptly. Insufficient training courses e.g. First Aid at times when I'm able to attend.
- I feel support that is regularly available may go
- Updated information or advice if needed
- The support received from the staff is needed to keep childminders etc. up to date with all that is needed to enable us to deliver all safety and educational aspects of our service.
- We would have no information how things are with Sefton. The support we have at the moment is great.
- We will need support and advice.
- As a childminder caring for children with severe Special Needs I need the support of the Early Years team and the Network.
- Support and advice will not be available if funding is cut which is important to maintain standards.
- Any queries of Special Needs help and advice.
- I am an experienced childminder with years of experience behind me, although I would miss the support given by my network co-ordinator who is always on hand to answer any queries that may crop up and to keep me informed of any changes. I am lucky to be in the Sefton Network of childminders and the training no doubt improves our standards in childcare. Although this training is not essential it is invaluable.
- I would miss keeping up to date with any changes and the training we receive on the network.
- The information, support, courses we get from this Service is outstanding. I need help and support with updated information from Ofsted. Without this support from Early Years I feel I would miss out on a lot.
- The support and training I receive from Sefton Early Years is excellent and enables me to run my provision to an outstanding standard.
- The support that we receive from SEYIS ensures that we deliver a high quality childcare service. The SEYQIS is an essential part of our team, which we feel would affect the quality of the service we provide. We aim to maintain high standards with the support off the SEYQIS team. We feel it is an essential selling point of our nursery.
- No training (i.e. have to pay for it ourselves) = no new staff or ongoing training. Funding for SEN provision – can we afford it ourselves?
- Risks in that courses are so drastically reduced staff are no longer kept up to date with current thinking / legislation. I will always ensure a high standard of care and education but without the support of outside guidance nurseries will suffer and ultimately the children.
- [Name omitted] and in particular [Name omitted], latterly [Name omitted], have continually challenged our ideas, thought processes and quality. They have inspired us to believe that we can go further and become better and offer more to our Children and Parents.

At times when we may have gone off at one hundred miles an hour in the wrong direction [Name omitted] has redefined our focus based on considerable knowledge and experience. Would we be an Ofsted graded outstanding setting without the level of partnership we have received from Sefton? Possibly not, who knows?

- Sefton have provided me with a constant source of advice (4.7) when I have really needed someone to talk to or bounce off. This is very valuable to me; it is a knowledgeable trusted resource, the value of which can't be underestimated.

Being a high quality setting has provided Sefton with a benchmark. We are often used by Sefton as a support to other settings, to inspire, problem solve and offer support. We have received great feedback from settings who have been here to visit; they have expressed great value in the visit and have gone back to their own settings with a focus, new direction and great ideas of how to move forward. All of which will impact the children and families attending the settings.

I should express that I am a little disappointed that the consultation doesn't focus enough on how we feel the suggested significant cuts would affect not just ourselves but Sefton Children. It would be the children who would experience the greatest loss and feel the reduction of investment in them. Some settings I am sure you will find, may feel that they do not require the support of the Early Years team, they may feel that they would prefer not to have Consultants visiting their setting with a critical eye, quality enforcement measures and ideas. However, no setting could argue or dispute with any integrity that the suggested cuts, if made in line with Reference E1.7 would, as you have identified in your risk assessment possibly ( I would say definitely!!) lead to poorer outcomes for children.

The risk that settings may fall into the category of 'inadequate' is terrifying for the children attending and the Parents placing trust in the setting, Local Authority and Government Standards.

To me it is unacceptable to make a cut at all when there is a risk that children will be placed for hours on end in an environment that cannot/will not meet their needs.

I would not like the moral responsibility of making the choice to cut where that risk exists, I appreciate that I don't have to, I also appreciate that cuts have to be made in Sefton, but please, do not put 'risking children's life outcomes' into your pot. We need people on the ground, at best working with quality in settings and at worst protecting children by being there often enough to enforce minimum standards.

Training in Sefton I feel has been at best inspiring (Quisp, Peal, Beel) however these experiences have been limited. Largely I would suggest that the budget spent on training has not been optimised.

I feel the fault lies mostly with the settings. When I have attended training the attitude of many settings seemed to be apathetic, as though the training was something that was being 'done' to them, rather than an opportunity. Limited value seems to be placed, little organisation or strategy considered I feel that this can happen when training is offered 'free'. I feel that settings would pay for training in the future if the training was really relevant to settings and settings were consulted on the training offered, I know that West Lancashire always charge for training, it is well attended with Practitioners 'switched on', inquisitive and ready to learn.

With the EYFS review and subsequent changes, the Early Years team will be required to support every setting with the implementation of the changes. I do not see how this can be managed with a reduced number of Consultants.

# Agenda Item 7

The document "Supporting families in the Foundation Years" suggests that the role of settings is going to evolve greatly, supporting families and providing a valuable link with health visitors. It suggests settings will provide written information to form part of regular development checks for children from the age of 2 years. Many settings are going to need considerable training to be able to produce accurate, moderated information that will provide evidence for such checks. Early Years I am sure will be required to assist all settings with being capable to 'practice' at this level.

The challenges of the EYFS review, the implementation of practice required to enable the supporting of the document 'Supporting Families in the Foundation Years', our country's difficult economy and subsequent impact on the family unit are going to put pressures on settings that I believe are going to be unprecedented. Families themselves are going to be pressed financially, this has always and will remain, to put pressure on the home life of children. Domestic violence and broken relationships increase at times when there is an economic downturn. Settings will experience new challenges, they will require support from the Early Years Team.

- The Early Years Service supports us in our ongoing quality improvement process. Identifying areas for improvement and also highlighting good practice.
- The quality of provision has improved due to the support from Early Years workers. Their support has helped us to keep abreast of current legislation and changes in Policies and Procedures.
- Like the advice and support. Being kept up to date with changes.
- Not having the support of the Early Years team would make it more difficult to maintain my strive to continuously improve my childcare provision. The Network, including Network Co-ordinators are vital in supplying up to date support and guidance for Ofsted requirements.
- The help and support I receive from my EY worker is excellent. My practice would not be as good without the support.
- I have dyslexia and the extra help I get is essential to me having my paperwork organised and up to date. I cannot do it without help. I was told by Ofsted to get extra help from you.
- We feel we are in a more advantageous position than others due to our EY workers experience in the Early Years team. However, a reduced service will undoubtedly have a negative impact at some point.
- We have received wonderful support, advice and training from the Sefton Early Years Team and they provide vital and much needed service to childcare practitioners. The removal of such a service or cuts to elements of it would certainly have a detrimental effect on childcare provision. Training and staff development would immediately suffer and impact on the level of service provided.
- I feel that the standard of service provided would be greatly compromised if the team are placed under further pressures of staff numbers. They provide invaluable ongoing support with training sessions to cascade important information to ensure that we are providing / meeting the requirements of EYFS. I think that standards of childcare across the board may slip due to lack of knowledge / information over a period of time.
- With my 17 years of experience as a childminder means that I am confident there will be no risk to my provision.
- Not being able to access support and advice when needed. Not being kept up to date with relevant issues. Not having access to training. Not having support for families when needed.
- The tremendous support will be reduced
- Your service keeps us up to date where necessary
- Senco opinion – depending on the level of 'risk' there is certainly a danger that our setting will not meet the needs of disabled children, or those with SEN if funding for individual children is reduced or



# Agenda Item 7

stopped. This would seem to go against the EYFS principle of providing for equality of opportunity.

Manager opinion – despite our strong leadership and highly qualified staff, our setting still requires valuable input from the EY team to enable us to offer high quality EY provision

Owner opinion - Sefton EY provide a reliable back up service to our own research. Sefton EY is our contact for our enquiries and ensuring that we continue to deliver the latest practice. We work in close partnership with Sefton EY at all levels, this association is both a setting strength and a reassurance for parents and carers

- We currently have additional funding support for a child with special needs. This allows us to provide one to one support. This would be in jeopardy if it were removed.
- Sefton Early Years have supported my setting over the last three years, they have been there to advise me on any problems I have had. They have supported me with children that have had additional needs or with English as an additional language.
- With the introduction of the revised EYFS framework in September 2012 providers will need support to ensure this is delivered as planned and all Ofsted Welfare Requirements are met. Without the support of the Early Years and Childcare Quality Inclusion Service this may be difficult for providers to achieve and therefore Ofsted grades will be affected.
- As with all providers I worry that a reduction in the present services will have a negative impact on the quality of care and education provided to our children.

Sefton can now pride itself on having far better Ofsted results for Early Years providers, this can be credited to the excellent support provided by the Early Years team. I feel that if this support is reduced there is a great danger of settings grades falling back into satisfactory or inadequate.

Reduction in Inclusion support would not only have a devastating effect on our service but to the children and families who benefit from the early identification of special needs and their ability to enter into key stage one with excellent support packages in place.

- The main area I feel that will have an impact is the extended training that should be offered to our newly qualified staff to further their own personal development and understanding of all areas of childcare.
- Strengthening families and communities lie at the heart of recent Government initiatives. By using your service our provision has strengthened families who use our setting as you have supported us in creating pathways by sharing information, translation were necessary which creates confidence within our team as we drew upon the specialist skills and expertise which you offered
- The services provided to support us have had a positive impact on our setting and I'm hoping this will continue.
- Mainly due to understanding the needs of SEN children and how to support them appropriately. To keep up to date with current legislation. The quality of staff training and knowledge would be at risk.
- Risk of deterioration in quality provision.
- Effectiveness of the provision may be reduced if we are not offered the same level of support, I have only been child minding for 18 months and do not feel I have had many visits from the quality workers to assess my provision. Although when I have approached the quality workers they have been very supportive and helpful and have come to my setting when required. If this service is reduced any further would I get any support at all? Would this have an effect on my provision? On my Ofsted judgements?

Childminders work alone and value the feedback from quality worker visits to set and keep us on the right

# Agenda Item 7

- Further down the line they could be, risks that is not seen now
- We rely to quite a large extent on our quality workers advice when we are dealing with everyday issues. We have an excellent relationship with our quality worker and teacher advisor which is built on trust and we know that they are at the other end of the phone if there is a question we need to ask about anything. They are our first contact if we have any niggles about children who we suspect have SEN or any general safeguarding concerns. Without the service, we feel very strongly that we would lose not only the support, but also a valuable resource, because the early years team is quick to offer the loan of books or forward publications if available, or at least guidance on how and where to get them.

## 2. Which elements of a revised service would you consider to be beneficial to you, your provision, the staff and children?

SEN	Essential	Desirable
SEN support / Multi Agency access / assessment / funding	43	3

SEN support was mentioned as essential by 59.7% of respondents.

ASSESSMENT / TRACKING / CHILDREN'S ACHIEVEMENT / PLANNING		
Observation / assessment / planning / tracking / moderating / support	27	8
Training how to help children achieve	6	1
<ul style="list-style-type: none"> <li>• Completion of the EYFS Profile</li> </ul>	3	1

TRAINING	Essential	Desirable
Mandatory training / First aid	15	1
Safeguarding / child protection training / updates / support	24	1
Training needs (not just core and SEN)	26	5
Risk Assessment / Health and Safety	2	
Food Hygiene / food labelling training	3	1
Training for Core requirements should be free	2	1
Training SEF / Equality and Diversity	1	1
Conferences		1
Course handouts		1
Funding for Degree courses		1
Training around issues pertinent to the individual setting	2	
Support to assist childcare providers to meet the welfare requirements	6	

# Agenda Item 7

<b>WHOLE SETTING PLANNING IMPROVEMENT</b>	<b>Essential</b>	<b>Desirable</b>
EYFS / support implementation / changes	33	2
Whole setting planning / quality improvement	9	1
Policies and procedures / help and support	4	2
Paperwork / records	1	1
QISP		1

<b>EY STAFF VISITS / SUPPORT / CONTACT</b>	<b>Essential</b>	<b>Desirable</b>
General Help and Advice / understanding queries / problems	13	1
Ensure all settings have similar approach / understanding	1	
Visits from Early Years staff (setting)	2	1
Contact point in office to always answer queries or issues	1	
Home visits every 6 months (childminder)		1
Availability of SEY to answer queries if required	2	
Quality Worker visits and support	2	
Network / Network Co-ordinator support	3	
Early Years team	1	
Access to detailed accurate information	6	
Support to achieve sustainability in the current economic climate	1	

<b>OFSTED / REGISTRATION / SUPPORT</b>	<b>Essential</b>	<b>Desirable</b>
Ofsted / support with processes / achieving / maintaining / pre inspection visits	20	2
Completing self evaluation form		1
Support in entering the childcare market / help with registration / regulatory requirements	6	1
Any revision to the service must not entail downsizing which compromises quality	1	

<b>OTHER</b>	<b>Essential</b>	<b>Desirable</b>
Involvement in National Pilots and research projects		1
Opportunities to visit Centres of Excellence		1

# Agenda Item 7

## 3. What services or training would you be willing to pay for if provided and/or facilitated by the team?

<ul style="list-style-type: none"> <li>I am willing to pay for the training that is essential</li> </ul>
<ul style="list-style-type: none"> <li>We understand that we have to pay for core training if that is the only way it is offered to us. We are a small pre-school who like to offer the lowest price for sessions, to meet the needs of our catchment so we don't try to make a large profit. Having to pay for training will mean that we will probably apply to go on the minimum that we need to.</li> </ul>
<ul style="list-style-type: none"> <li>As we are a registered charity, we do not have sufficient funds to attend non-essential training. We would, however pay for essential training, e.g. senco, safeguarding, first aid, health &amp; safety, if these were to be charged for in the future, in order to make sure we were kept up to date with changes. This would put a strain on the pre-school budget and use funds that would otherwise have been used to buy resources.</li> </ul>
<ul style="list-style-type: none"> <li>All basic training such as First Aid / Food Hygiene / Health and safety</li> <li>Training which the setting feel is important or necessary such as SENCO / Behaviour Management / E.Y.F.S / Risk Assessment</li> </ul>
<ul style="list-style-type: none"> <li>First Aid / Food Hygiene / Safeguarding Children / EYFS Training</li> </ul>
<ul style="list-style-type: none"> <li>Training that is not mandatory. All other training some contribution could be made.</li> </ul>
<ul style="list-style-type: none"> <li>We are a new setting and therefore are not yet in a position to pay for very much but down the line I envisage a payment being an option. I feel that there is a big gap in English as an additional Language training.</li> </ul>
<ul style="list-style-type: none"> <li>In the current financial climate, paying for any services / training with which we are currently provided would be prohibitive. Therefore the service our setting provides the children would suffer.</li> </ul>
<ul style="list-style-type: none"> <li>I am really interested in improving the outcomes for the children within my setting. In order to do this I do a lot of research into studies on how children learn best and how to work with each individual and their own styles. So I would like to see sessions dedicated to schemas, understanding how children develop, workshops on messy play and ho, how to engage all the different ages of children in reading, learning and development areas and how to effectively make sure that we monitor it correctly, effective communication spaces. All of these sessions though would need to be informative and allow me to fully understand the ins and outs. There is lots of people/companies out there who can provide the above information such as the company Elizabeth Jarman for the communication friendly spaces, so all the Early Years Team would need to do would be to facilitate these sessions as they are impossible for me to attend as a lone childminder when they are all over the country.</li> </ul>
<ul style="list-style-type: none"> <li>Training days with early years specialists / experts / researchers and health professionals / Visits to centres of excellence / Conferences</li> <li>The costs of running an early years setting have risen considerably over the last couple of years in terms of staffing, utilities, food, insurance and registration costs. In my setting I would find it very difficult to fund training on top of the other costs. The most beneficial training for our team has always been whole team sessions we have organised in the setting when all practitioners and also parents can attend and really address the practicalities of what is being discussed. Listening to speakers including name provided, name provided and lecturers from Edge Hill has been motivational and inspiring for individual practitioners and we would like the opportunity to send other members of the team to listen to them.</li> </ul>
<ul style="list-style-type: none"> <li>If the training is mandatory it should be free. Specialist SENCO training i.e. ASD / behaviour / CLL. The Quality of Early Years training with regards to Safeguarding is poor. Specific training in Safeguarding should be done by a number of the LSCB who has experience in this field and can offer specific advice if required. 2 hour training sessions are often too short and it takes our setting (and others) up to an hour to travel there and 1 hour back for the short course.</li> </ul>
<ul style="list-style-type: none"> <li>Not happy about paying for courses, but would pay for Food Safety and First Aid if I have to</li> </ul>
<ul style="list-style-type: none"> <li>This is very difficult as with costs going up for everything I do not have much left to cover costs. My budget for this year 2011 / 12 did not have this accounted for so this has caused a few issues with regard to covering th - ---- of First Aid</li> </ul>

# Agenda Item 7

<ul style="list-style-type: none"> <li>It would be very difficult for our setting to pick up the cost for the training and supply staff. Training delivered outside hours might help if staff is willing to give up their own time to attend training</li> </ul>
<ul style="list-style-type: none"> <li>At the present time our business is struggling to find any money for training needs at all. I think many providers are in the same position. If we do have to pay then the training needs we legally have to offer would be the only ones managed i.e. First Aid, Safeguarding etc. The training needs we wish to offer our staff to enhance their work and enhance what we can offer to the children in our care would unfortunately be secondary compared to what we legally need to have in place. This is not a situation we would be happy with.</li> </ul>
<ul style="list-style-type: none"> <li>First Aid / Safeguarding</li> </ul>
<ul style="list-style-type: none"> <li>We would probably be unable to pay if the Government grant remains the same.</li> </ul>
<ul style="list-style-type: none"> <li>Training courses</li> </ul>
<ul style="list-style-type: none"> <li>Mandatory training e.g. Paediatric First Aid, SENCO, Safeguarding of children, which are beneficial to our provision. Revised EYFS to improve the provision.</li> </ul>
<ul style="list-style-type: none"> <li>We would have to pay for any training that is mandatory i.e. First Aid, Safeguarding, Food Hygiene. We must emphasise that our finances are greatly affected by the present unemployment in our area – hence the reduction in numbers attending nursery. We would seriously have to consider whether training was needed, thus lowering our knowledge and understanding of current trends. I don't believe that services should be charged for. Early Years providers are being hit from all angles by Government cuts and this is seriously affecting our sustainability. I believe that the Local Authority should not make cuts to the Early Years team budget as it is a necessity not a luxury. However I would pay for training if this were necessary.</li> </ul>
<ul style="list-style-type: none"> <li>Food Hygiene / First Aid</li> </ul>
<ul style="list-style-type: none"> <li>Unfortunately we would be unable to fund any courses at the moment due to low numbers.</li> </ul>
<ul style="list-style-type: none"> <li>Am unable to afford to pay for any training services at the moment.</li> </ul>
<ul style="list-style-type: none"> <li>I would be willing to pay for courses related to helping me progress further my knowledge of Childminding.</li> </ul>
<ul style="list-style-type: none"> <li>None. Will find it very difficult to pay for essential courses such as Food Hygiene and First Aid. If more charges introduced will have to seriously re-consider whether I can continue to work as a childminder.</li> </ul>
<ul style="list-style-type: none"> <li>First Aid / Planning / Food Hygiene</li> </ul>
<ul style="list-style-type: none"> <li>First Aid / Child Protection / Food Hygiene</li> </ul>
<ul style="list-style-type: none"> <li>First Aid</li> </ul>
<ul style="list-style-type: none"> <li>First Aid</li> </ul>
<ul style="list-style-type: none"> <li>First Aid / Risk Assessment</li> </ul>
<ul style="list-style-type: none"> <li>None</li> </ul>
<ul style="list-style-type: none"> <li>First Aid / Food Hygiene / Child Protection</li> </ul>
<ul style="list-style-type: none"> <li>First Aid / New information or regulation / Food Hygiene / Special Needs / Child Protection</li> </ul>
<ul style="list-style-type: none"> <li>First Aid / Food Hygiene / Safeguarding / any other training that would benefit my childminders practice.</li> </ul>
<ul style="list-style-type: none"> <li>Only courses required by law.</li> </ul>
<ul style="list-style-type: none"> <li>Courses that are required by law</li> </ul>
<ul style="list-style-type: none"> <li>Paediatric First Aid.</li> </ul>
<ul style="list-style-type: none"> <li>I would consider paying for some training. But only if I thought the training was necessary and the setting needed particular in the area of focus. It would depend on the costing of courses. As we do not have spare cash in our budget for training. This would put strain on other areas, which we felt that needed improving due to costs.</li> </ul>
<ul style="list-style-type: none"> <li>We would be unable to fund training courses</li> </ul>
<ul style="list-style-type: none"> <li>If not too expensive would pay for any courses on play / education if of quality / actual use. First Aid / Safeguarding are critical. We would pay but don't feel we should as such a vital area. Many nurseries might not / then put children under risk!</li> </ul>
<ul style="list-style-type: none"> <li>Mandatory training / Paediatric First Aid / Safeguarding / Health and Safety / Risk Assessment / Food Hygiene. Supporting the Revised Framework – addressing the Three New Prime Areas</li> </ul>

# Agenda Item 7

<ul style="list-style-type: none"> <li>• Observation / Assessment / Planning / Quality and Diversity / Risk Assessment / Self-evaluation / Safeguarding</li> </ul>
<ul style="list-style-type: none"> <li>• It's difficult to have to pay for something which has always been provided in all my 12 years of childminding</li> </ul>
<ul style="list-style-type: none"> <li>• Mandatory Ofsted required training</li> </ul>
<ul style="list-style-type: none"> <li>• First Aid course as it's a very important skill</li> </ul>
<ul style="list-style-type: none"> <li>• At present I cannot afford to pay</li> </ul>
<ul style="list-style-type: none"> <li>• We would be willing to pay for training but feel it should be provided by the authority free of charge to ensure high quality provision and support a cycle of continuous improvement. We have been able to offer training in-house but there is such a wealth of knowledge, experience and expertise in the Early Years Team that we could draw on.</li> </ul>
<ul style="list-style-type: none"> <li>• We depend heavily on the free and subsidised training offered by the Early Years Team. Unfortunately, due to financial constraints if we had to pay for courses and training, our choices would be limited to the training we would be legally required to have (e.g. first aid) This would undoubtedly have a detrimental impact on staff development and therefore the quality of service we provide.</li> </ul>
<ul style="list-style-type: none"> <li>• I would obviously be willing to pay for all the compulsory training necessary i.e. first aid, safeguarding children etc. and also other training that I consider to be beneficial to my practice. I have undertaken considerable training sessions over the last few years and would not refrain from similar training in the future due to the cost. I would prefer to have access to continued training as peace of mind that I was following correct procedures / guidelines in delivering EYFS effectively, even at a cost to my business (which would be a business expense anyway!)</li> </ul>
<ul style="list-style-type: none"> <li>• First Aid</li> </ul>
<ul style="list-style-type: none"> <li>• Unfortunately we don't have funds to pay for training</li> </ul>
<ul style="list-style-type: none"> <li>• First Aid</li> </ul>
<ul style="list-style-type: none"> <li>• First Aid</li> </ul>
<ul style="list-style-type: none"> <li>• PVI settings are already squeezed in terms of funding and pay, we are therefore unable to pay for services or training provided by the EY team, any restriction in access to training would be detrimental to our 'Outstanding' setting (Ofsted Inspection June 2011)</li> </ul>
<ul style="list-style-type: none"> <li>• It really depends on the quality of training provided. Certainly any training with regards to special needs would be beneficial. Other mandatory training such as first aid and safeguarding would be accessed. In terms of other training we are lucky that as an organisation we have the up to date skills required to put that training on in-house.</li> </ul>
<ul style="list-style-type: none"> <li>• We would be prepared to pay a fee towards the training provided by Sefton early years, but not for the full cost of the training. By making settings pay for training it may discourage settings from sending practitioners on the training course due to cost. This will have an impact on practitioners continuing professional development and the consequently the quality of care and learning settings will be providing.</li> </ul>
<ul style="list-style-type: none"> <li>• Paediatric First Aid. We would be willing to pay for training aimed at those working with children under three years of age as we haven't had much of this on offer lately. E.g. schemas, treasure baskets and heuristic play. Training that would be specific to an individual child's needs who attended our setting i.e. any child with a disability or special educational needs</li> </ul>
<ul style="list-style-type: none"> <li>• Training to deliver EYFS framework. Mandatory training e.g. First Aid, Food Safety etc.</li> </ul>
<ul style="list-style-type: none"> <li>• As my setting is a voluntary organisation who relies on grant aid, I feel that charging for services and training may exclude my setting from accessing quality training and have a negative impact on the high quality of service we currently provide. As with the local authority many settings are having to make cutbacks. I feel that due to high cost of training many will look at reducing this to the minimum requirement having a negative impact on the quality of service that is provided. Should a charge be made for other services provided, I assume that settings will be able to opt out or due to cost not be able to afford to purchase services. I feel again this would have an overall negative impact on the quality of provision on offer in Sefton</li> </ul>

# Agenda Item 7

<ul style="list-style-type: none"> <li>As I am not at all sure what the revised service would look like, I am confused as to how I can realistically consider which elements if any as beneficial. In E1.7 it is suggested that settings such as us will receive fewer or no visits!! My understanding is, that the service I have enjoyed for years is going to be cut to an absolute minimum at best. I am struggling to see any benefits to my setting, team or children. Understandably the limited resources will be prioritised to the poorer settings and settings with a higher quality will only receive the statutory minimum. As a high quality setting who as prioritised quality before profit will be penalised. A poor quality setting with potentially much higher profitability will receive more support.</li> </ul>
<ul style="list-style-type: none"> <li>Any courses or training such as First Aid, Food Hygiene etc. that are essential to each member of staff.</li> </ul>
<ul style="list-style-type: none"> <li>Training and awareness is beneficial. Awareness and knowledge i.e. of equal opportunities is an area that should receive regular review to keep practitioners up to date in changes in the diversity of the population in which our community is. Our setting would be willing to fund a variety of short-term training. However introducing a curriculum appropriate to the needs of young children is a positive step, but it would not be difficult to envisage that practitioners would likely need significant support and training to implement so as to have a positive effect. If outcomes for all children are to be raised having limited access or no support and training and resources which you provide implications of gaining this could be prohibitive.</li> </ul>
<ul style="list-style-type: none"> <li>None as we have strict budgets and use our own training (internal) when needed. Busy Bees internal training does come out of our budgets which would leave little or none to spend on LA training / services.</li> </ul>
<ul style="list-style-type: none"> <li>Specialised training to improve focus areas within the setting such as the outdoors, SIDS and Asthma. All of which we have paid for ourselves. Specialised SEN training such as Manual Handling etc.</li> </ul>
<ul style="list-style-type: none"> <li>Quality / enhanced provision schemes. Feedback on government legislation. QISP. SEN. Safeguarding updates.</li> </ul>
<ul style="list-style-type: none"> <li>I feel that the statutory required courses ie ICP / First Aid / Food Safety should be provided free of charge. Any additional courses that are preferable but not statutory could be charged for, but a lesser fee of under £20. I need to attend the food safety course as Ofsted require it, however the fee is over £30 and due to the times offered for the course and the location I will have to lose a days pay to attend the course. This may work for nurserys but for childminders this isn't fair.</li> </ul>
<ul style="list-style-type: none"> <li>Pay some cost to training and up dated to protecting children and my self with my child care business and Ofsted requirements. It is not possible to cover all costs my self, it would depend on my income as to what I could afford to put towards assisting costs of training and development of polices for childminders.</li> </ul>
<ul style="list-style-type: none"> <li>I would be maybe willing to pay a small amount towards courses</li> </ul>
<ul style="list-style-type: none"> <li>If prices are reasonable, we would be willing to pay for training. Perhaps there needs to be a re-think of how training is offered out which could be more cost-effective. For example using one member of your team to offer the training, instead of two and asking settings to specify what they really want from the sessions and choose their training wisely. Settings can get hung up on making sure that everyone has first aid or food hygiene, when if they look at it realistically, do they really need that? More beneficial would be to send a good, strong member of staff e.g. EYP/leader to a valuable training session about the role of the adult in the setting, or parent partnership etc, which could then be taken back and re-trained to the staff team. (of course ensuring that they have sufficient staff qualified in first aid etc too!)</li> </ul>

# Agenda Item 7

## 4. Please include any other comments you feel are relevant to the review.

- I understand that cuts do have to be made but would prefer it to be made with as little affect to the children as possible e.g. the Advisory Service going paperless (sending info via e-mail) as they have already done. I don't think the tracking needs to be checked by Sefton at the end of each year on a formal basis as suggested because I think there are other ways of ensuring it is happening e.g. getting feedback from the reception teachers that completed tracking sheets have been sent to them and they can contact Sefton if they have concerns about a pre-school not sending info or if they feel it is wrong in any way. To the same degree we can contact Sefton if we have a concern about a primary school not sharing information. My primary concern are the cuts affecting the most vulnerable eg SEN children.
- We have valued the help and advice that we have been given over the years, by the Sefton early years team.
- I have always received a good service from my Childcare Quality team. I received a lot of training to help me understand the EYFS framework and help towards my Ofsted inspection, enabling me to achieve a grade Good and Outstanding in some areas. I feel with more training I could achieve outstanding in more areas.
- Increase childminding networks and then training can be given during sessions and childminders are more likely to be kept up to date.
- Sharing good practice does mean that advisors need to visit a variety of settings and on a regular basis, cut backs will only isolate some nurseries even more.
- Any further reduction in the service provided by the Early Years Team would be detrimental to the standard of care we provide children and parents. We find the support the team offers us invaluable in running the setting and losing this would inevitably have a big impact on our ability to run a successful Pre-school.
- The opportunities and support provided by [Name omitted] and [their] team over the past few years has enabled us to develop a much greater understanding of how to provide a quality early years experience for children. We need their continued involvement to stay at that level and to keep staff motivation high.
- Inclusion grants are vital to our provision. We can operate at levels of 25% sessions taken by children with SEN's or EAL. This has been the case for the past 10 plus years. We find the existing system of having to apply for inclusion grants every term and then being paid in arrears, very frustrating from a workload point of view, for the recruitment/retention of staff and financially. Any improvements to this situation would be appreciated.
- When we have attended training in the past or attended meetings, there are often 3 / 4 members of the Early Years team there and often, only 1 of the team addresses the audience. Do they all need to attend? Couldn't their time be used more efficiently i.e. to pay for the training? Consistency amongst advisors and advice given. The tracking system now used in our setting is a good idea from Sefton, however, this is not what seems to be happening in schools. Why are Nurseries and schools not doing the same planning and tracking systems? It seems that schools are able to plan as classes rather than individually. Is this fair?
- I feel that Early Years have been a great support to us over the years. They are always available and willing to help in anyway they can. If there are too many cut backs with regard to staffing then this could have a 'knock on' effect with regard to the quality of service we give. It is always good having someone to come in and and ac



# Agenda Item 7

- I think that the cost of the courses is going to have a great impact on all of the settings as we are all struggling to cover larger bills with still the same amount of money coming in, if not less as some parents are losing hours.
- In the past there are documents, charts we have been asked to prepare then forgotten about and not asked for again. There is paperwork we can cut down on but on occasions need support with others
- The training and advice we have had from EYCQI department has been fantastic over the years and has helped many Out of School clubs achieve a good or outstanding Ofsted report. A reduction in this service may have a detrimental effect on all of us.
- Statutory training should remain free and any new training for the delivery of the EYFS. Without this we would be unable to deliver a quality setting and standards will fall. Visits by one member of support staff once per term would be sufficient with the option of the setting being able to contact them if required for extra support.
- Sefton Early Years have had a great influence in the way early years education has been portrayed in our area and we feel if they have to reduce their services, the local community and children will suffer. There has been a marked improvement in 'conditions' for our local children and just as things seem to be improving, cuts are being made. These children are our future.
- Once again I would like to reiterate that the Early Years team has been an excellent source of support to our setting and has unquestionably supported our attainment of 'Outstanding'. I also felt that the partnership with early language consultants during ECAT was invaluable and it would be aspirational to continue to have this support return in some capacity.
- During a time when the EYFS is under review I feel strongly that our Early Years team is now as important as ever and should stay as it is, offering the much needed support and guidance as it has always given.
- As a childminder who currently has a lot of vacancies I am unable to afford to pay for training at the level set at the moment. I feel a contribution towards the cost would encourage more use of training facilities.
- Can I also add that the ICP course I attended was excellent. Early Years staff were brilliant and extremely helpful. I often stayed behind after class to ask questions and always felt they were there to help. I have sent e-mails, made phone calls when I have had questions too and they were all very efficient and responded quickly. I think they are all fantastic at their jobs, and feel they go that little bit further, in making all the Childminders I know (including myself) completely at ease and relaxed about approaching them knowing they will get the help no matter what.
- I think the support we receive is essential to the needs of the children.
- We feel any educational needs would not be there. The support is very important for us.
- Childminders have come a long way forward in our professional status with the help of the local team. If the team goes it will plunge childminding back into the dark ages!
- My Early Years Adviser has been such a support for me over the last couple of years. Thanks to the training and support I got an outstanding judgement in my last inspection. I feel without her and the network standards would not be as high. I have valued my Early Years Advisers help over the years and feel that with her help and support I have achieved outstanding in my last two Ofsted inspections.

# Agenda Item 7

- I have depended on the Early Years staff and the SENCO Co-ordinator.
- Helps us as a setting to improve in all areas of learning and keep up to date with what other settings in the surrounding areas are doing and promoting. Support from quality worker sharing ideas, challenges and experiences, which can help develop setting from setting. Nice to receive praise and support from somebody who does not pay to use our service and is aware of the standards expected by Ofsted. Through the input of SEYQIS we feel confident that we meet Ofsted requirements and fear without their support and regular involvement that we will not continue to develop and thrive as a setting that aims to provide the best possible start to all children within our provision. Overall the support maintains our high standards as we driven to review and evaluate our practice from the advice and input of SEYQIS.
- 1:1 Funding – all nurseries should have this funding monthly and in advance, not retrospectively and without delay as we finish up waiting to be paid for staffing costs we have already paid out for  
To be guided by the advice of paying 1:1 support at National Minimum wage level does not make financial sense at all. Any employer knows the on costs of employing each individual; National Insurance / Administration i.e. Accountants paid for wages / Monthly employment law so many costs. The end result of this will be employment of poor quality staff on very low wages; nurseries being forced to make a loss on 1:1 provision in order to fully include and meet the needs and targets for the individual child.
- I am doubtful the consultation will tell you anything you don't know. I have been fortunate to work alongside some wonderfully professional committed individuals (Mentioned earlier) who have put their heart and souls into a sector they clearly believe in. They have always acted with passion for children. Sefton training has told us and demonstrated clearly with statistical information, the importance of quality in the Early Years. This is mirrored with the document 'Supporting families in the Foundation years'
- The EY Service has provided valuable support to our provision and has assisted us in enabling quality outcomes for children, young people and families. Overall the improvement in the quality of EY provision is a testimony of EY services and to withdraw this support will have a significant impact and will determine the future of many aspects of provision for children and their families.
- Our provision has strengthened due to the input and support of our Quality Worker. Practitioner's knowledge has increased by attending relevant courses. Guidance from EY has ensured that our policies and procedures are current and up to date. A multi agency support approach to tracking and development has helped to embed new documentation.
- We are not on a big income as most of our children are part-time. Insurance has gone up, home car and public liability. Ofsted fees have gone up, all the paperwork has increased our costs. Our charges have not gone up in proportion to these costs, if they did we would have no work.
- Without the continued support of EY and Network the quality of childcare would not be of such a high standard as they help support us with training / guidance for Ofsted requirements.
- I feel my setting would suffer without the help and support of all the team.

# Agenda Item 7

- With all the ongoing changes at Ofsted, I cannot keep up with paperwork, as soon as it's complete it's changed again. Without Sefton's help I would not understand it. I need things explained and simplified before I take it in. I need this help and was told I would get it. I hope this help will still be available to me.
- We feel as a setting that training opportunities have not been available since cuts were made. Practitioners need ongoing professional development to ensure high quality provision for all children. Support visits from the Early Years Team enable Practitioners to reflect and evaluate current practice and provision and continue to improve Sefton's Early Years provision. Any more cuts in the Early Years Team/Service would be extremely damaging.
- We really cannot stress how valuable we find the service provided by Sefton Early Years Team. We have been and continue to be advised, encouraged, informed and developed by the team who are always on hand to offer us much needed advice and support. HB has worked tirelessly for us and with us and we have benefited hugely from the quality of service she provides. The training courses we have attended have also been extremely useful and have always been informative, clear and concise and very well delivered.
- I just feel that the excellent standard of childcare provision that Sefton currently enjoys, is largely due to the work and support of the Early Years Team. I have two relatives currently working in childcare in other regions and by comparison they do not seem to have had the same level of assistance not the same high standard of Ofsted judgements in their regions. It would be a shame to see our team be reduced to the detriment of childcare providers confidence and morale, as they are the driving force of our profession.
- Feel some of the money that is spent on quality worker visits should be more beneficial for quality training
- Any cuts resulting from the review will lead to children and families losing out. The SEYQIS has played a crucial role in our setting achieving 'Outstanding' Ofsted judgement and I feel that a loss of this service would be a loss for all of the children who practitioners work so hard for, to be able to offer them such a high quality EY experience. This service is vital to the future success of the children within our care.  
Any review proposing to downsize the EY team poses a severe threat to maintaining high quality successful PVI operations at a time when we will shortly be facing the challenges of the revised EYFS framework and the latest government initiative, 'Supporting Families in the Foundation Years'. If Sefton EY are not available to respond quickly to users' queries this could lead to user isolation, or development of inferior practice. This is totally counterproductive if we believe in the importance of early intervention, firm foundations and how much young children benefit from quality care and education. I trust this consultation is the first of a series of new initiatives in which the PVI sector can fully participate on equal terms with all other EY providers, including schools; we need further face to face discussions / workshops if we are to be fully involved in the redesigning of the EY service.
- From a managers point of view it is good to know that you have got the support network of Sefton Early Years. They are there to support you to improve the quality of care we are providing. If this is no longer available then this may have detrimental effects on the children and the settings, the impact of this will only be reflected in years to come.
- We have already noticed the impact of reduced funding as support for the QISP reduced and the SENCO Training has stopped 'Help I'm a SENCO'

# Agenda Item 7

- Due to the current Tickell review I feel that the timing is wrong for Sefton to review the Early Years team and the services they provide. At a time of great uncertainty of the impact the review will have on the Early Years Foundation Stage and how the recommendations will effect settings, I worry that weaker settings will not gain adequate support to implement the recommendations to continue to provide quality care and education.

As the Children's Minister Sarah Teather stated: "The importance of the early years – as a foundation for life and for future attainment and success – cannot be over estimated. That's why it's vital we have the right framework to support high quality early years education". I feel that by reducing the support and training to Early Years setting we are in danger of reducing the present high quality of Sefton's early years provision.

The recent Sefton Childcare Sufficiency Assessment 2011 (5.2. Quality) found

Generally, childcare in Sefton is good; a significant amount of childcare has been rated as good by Ofsted, some is outstanding. The Early Years and Childcare Service work closely to support and guide childcare providers to improve quality, via a system of monitoring, support and training." [and] "Overall, childcare providers feel supported by Sefton Early Years and Childcare Service. (only 8% say this is not the case), and value the training and guidance on offer to help them improve quality. Indeed, when asked about how the Local Authority could support providers, continuation of this valued service was the most frequently cited support need".

When conducting the review these valuable findings need to be considered.

- Previous training courses have focused on the essential courses and more SEN courses and focused courses for newly qualified staff to get further experience would be of benefit to the settings.
- We would like to confirm that without the support of the Early Years team in our settings (2) Ainsdale would not have achieved an Outstanding Ofsted Report and Southport a Good Ofsted Report. They have been most beneficial in helping us develop our settings to such high standards and assisting us in providing the children with high quality care, thus enhancing the children's experiences and their own development consistently in all areas of learning and development. Our staff have gained a broad knowledge and understanding of safeguarding from the training provided and up to date legislation and information disseminated to us by the early years team. This enhances greatly our ability to safeguard all children.

One of our main points would be to note the additional support from the Inclusion team regarding children in our nurseries who require additional support such as Behavioural issues to SEN that require more one to one assistance. The team have been available at any time to give advice and encouragement about these children and any matters that may arise.

We feel that to lose the support of the Early Years team would have an effect on the quality of care the children receive as our staff would be less knowledgeable about present as well as changing curriculum and legislation required to provide such care.

- The Government Green Paper ECM set out its vision on how society should be organising itself to meet the needs of all children. A range of family needs can be met through opportunities on offer. However if reduced or taken away, this would affect our service due to particular needs such as mental health difficulties and disabilities. Parents needs have to be precise, we as a team we are sensitive about our community needs and negotiation skills which have been supported by your team over the last 10 years. As children under the age of 4 years old are only supported by your service at Next Steps Nursery our positive outcomes have only been possible as a result of the sensitive process of initial engagement by yourselves. The purpose of this approach however, is to show how important how to consider how the service you provide can have a positive impact on different stakeholders.

# Agenda Item 7

In our service as an example our outdoor area. Children have received more individual support. All staff received in-service training on children at risk. Through shared belief and vision of your team this has given us the initiative to take on new activities without fear and to operate within a professional climate, which balances openness to new ideas.

- The support from our LA has been amazing over the past few years and this support has created better provision and outcomes for children. I hope that we still receive this support in the future to continue to improve our delivery of services to children and their families.
- Early Years in an invaluable support team for settings. Early Years act as a link between the provider and Ofsted, supporting settings to develop further towards 'outstanding'.

We also feel that all settings should have equal time allocated to them and that this shouldn't only be based on their Ofsted outcome as settings will always want to continue improving and develop further with the support from the Early Years team.

- The service has been an excellent support and help to myself and my staff team. I believe that the training they have provided in terms of EYFS and QISP has been excellent. The support they give for safeguarding issues is invaluable.

As more PVI nurseries open and indeed government funded it is reassuring that there is another 'body' with a magnifying glass over the early years and the areas youngest and most vulnerable children. The reduction of this service would enable some providers of the future to endanger what has become a positive area of Merseyside in terms of childcare and quality.

- As I've been a childminder for the past 15 years, I feel there have been many changes over time with different requirements that need to meet for Ofsted, and I believe I would not meet all these requirements without the support of the early years team, as they are always very helpful and also understanding to encourage us with our childcare we offer for the children. As I am a network childminder I feel the co-ordinator of the group, [Name omitted], is wonderful for the support she has given over the last 6 years since I've joined the group, and I feel I would find my job much harder if she wasn't there to support us and I am happy to say I'm an overall GOOD grade with outstanding areas which I feel I met with the support and help given through the early years team.

I would like to say finally that it would be a great loss to childminders in this area if we were to lose any of the services offered through early years, and it would have an impact on the service we offer, as we might not be kept fully updated on new things being asked for or have someone there just to check on things we might not be sure about,

Thank you for your time concerning this matter and I hope this helps towards keeping early years there for childminders.

- The team is extremely valuable to settings as a resource, a bank of knowledge and a group of experts in the field of early years childcare...most of them have degrees and eyp status so what a shame to waste all of that training and funding...by cutting the service. Sefton early years need to work in real partnership with the settings they support and ask us all what do you need? How can we help? How can we ensure that you get outstanding judgements from ofsted?

The support we receive should be in partnership. We need very clear guidelines on what we need to be doing, particularly in the area of safeguarding children. We need to all be less negative and worried about failing and who gets the blame, and more positive, working together with our shared good practice and sound knowledge of child development to make the childcare in sefton the best it can be. Without a service though, we will all be very isolated and poor practice, which will lead to very sad consequences for childcare in sefton.

# Agenda Item 7

- In the document **Transforming Sefton point E1.7-Early Years Outcomes Monitoring and Quality Support – Reduced Funding Consultation Summary states: “Level of staff support for SEN children in PVI and childcare settings would be affected”**. A dreadful thought! and not without impact. If financial and advice support for Inclusion is reduced or disappears, families will feel isolated as settings are forced to be unable to support them by offering childcare and more specific targeted support. The Early Years Practice Guidance 2008 clearly states “Early year’s practitioners have a key role to play in working with parents to support their young children. This should include identifying learning needs and responding quickly to any difficulties”. The Special Educational Code of Practice has clear guidance about how we should support children with Special needs. Children with SEN require enhanced services involving additional support for Parents and also supporting the transition to School. Settings already struggle to gain support for children under the age of 3. The Early Year’s team provide valuable support to settings at an early stage to identify needs, plan for individual learning and refer to other specialist professionals and if necessary to provide assistance to follow procedure to gain statement. The reduction of this support for children with SEN would be devastating and most likely mean going back in time to many children entering into Key Stage 1 without their needs known so hindering them to reach their full potential. This is supported by Children’s Minister Sarah Teather when ordering the review to improve the training and qualifications of people working in the Early Years said: “It’s essential that people working in the early years have the right skills and training to give children the best start in life. One of the most important factors affecting a child’s healthy development is the quality of the education and childcare they receive in their earliest years. We want to make sure young children are starting school ready and able to learn. So we need to look at the training and qualifications of those working in the early years”. A fully functioning Early Years team must be available to take the lead in ensuring all our settings have quality training to enable staff to gain adequate qualifications.

Other responses

See appendix 1

## **Alternative options proposals**

None proposed – however see response, within the report, to question 4 from settings and schools.

## **Monitoring Information**

None collated as sent to Schools and Settings.

## APPENDICIES

### Appendix 1 – Other Documentation Representation

#### Early Years Consultation

**Minutes of meeting with the members of the SAPH EY Group  
Wednesday 9<sup>th</sup> November 2011  
PDC 2.30pm**

Head teachers present	School
5 headteachers present (names removed)	

- [Name omitted] had previously made contact with the Chair of SAPH and informed him of the need to consult with schools. He described their process that I should meet with the EY HTs Group to decide on how to consult and then questionnaires would be sent out to all schools through him as the Chair.
- Informed the group that the council had agreed in their meeting of 13/10/11 to move forwards on a consultation process with a view to making a saving in the EY budget.
- Confirmed that the council has to make £20m of savings next year.
- Referred the HTs to the council report from 13/10/11 on the website – all had seen it, including the figure of £250k listed as the saving to be made in the EY budget. Reported that this was an indicative figure only.
- Shared the questionnaire sent to the PVI settings and the HTs felt that this could be used a basis for a questionnaire to all HTs. They would want to include a list of all that is currently on offer to schools to be included so that they can identify what is important; a list has been provided.
- Stated that consultation goes alongside other consultations e.g. the EY team provide some SEN support and the LA consultation on the provision for SEN is already underway.
- Agreed at the end of the meeting that the HTs in the group would refine and add to the questionnaire so that it best suits their contexts and the information they want to provide. The Chair of the Group will email me a copy, and then send it to all schools.
- They stated that would want responses as possible before their next SAPH meeting (22/11/11) and they would chase up replies. All responses to be sent to me.

Please Contact: name provided  
Address: Tweenie Tots 2  
by  
Date: 16<sup>th</sup> January 2012

Dear

I am writing to you as a Cabinet Member on behalf of the Sefton Early Years Private, Voluntary and Independent Forum. We have a determined and passionate message for you to seriously and carefully consider when influencing the appropriateness of further cuts to our Early Years Department at the Cabinet meeting on 2<sup>nd</sup> February 2012.

The implications of cutting further this service are serious and it is essential that cuts are made with a realistic understanding of the impact it will have on Sefton Families and Children.

# Agenda Item 7

The Early Years Team in its present form (appreciating the cuts that have already been made) is clearly already struggling to meet the demands of the Providers. ***The Providers requests of Early Years support are in response to a need to meet the needs of the families, National Strategies and Local and National reviews.*** I should express that the Forum felt that the initial consultation letter informing us about the impact of reducing the Early Years team and levels of support did not sufficiently explain to settings how far the cuts could go in reducing the current level of service provided by the team.

Early Years at best provided us with

- inspiration
- motivation
- ambitions for our children and families
- direction
- a strong link to Government priority
- communication of Sefton Priority
- mandatory training
- specific best practice lead training
- opportunities to introduce new frameworks that are working successfully in other authorities
- advice, support and funding for vulnerable children and their families including those with special needs, looked after children, those with social care needs and those with English as an additional language
- Support to parent who are vulnerable, afraid when their child is in need of additional support to thrive and develop.
- A quality enforcement programme, offering settings quality management and development
- Creation and enforcement of S.L.A in relation to NEG
- Much more!

Many of these services have already disappeared leaving a skeletal service that is offering little of the above and leaving what is left at risk. The serious threat to families lies with the further reduction again of the service.

The Early Years Team offer a cushion to the Local Authority providing an integrated service covering education, special needs, health, training, social care and safeguarding. This valuable service minimises the risk of the likelihood of a tragic horror story of an unsupported setting making a poor judgement for a child. They attend settings regularly and gauge the level of care, the level of practice, the child's safety and the setting's ability to meet the child's needs emotionally physically and educationally. I wish the threat didn't exist but I'm afraid it does.

Some settings we are sure you will find, may feel that they do not require the support of the Early Years team. They may feel that they would prefer not to have officers making visits to their setting with a critical eye, quality enforcement measures and ideas.



However, no setting could argue or dispute with any integrity that the suggested cuts, if made in line with Reference E1.7 would, as you have identified in your risk assessment possibly ( I would say definitely!!) lead to poorer outcomes for Sefton children.

The risk that settings may fall into the category of 'inadequate' is terrifying for the children attending and the Parents placing trust in the setting, Local Authority and Government Standards.

We strongly feel that it is unacceptable to make a cut at all when there is a risk that children will be placed for hours on end in an environment that cannot/will not meet their needs.

**We see a big problem with the timing of this review and proposed cuts!**

The Tickell Report (2011) has led to a review of the Early Years Foundation Stage. This is the statutory framework for children from Birth to 5 years. Every setting will be required to revisit every element of their environments and practice. The Early Years team will be required to support every setting with the implementation of the changes. I do not see how this can be managed with a reduction in the team and the level of service they provide.

The **Government** document "**Supporting families in the Foundation Years**" states that the role of settings is going to evolve greatly in supporting families and providing a valuable link with health visitors. It suggests settings will provide more in depth information to other Childcare Professionals, forming part of regular development checks for children from the age of 2 years. We are already recognising the impact of the 2 year old funded projects. These are the most vulnerable children in Sefton and it is essential that we have the quality support of the Early Years team to access when these children first attend our settings to ensure that they are making good progress.

Many settings are going to need considerable training to be able to produce accurate, moderated information that will provide evidence for such checks. Early Years I am sure will be required to assist all settings with being capable to 'practice' at this level.

The challenges of the EYFS review, the implementation of practice required to enable the supporting of the document '**Supporting Families in the Foundation Years**', our country's difficult economy and subsequent impact on the family unit are going to put pressures on settings that I believe are going to be unprecedented. Families themselves are going to be challenged financially; this has always, and will remain, to put pressure on the home life of children. Domestic violence and broken relationships increase at times when there is an economic downturn.

Settings will experience new challenges. These will require support from the Early Years Team.

Frank Field's review of child poverty emphasises the importance of improving parenting and children's early development as a means of ending the inter-generational transmission of child poverty. He points to the impact that high quality early education for two year olds can have on later life chances, noting that known vocabulary at aged 5 is the best predictor of whether children are able to escape poverty in later life. For the first time the government has recognised the wealth of research on brain development and the importance of the early years in developing a firm foundation before children start school. It is ironic that we are cutting the Early Years team when we have evidence of the impact they and settings have had on improving our younger children's future life chances.

In the document **Transforming Sefton point E1.7-Early Years Outcomes Monitoring and Quality Support – Reduced Funding Consultation Summary states:**

The savings proposed in this option would lead to:

# Agenda Item 7

1. **“A reduction in staffing to the Early Years team”**. The staffing team has already experienced reductions in staff through natural wastage. Further reductions would be detrimental to the services our setting provide to the families of Sefton and to the statutory and moral duties that Sefton has to providing High Quality Early Years Care and Education to our younger children. I feel it is important that we all give a clear message to our parents and the nation that the children of Sefton do matter, and that we support their rights to Be Healthy, Make a Positive Contribution, Stay Safe, Achieve Economic well being and Enjoy and ACHIEVE
2. **“Visits to settings to monitor quality and ensure statutory duties are met will be reduced according to need, with good and outstanding setting receiving fewer/no visits”**. Families have the “right” to expect High Quality of Early Years Care and Education. The reduction in visits will mean more inadequate Ofsted judgements, unthinkable to me as satisfactory settings are only meeting the minimum requirements of the EYFS. Also Sefton will fall down in the L.A league tables for quality.
3. **“Training offered will be greatly reduced to that only linked to statutory duties and vulnerable pupils (e.g. SEN) Level of staff support for SEN children in PVI and childcare settings would be affected”**. A dreadful thought! and not without impact. If financial and advice support for Inclusion is reduced or disappears, families will feel isolated as settings are forced to be unable to support them by offering childcare and more specific targeted support. The Early Years Practice Guidance 2008 clearly states “Early year’s practitioners have a key role to play in working with parents to support their young children. This should include identifying learning needs and responding quickly to any difficulties”. The Special Educational Code of Practice has clear guidance about how we should support children with Special needs. Children with SEN require enhanced services involving additional support for Parents and also supporting the transition to School. Settings already struggle to gain support for children under the age of 3. The Early Year’s team provide valuable support to settings at an early stage to identify needs, plan for individual learning and refer to other specialist professionals and if necessary to provide assistance to follow procedure to gain statement. The reduction of this support for children with SEN would be devastating and most likely mean going back in time to many children entering into Key Stage 1 without their needs known so hindering them to reach their full potential. This is supported by Children’s Minister Sarah Teather when ordering the review to improve the training and qualifications of people working in the Early Years said: “It’s essential that people working in the early years have the right skills and training to give children the best start in life. One of the most important factors affecting a child’s healthy development is the quality of the education and childcare they receive in their earliest years. We want to make sure young children are starting school ready and able to learn. So we need to look at the training and qualifications of those working in the early years”. A fully functioning Early Years team must be available to take the lead in ensuring all our settings have quality training to enable staff to gain adequate qualifications.

# Agenda Item 7

As a Forum we have strong opinions on this. Why have we got them? Largely from commitment to meet children's needs, a passion to make a difference through motivation, training, knowledge, skills and support we have been given from the Early Years Team at Sefton. We do appreciate that cuts and savings are required but we feel that this **MUST NOT** be at a cost of our children's welfare and achievements. Children attending Early Years settings are the future generation of Sefton and we feel that the input of the Early Years Team is vital to ensuring our future youth and work force have a firm foundation on which to build their education and other skills to ensure a brighter economic future for all our families.

Bearing in mind the above I again ask for you to seriously and carefully consider when influencing the appropriateness of further cuts to our Early Years Department.  
Yours Sincerely

Spokes person Sefton Early Years PVI Forum

Copy:  
All Cabinet Members

## **Tuesday 10<sup>th</sup> January 2012**

*PVI Forum Meeting PDC 11.45 a.m. – 12.30 p.m.*

1. Register
2. It was explained that I had requested of the Chair some time to report current findings from the PVI questionnaires returned to date. The attached summary was used to provide the key findings from the responses.
3. There was general disappointment in the number of returns from providers and the Chair agreed to send a high-priority email to encourage more returns. It was also stated that providers could provide their comments directly by email to [Schools Education Services Service Manager] up to noon 16<sup>th</sup> January. The close of the consultation period. The Forum was told that all their responses have been collated and will be provided to Cabinet as an appendix to the summary, and it was reinforced that any submissions up to noon 16<sup>th</sup> January would be included.
4. The group wished to reinforce the following:
  - a) the strength of feeling that Sefton must keep an Early Years team to support this sector;
  - b) that any other saving options should be explored first, before looking at staff reductions e.g. reducing costs by being totally paperless;
  - c) paying for training now and in the future is a real issue for a number of settings, that could prove detrimental to their provision and children's outcomes;
  - d) there is a strong need for training related to mandatory/essential issues, and for training related to the changes to be made to the EYFS Framework for September 2012; and,
  - e) the strong feeling that members of the EY team did not attend PVI training if they were not actually delivering.
5. The question was asked about any responses that mentioned safeguarding; the answer being that it generally arose in terms of it being referenced as essential training. Comments were made that support for settings with safeguarding issues was important as a small number need access to advice and support from wider Sefton just the training they currently

# Agenda Item 7

access. The Forum wished this to be included in key findings in the final summary.

6. A question was asked if the actual amount of the cut to the budget was known. It was explained that the Cabinet would be reviewing all consultations on 2<sup>nd</sup> February to make recommendations to the Council, to be approved at the Council meeting of 16<sup>th</sup> February. Some members of the group suggested that they would like to make further representation to the Council, possibly by having a presence at the 16<sup>th</sup> February Council meeting.
7. The question was asked if there was a new EY Team structure in place. It was explained that work cannot begin on a new structure until the budget is known for 2012-13, and that any new structure would be on the premise of starting with a clean sheet, to take into account firstly statutory duties of the LA, and then responses from the consultation, especially in terms of key findings, and any other further considerations.
8. The group had earlier in the meeting recorded what they felt was important to consider when moving forwards – a request has been made to the Chair for a copy of that list.
9. Agreed actions by the end of the meeting:
  - a) for the Chair to email all settings and strongly encourage them to make a response to the consultation if they have not yet done so;
  - b) for the Chair to share the list of aspects the group had earlier discussed in the meeting, relating to what they wanted to have access to moving forwards;
  - c) for [Name omitted] to confirm to the Chair the dates and venues of the Cabinet and Council meetings; and,
  - d) for [Name omitted] to send to the Chair the final summary of findings when completed.

## Equality Analysis Report E1.7

### Equality Analysis Report

Committee paper code: Annex

Reference E1.7

**Details of proposal:** This proposal would lead to a reduction in staffing in the Early Years team. Visits to settings to monitor quality and ensure statutory duties are met will be reduced according to need, with good and outstanding settings receiving fewer/no visits. Training offered will be greatly reduced to that only linked to statutory duties and vulnerable pupils (e.g. Special Educational Need). Support and funding in Private Voluntary Independent (PVI) and childcare settings will reduce, however, statutory requirements to meet the needs of SEN children will continue to be met. Support for schools will greatly reduce, and will be targeted to those schools where we consider that intervention is needed to intervene in order to greatly improve quality.

*The Early Years and Childcare Quality and Inclusion Service ensures that the Local Authority meets its statutory duties under the Childcare Act 2006. The Statutory Framework for the Early Years Foundation Stage (EYFS) 2007 details the actions the LA must undertake in order to meet the duties:*

- 4.7 Section 13 of the Childcare Act 2006 requires local authorities to secure the provision of information, advice and training, whether delivered by themselves or by others, to meet the needs of local providers and support sufficiency of childcare provision.
- 4.8 Regulations made under Section 13 require that, within the context of the Early Years Foundation Stage (EYFS), this provision includes: training and support in meeting the requirements of the Early Years Foundation Stage; ensuring that training in Early Years FS assessment and the completion of the Early Years Foundation Stage Profile summaries is offered to all providers who require it; meeting the needs of disabled children and those with special educational needs and the use of effective safeguarding and child protection procedures; support in entering the childcare market and in meeting the registration and regulatory requirements.
- 4.9 In addition, local authorities must secure information, advice and training to all childcare providers who have been deemed inadequate by Ofsted; and to those who have been granted a temporary exemption for a specific period of time to give them an opportunity to develop their provision so that it meets the learning and development requirements of the Early Years Foundation Stage.
- 4.10 Local authorities have the responsibility for assuring that Early Years Foundation Stage Profile assessment judgements are moderated. They appoint and train moderators with appropriate experience of the Early Year Foundation Stage and the early learning goals to secure consistent standards in assessment judgements.
- 4.11 Local authorities ensure that all providers are visited regularly as part of a cycle of moderation visits and notify the provider whether the Early Years Foundation Stage Profile assessment is being carried out in accordance with requirements. Where the moderator judges that the assessment is not in line with the exemplified standards, the local authority can require the provider to arrange for the practitioner to participate in further training/moderation activities and to reconsider their assessments as advised by the moderator.

Support is provided for all schools with children aged 3-5yrs, and particularly those schools with Early Years Foundation Stage departments that are satisfactory or inadequate (in terms of Ofsted judgments) or who have very low outcomes by the end of Early Years Foundation Stage. This co-ordinated approach with the School Improvement Team means that schools can be supported to improve outcomes and provide early intervention where appropriate. The team leads on the moderation process (4.10 and 4.11 above) to ensure that judgements made on children's development and learning are accurate.

# Agenda Item 7

The members of the Early Years Childcare Quality & Inclusion Service team monitor, challenge and support the quality of provision in all settings with 0-5 aged children: 75 Private, Voluntary and Independent (PVI) settings, 171 childminders (5 are registered with Ofsted), 36 Out Of School (OOS) settings and 22 settings registered for holiday provision. Much success has been seen in recent years in terms of improving Ofsted judgements and improving Local Authority results in key target areas of pupils' outcomes by the end of the Early Years Foundation Stage.

The introduction of the national Quality Improvement Support Programme (QISP) means that the team assesses settings against criteria relating to leadership and management; practitioner learning; partnerships for learning and development; progress and learning; and environments. Settings are then Red, Amber or Green (RAG) rated (Red – low priority; Amber – medium priority; Green – low priority) which is reassessed every year. Over the three-year period 2009-11, the percentage of Red settings has reduced from 15% to 7%. All other settings are good or excellent when judged against Quality Improvement Support Programme criteria.

Particular emphasis is given to advising and training settings in Safeguarding procedures and support for Special Educational Needs pupils. There is a distinct allocation (Inclusion Grant) within the budget to allocate to settings to support the provision for Special Educational Needs pupils following a multi-agency assessment of the child.

*The Early Years Childcare Quality & Inclusion Service also supports the Two-Year Project, led by the Families and Schools Together Team (FAST). The project aims to improve outcomes and close the gap in attainment by funding childcare in high quality settings for our most disadvantaged children. Early Years Childcare Quality & Inclusion Service advise and support settings to develop personalised children's play plans, and to develop effective systems for tracking and assessment in the prime areas of Communication and Language, physical development, and personal, social and emotional development. These areas are particularly important for children's capacity to learn and develop.*

## **Recent changes to ways of working**

- A more formal schedule of differentiated visits to settings has been implemented, based on Quality Improvement Support Programme criteria and Red Amber or Green (RAG) rating, with the settings in need of most improvement receiving most support.
- Reduced training offered, ensuring that only 'essentials' are provided e.g. safeguarding. However, there is the capacity for settings and schools to be charged for attendance at course, and for access to other support.
- Supply cover is no longer given for courses, making savings to the existing budget.
- Loss of the Graduate Leader Funding means reduced work within the team in organising and monitoring how the funding has been spent.
- The Big Lottery three-year project to develop free and inclusive play facilities for children ended in July 2011, releasing some management time that had been given to monitoring and evaluating the programme.
- With the loss of extended schools, there is no longer the need to monitor the childcare as part of it.
- This team originally had responsibility for the DCATCH programme (Disabled Children's Access to Childcare) but this was moved to another team. Therefore, this reduced the work of the EYCQIS staff as they were no longer involved in developing personalised packages of care for identified children.

## **Ramifications of Proposal:**

Is there a consequence to 'Threshold': No

Is there a consequence to 'Capacity': Yes

Visits to settings to monitor quality and ensure statutory duties are met will be reduced according to need, with good and outstanding settings receiving fewer/no visits. Training offered will be greatly reduced to that only linked to statutory duties and vulnerable pupils (e.g. SEN). Support and funding in Private Voluntary Independent (PVI) and childcare settings will reduce, however, statutory requirements to meet the needs of SEN children will continue to be met. Support for schools will greatly reduce, and will be targeted to those schools where we consider that intervention is needed to intervene to order to greatly improve quality.

## **Are there any protected characteristics that will be disproportionately affected in comparison to others?**

*The Early Years Foundation Stage (EYFS) Inclusion Grant is used to support Special Educational Needs (SEN) children in our Early Years Foundation Stage settings. There has already been a 20% cut to this grant, which means that the allocation for 2011-12 has reduced to £100,000. As a result, the process for application has been revised and strengthened\*. Members of the team are now more involved in the assessment of children's needs in the settings during their visits. In some instances, the team can advise the settings on a range of alternative actions, which pre-empts an application for finance to enable specific support. Where it is agreed that the setting should apply for financial support, the application is submitted for consideration. It is also feasible for settings to allocate staff time to more than one Special Educational Needs child where appropriate. Our children at the highest level of need of support will continue to receive support according to need.*

\* It has been agreed that there is a need to review procedures to bring them more in-line with those for other phases so there is a consistent process for all age groups.

## **Consultation/. ( give details of how this and how the results have been incorporated in to decision making)**

- The schools have been informed about a review of services, including early years, in a letter from the People's Director(06/12/10).
- All Private Voluntary & Independent (PVI) settings were informed early this year that the support from the service was now needs-led rather than universal, as vacant posts and two maternity leaves led to a reallocation of workload. (07/01/11 and 05/05/11).
- PVI providers were informed that the early years service will be reviewed this term (12/09/11)
- Consultation with Early Years staff re forthcoming Cabinet meeting (Head of Service 05/10/11)
- Letter to PVI settings re budget savings 2012-13 (Head of Service 06/10/11)
- Consultation meeting with the Early Years team on future provision (Service Manager 19/10/11)
- Questionnaire sent to all PVI settings (Service Manager 20/10/11)
- Consultation with Primary HTs EY group (Service Manager 09/11/11)
- Questionnaire sent to schools (Service Manager 18/11/11)
- Responses through questionnaires analysed (Service Manager 06/01/12)
- Attendance at PVI Forum to feedback on findings from consultation so far, and to record further comments (Service Manager 10/01/12)

# Agenda Item 7

## Is there evidence that the Public Sector Equality Duties will continue to be met?

Yes.

- *The team will still provide support to settings and schools to be inclusive for all children aged 0-5.*
  - *The team will continue to support settings and schools to develop effective monitoring and assessment procedures, and to implement appropriate interventions for closing the gap between the most disadvantaged children and the rest.*
  - *The team will continue to monitor all settings' provision for vulnerable groups, especially those with Special Educational Needs and disabilities, and those youngest children from the most disadvantaged areas at risk of development delay. The current population of vulnerable children attending settings in the private and voluntary sector comprises:*
    - 54 children who are the subject of a health care plan or have a physical disability;
    - 6 children have been diagnosed as Autistic Spectrum Disorder (ASD), or assessment evidence suggests that they will be given an ASD diagnosis;
    - 24 children are the subject of a Common Assessment Framework (CAF);
    - 12 children are the subject of a child protection plan;
    - 11 children are the subject of a children in need plan;
    - 14 children are LAC; and,
    - 30 children have English as an additional language and accompanying spoken English needs.
- (The above represents 2.5% of the total number of children in PVI settings)
- *Of the current population of children attending PVI settings, the following shows the number of children at each stage of the graduated response:*
    - 36 children are at the highest level of need, Early Years Action Plus. 24 of these children benefit from an EY Inclusion Grant in order that the provision meets their specific needs. The role of the team is to support the childcare staff in designing individualised programmes, moderating assessment evidence, training staff as appropriate, monitoring the effective use of the Inclusion Grant, and supporting transition into school.
    - 41 children are at the slightly lower level of need, Early Years Action. 2 of these children benefit from an Inclusion Grant. This allows the children to receive intensive help for a fixed time period and for professionals to gain a more precise understanding of need.
    - 50 children have been identified because their learning and development is below age related expectations. The role of the team is to ensure that each child receives individualised help in order to accelerate progress. This is a universal service.
  - ♦ The Early Years Team supports children who benefit from the 2 year old offer; these are the most vulnerable 2 year olds in Sefton, from economically disadvantaged families and communities, are at risk of under attainment, and/or have learning and development that is already below national expectations. The following data relates to 2 year old children attending settings in the PVI sector and does not include the Children's Centres.
    - 46 children attend settings, funded by the 2 year old offer.
    - 26 new children will be admitted to settings in January/February 2012. These places become available as children reach the age of 3 and are able to access the free early education entitlement for 3 and 4 year olds. However these 3 year olds remain in settings and a large percentage of them remain in a 'vulnerable' category.
    - An additional 20+ children will enter settings during the next month in line with the increased and targeted funding for 2 year olds.

## What actions will follow if proposal accepted by Cabinet & Council?

HR Procedures will be followed to implement the proposal  
Partners will be informed of changes



**Recommendation to Council E1.7:**

Council is asked to consider the impact assessments, risks and mitigating actions in the proposal E1.7 and agree that

1. core funding be reduced by 50% be approved
2. Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.
3. Note that the Council will continue to deliver its statutory duties under Section 13 of the Childcare Act 2006.

# Agenda Item 7

## Reference E3.6

### **Service Description: Lifeguard Cover**

#### **Categorisation: Tier 1**

Reduce life guard cover at all swimming pools.

The Sport & Recreation Service is responsible for the management and operation of the Councils sport & leisure centres, sports development, physical activity and health promotion programmes, positive futures project, contract monitoring for Crosby Leisure Centre & Formby Pool. Assets: 5 sport & leisure centres; 1 outdoor pursuits & residential activity centre; 2 facilities under contract; a workforce of 250 full time equivalents. It has in excess of 3m visits/users p.a.

It is commissioned to deliver services to partners; value circa £1.4m p.a. with grant support sustaining an additional 30 fixed term posts.

**Consultation has closed on the following option - Reduce life guard cover at all swimming pools which will include;**

- No cover for public sessions between the hours of 07.00 – 09.00 & 20.00 – 22.00.
- No cover in the learner pool at Dunes during weekdays.
- No cover for clubs sessions.
- Reduced cover during school swimming lessons.
- Reduced cover in Splash World.

**Original rationale for service change proposal** – It is possible for the Council to operate without lifeguards at certain times, providing that appropriate notification is advertised to this effect. Many private sector leisure clubs and hotels do not staff pools and place the responsibility and decision to use at the participants own risk. In addition, most people when on holiday use pools that are unsupervised. So rationale for each of the above is as follows;

- No cover for public sessions between the hours of 07.00 – 09.00 & 20.00 – 22.00
- Most swimmers during these times are adults, who are fit and capable swimmers and using the pools as part of an exercise programme.
- No cover in the learner pool at Dunes during weekdays.
- All users of the learner pool at these times are adults accompanying children. Therefore they already provide supervision.
- No cover for clubs sessions.
- Clubs are delivering swimming development and use highly trained coaches. All members are highly competent swimmers. Coaches would be trained to be able to effect a pool rescue.
- Reduced cover during school swimming lessons.
- Swimming teachers are present during the lessons and can be trained up to provide rescue cover.
- Reduced cover in Splash World.
- By altering the way lifeguards operate and their working hours it is possible to reduce the number.

At times of un-supervised use by children and young people use will be restricted.

**Legislation Considered** - Local Government (Miscellaneous Provisions) Act 1976.

There are recommended guidelines for Life Guarding and providing the Council has an appropriate risk assessment and a clear policy for users it can work to these changes.

## **Anticipated Impact of Service Change –**

**Service Users** – It may deter people from using facilities and therefore reduce their access to leisure activity. There is also the potential that their experience will be less positive.

**Partners** – The clubs have been consulted on this and it would not give them a problem. Schools may feel differently and this would need to be discussed with them to gauge opinion.

**Council** – The Council will be exposed to a greater risk of incident without the cover.

## **Communications, Consultations & Engagement Summary**

The methodology used followed Sefton's Public Engagement and Consultation framework and was approved by the Sefton's Engagement and Consultation panel.

As well as the questionnaire being available on E-consult, a paper questionnaire was circulated to users at Leisure Centres containing pools across the Borough and to swimming clubs; 468 have responded (16/1/12).

The following forums were attended to give information and seek feedback on the budget options for People directorate-:

- Sefton Access Forum – 22/11/11;
- Customer Forum at Dunes and Meadows in November 2011;
- Youth consultation event on 3<sup>rd</sup> December 2011 (16 Young People attended) at Sing Plus;
- Learning Disability Market Place event on 19<sup>th</sup> December 2011 at Goddard Hall;
- A letter was sent to schools November 2011 informing them of the option and inviting comment

## **See full consultation report E3.6**

**Equality Analysis Report** – see EAR E3.6

**Risks & Mitigating Actions** – The model proposed has been introduced by other Local Authorities elsewhere and is similar to the way that most of the private sector leisure clubs work.

A risk assessment at each facility will need to be undertaken to measure risk of making the changes. An action plan and policy of operation would be established, publicised and implemented. All users at the identified times would be made fully aware of the change along with the need to confirm competence in being able to swim unsupervised.

This will include clear communications in Leisure Centres to pool users on arrival and posters at poolside.

The majority of users at early morning and late evening swimming are adults and do so for fitness training purposes and are more likely to be competent swimmers.

Disability and Age (older people) – Disabled users and older people may have issues accessing the pool facilities or related medical conditions which may make them less likely to use the pool when a life guard is not on duty between 7am – 9am & 8pm – 10pm. Other centre staff such as Duty Managers, gym staff and receptionists will be available to assist users who require additional support to access the pool such as using pool hoist. These staff will also be available to administer first aid or assist with pool evacuations as required. Additional staff can be called by the activation of the pool emergency alarm, signposted at several points around the pool sides which sound and illuminated around the centres.

# Agenda Item 7

Age (under 5's) – Parents with young children may be less likely to use the learner pool during the week daytime if a lifeguard is not on duty. Mitigation as above and access to the learner pool will be restricted to children with parental supervision.

Age (Children & young people) – Parents may be less likely to use or allow their children to use Splash World if there is a reduction in lifeguard cover due to the nature of the facility. Lifeguard cover will meet but not exceed the required recommended level for the facility and bather load.

Qualified swimming teachers when leading school sessions will provide lifeguard cover.

There will continue to be lifeguard cover at stated times during week and weekend, this option is a reduction in the overall lifeguard cover for the hours the pool operates and is mitigated for as above.

**Having taken consideration of the consultation and engagement activity undertaken the following activity will change, stop or significantly reduce** - There is considered to be no adverse effect on the programme of activity, however, people may be reluctant to use facilities (or allow their children to) if no lifeguard cover is available.

**Cost of Leisure Centres with swimming pools Service: £1,087,700**  
**Staffing: TBC**  
**Other Resources: N/A**

**Proposed Cost 2012/13: £1,017,700**  
**Budget Reduction 2012/13: £70,000**  
**Council Staff at Risk: Yes**  
**Number of Posts at Risk: 2 FTE**

## **Consultation Report E3.6**

**Responses and Analysis to Sefton Council's consultation on the option to remove lifeguard cover at certain times during public and club swimming activity at swimming pools (Ref E 3.6)**

**Consultation period:**

**21<sup>st</sup> October 2011 – 16<sup>th</sup> January 2012**

## **Contents**

**Background**

**Consultation Methodology**

**Executive Summary**

**Consultation analysis**

**Other responses**

**Alternative options proposed**

**Monitoring Information**

## Appendices:

**Appendix 1 – Detailed responses**

**Appendix 2 – Other document representation**

## Background

Following the 2010 Comprehensive Spending Review and settlement the Council forecast a significant budget gap over the three years 2011-2014.

An initial package of potential budget options was approved by Cabinet, 13<sup>th</sup> October 2011, to commence consultation and engagement. In relation to these, consultation activity continues with service users, the general public, partners, key stakeholders, staff and Trade Unions. The consultation on the budget options closes on Monday 16<sup>th</sup> January 2012.

This report analyses the responses for the option on **removing lifeguard cover at certain times during public and club swimming activity at swimming pools**. The consultation was targeted with all users of the swimming pools in the Borough.

## Consultation Methodology

The methodology used followed Sefton's Public Engagement and Consultation framework and was approved by the Sefton's Engagement and Consultation panel.

As well as the questionnaire being available on E-consult, a paper questionnaire was circulated to users at Leisure Centres containing pools across the Borough and to swimming clubs; 468 have responded (16/1/12).

The following forums were attended to give information and seek feedback on the budget options for People directorate-:

- Sefton Access Forum – 22/11/11;
- Customer Forum at Dunes and Meadows in November 2011;
- Youth consultation event on 3<sup>rd</sup> December 2011 (16 Young People attended) at Sing Plus;
- Learning Disability Market Place event on 19<sup>th</sup> December 2011 at Goddard Hall;
- A letter was sent to schools November 2011 informing them of the option and inviting comment

The option proposal was also included in the telephone survey community consultation.

## Executive Summary

468 people responded to the online/paper questionnaire. 51% of users, who answered the question about how often they attend a swimming pool, attend once or twice a week; 39% attend three times or more, however, only 10% attend daily.

Of those who answered the question about the times that best describe their typical use; 65% attend or visit a swimming pool between 7am and 8pm. Of the 65%, 35% use it before 9am.

# Agenda Item 7

Of those who answered the question about what they go to the swimming pool to do, 67% use the swimming pool to do fitness swimming or general exercise; 33% use the pool after or before a work out in the fitness suite, swimming club training or for fun.

Out of those people who responded to the question about whether or not the removal of lifeguard cover would have an effect on their desire to go swimming, 79% answered that it would have an effect on their desire to go swimming, further evidenced by 67% who would no longer swim if the option to remove lifeguard cover was accepted.

79% of those who responded to the question regarding use of the learner pool, answered that they would no longer use the learner pool if there was no lifeguard cover and 78% of people would personally feel at risk if there were no lifeguards on duty.

Of 97 people who answered the question about attending a swimming pool between 07:00 and 09:00 hours, only 19 of these people consider they have a disability, 78 who attend between this time, do not consider themselves to have a disability.

Of 76 people who answered the question about attending a swimming pool between 09:00 and 20:00 hours, only 16 of these people consider they have a disability, 60 who attend between this time, do not consider themselves to have a disability.

Of 15 people who answered the question about attending a swimming pool between 20:00 and 22:00 hours, only 3 of these people consider they have a disability, 12 who attend between this time, do not consider themselves to have a disability.

Of the 6 people who answered the question about attending a pool for club training, none of these people consider themselves to have a disability.

Of those people who answered both the question about whether or not they consider they have a disability and if the removal of lifeguard cover would have any effect on their desire to go swimming, which was 203, 44 who recorded they have a disability also recorded that the removal of lifeguard cover would have an effect on their desire to go swimming, however 159 who recorded they have a disability, recorded that it would not have an effect.

Of those people who answered both the question about whether or not they consider they have a disability and the question if they would still swim despite the lack of lifeguard cover, which was 93, 79 people who consider they have a disability would not swim if there was a lack of lifeguard cover; 14 people recorded that they would still swim.

Of 24 people who answered the question relating to age, and the typical time used on a daily basis, 11 who attend between 07.00 and 09.00 recorded their age as being 60 and above.

Of those people who recorded their gender and answered the question about whether or not they would feel at risk if there were no lifeguards on duty, which was 385, out of 219 female respondents, 164 answered that they think they would personally be at risk if there were no lifeguards on duty. Out of 166 males that answered this question, 130 answered that they think they would personally be at risk if there were no lifeguards on duty.

# Agenda Item 7

Of those people who recorded their gender and answered the question would they still use the learner pool despite the lack of lifeguard cover which was 329, out of 191 female respondents, 159 answered that they would not use the learner pool. Out of 138 males that answered this question, 97 answered they would not still use the learner pool.

Both Sefton Access Forum and Ability Network attendees did not support at all the two proposals to remove cover in pools during the early morning sessions and in the learner pools. A combined total of 49 participants attended the two disabled community consultation sessions

100% voted against the option being approved. Suggestions from the group included training swimming instructors as lifeguards, introducing a volunteer lifeguard scheme or using the volunteer centre to advertise volunteer lifeguard positions.

## **From the written comments, the common themes were as follows:-**

- Health & Safety
- Anti-social behaviour would increase
- Concern for the safety of weaker swimmers
- Concern for vulnerable older people, children, and people with disabilities, and those people who have medical conditions
- People feel more secure with the knowledge that there are lifeguards on duty when they swim
- A comment suggested that people should be encouraged to swim which would in turn reduce the increased pressure on the NHS with obesity related illness
- There were only two comments that fully supported the option
- Comments were about the risk of the Council being sued if there are serious accidents
- There was one comment that the prices should be lowered for the elderly
- Membership would be affected with a loss of money when people stop swimming
- 07:00-09:00 is a busy period for usage by people who are 60 and above
- Lifeguards are required at the learner pool
- Lifeguards provide assistance with the hoist to aid wheelchair users, in and out of the pool
- Seven people commented that there would not personally be affected
- If lifeguard cover was removed, the public would be expected to take on the role of lifeguard which is unacceptable
- There were two comments about higher salaried staff should take a cut
- There were three comments about the diversity form being invasive
- Comments were made about money being more important than life to the Council
- There were a few comments who offered other ideas
- Twelve people commented that it was a ridiculous or disgusting idea to reduce lifeguard cover
- Two comments were about school staff should not be expected to be lifeguards when taking children to the swimming pool

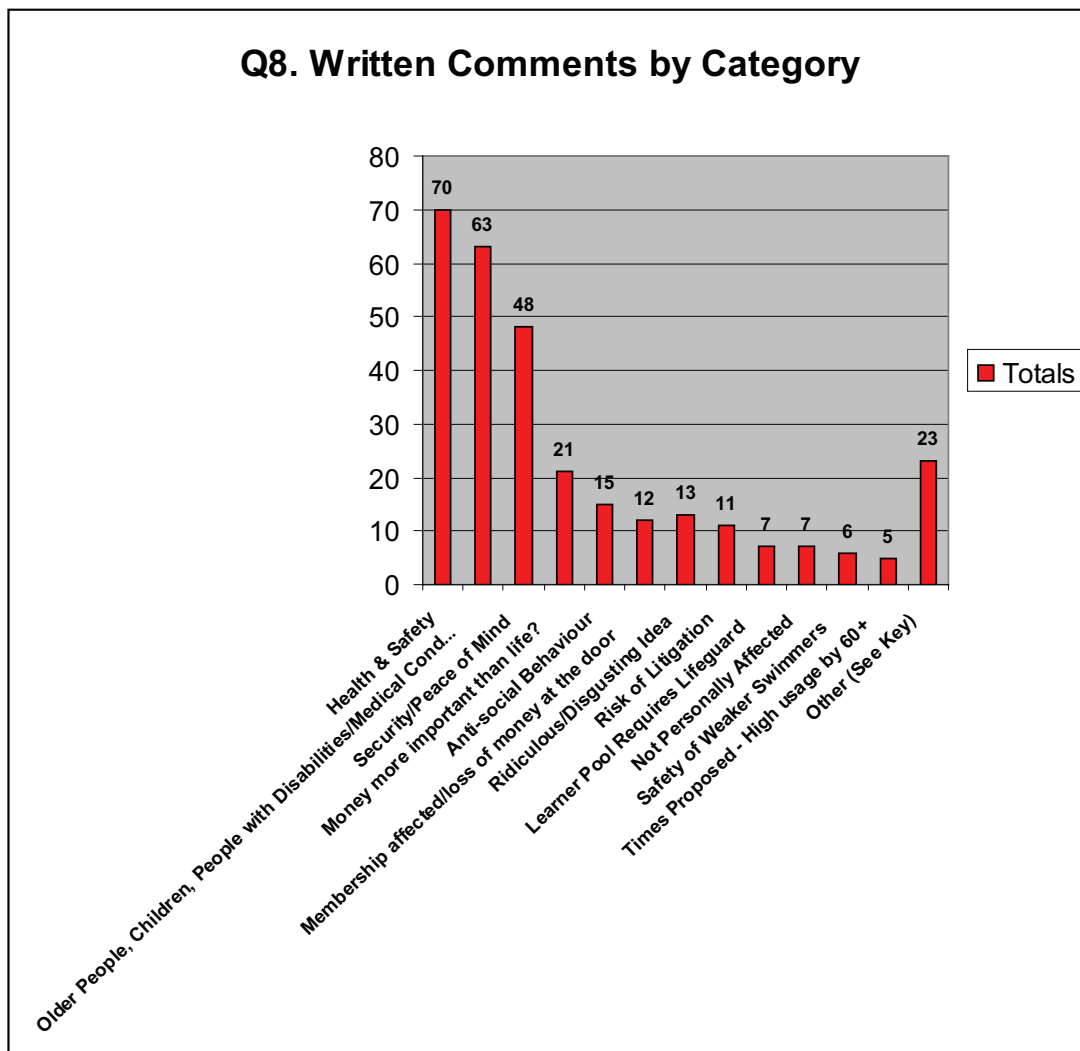
The respondents to the telephone survey community consultation were asked their views on this option. 66% of respondents disagreed with the reduction of lifeguard cover, with 67% of these being female. 73% of the respondents who disagreed were over the age of 55 years, and 42 (78%) of these were retired. 30% of respondents agreed with the option (6% neither agreed or disagreed).

# Agenda Item 7

## Consultation Analysis

A questionnaire invited responses from users on the following aspects:

- Frequency of their swimming activity;
- Would the removal of lifeguard cover have any effect on their desire to go swimming;
- Would they personally think they would be at risk if there were no lifeguards on duty;
- Would they still use the learner pool despite the lack of lifeguard cover;



### Key to Other

Reduce Pressure on NHS – 1

Prices should be lowered for the Elderly – 1

Proposed times – not a problem – 1

Fully Support the Option – 2

School Staff should not be Lifeguards – 2

Higher paid staff should take a cut – 2

Diversity Form Questioned – 3

Other idea put forward – 3

Public Expected to take on the role of Lifeguard



# Agenda Item 7

Lifeguards provide assistance with the hoist to aid wheelchair users – 4

True Stats as of 17/1/2012

## Demographic Information

Of the 348 people who answered the question about their age, 248 were over 40 years of age, 63 between 30-39 years of age and 37 under 30 years of age.

Of the 315 people who answered the question about their postcode 99 people live centrally within the borough, 55 live in the south and 161 in the north.

96 people answered the question about having a disability. Of those who answered 71% considered themselves to have one either a long-term illness that affects their daily activity, a physical impairment or a hearing impairment/deaf.

Of the 371 people who answered the question regarding their ethnic background 342 were White British/White English. The largest group after this was 11, who answered White Welsh.

Of the 209 people who answered what their religion or belief was 203 answered Christian.

Of the 310 people who answered what their sexual orientation was 290 answered heterosexual, 13 bi-sexual, 4 gay and 3 lesbian.

Of the 328 people who answered the question 'do they currently live in the gender they were given at birth?' 314 answered yes and 14 answered no.

Q1 How often do you use a council swimming pool?

*Below is a breakdown of those respondents who chose to answer this question*

Answer Option	Response	Response %
Daily	44	10
Once a week	120	27
Twice a week	107	24
Three times a week	90	20
Four times a week	35	8
More than four times	47	11
<b>TOTAL</b>	<b>443</b>	<b>100%</b>

Q2 Which of the following times best describes your typical use?

*Below is a breakdown of those respondents who chose to answer this question*

Answer Option	Response	Response %
Between 07.00 & 09.00	159	35
Between 09.00 & 20.00	135	30
Between 20.00 & 22.00	23	5
No regular pattern	89	20
Club training	17	4
Learner pool with child/children	28	6
<b>TOTAL</b>	<b>451</b>	<b>100%</b>

# Agenda Item 7

Q3 What do you go to the swimming pool to do? (tick **all** that apply)

*Below is a breakdown of those respondents who chose to answer this question*

Answer Option	Response	Response %
Fitness swimming	154	27
After or before a work out in the fitness suite	49	9
General exercise	229	40
Swimming club training	59	10
Fun	84	14
<b>TOTAL</b>	<b>575</b>	<b>100%</b>

Other: Aquafit, or family swim 1, learner pool with child/children 66

Q4 Would the removal of lifeguard cover have any effect on your desire to go swimming?

*Below is a breakdown of those respondents who chose to answer this question*

Answer Option	Response	Response %
Yes	362	79
No	99	21
<b>TOTAL</b>	<b>461</b>	<b>100%</b>

Q5 Would you still swim despite the lack of lifeguard cover?

*Below is a breakdown of those respondents who chose to answer this question*

Answer Option	Response	Response %
Yes	150	33
No	305	67
<b>TOTAL</b>	<b>455</b>	<b>100%</b>

Q6 Would you still use the learner pool despite the lack of lifeguard cover?

*Below is a breakdown of those respondents who chose to answer this question*

Answer Option	Response	Response %
Yes	81	21
No	314	79
<b>TOTAL</b>	<b>395</b>	<b>100%</b>

Q7 Do you think you would personally be at risk if there were no lifeguards on duty?

*Below is a breakdown of those respondents who chose to answer this question*

Answer Option	Response	Response %
Yes	353	78
No	101	22
<b>TOTAL</b>	<b>454</b>	<b>100%</b>

Comparison of

'Which of the following times best describe your typical use?' (Down)

Do you consider yourself to be 'disabled'? (Across)

(Across)

	Yes Response #	No Response #	Total Response #	Total Response %
Between 07.00 & 09.00	19	78	97	38
Between 20.00 & 22.00	3	12	15	6

# Agenda Item 7

Between 09.00 & 20.00	16	60	76	29
No regular pattern	11	41	52	20
Club training	0	6	6	2
Learner pool with child/children	1	12	13	5
<b>Total</b>	<b>50</b>	<b>209</b>	<b>259</b>	<b>100%</b>

Comparison of

'Would the removal of lifeguard cover have any effect on your desire to go swimming?' (Down)

Do you consider yourself to be 'disabled'? (Across)

*Below is a breakdown of those respondents who chose to answer this question*

	Yes	No	Total	Total
	Response #	Response #	Response #	Response %
Yes	44	159	203	76
No	10	54	64	24
<b>Total</b>	<b>54</b>	<b>213</b>	<b>267</b>	<b>100%</b>

Comparison of

'Would you still use the learner pool despite the lack of lifeguard cover?' (Down)

Are you 'male' or 'female' (Across)

*Below is a breakdown of those respondents who chose to answer this question*

	Female		Male			Total		
	Response #	Response %	Response #	Response %	Response #	Response %		
		col%	row%		col%	row%		
<b>Yes</b>	32	16.75	43.83	41	29.71	56.16	73	22
<b>No</b>	159	83.24	62.10	97	70.28	37.89	256	78
<b>Total</b>	<b>191</b>	<b>58.05</b>		<b>138</b>	<b>41.94</b>		<b>329</b>	<b>100%</b>

Comparison of

'How often do you use a Council swimming pool?' Answer – 'Daily'

'Which of the following times best describes your typical use?'

What is your age?'

*Below is a breakdown of those respondents who chose to answer this question*

Daily

Age	Time Between 07.00 – 09.00	Time Between 20.00 – 22.00
13-19	0	0
20-29	1	0
30-39	3	0
40-49	3	0
50-59	1	0
60-69	7	0
70+	1	0
Unknown Age		1
<b>TOTAL</b>	<b>23</b>	<b>1</b>

# Agenda Item 7

Do you think you would personally be at risk if there were no lifeguards on duty? (Down)

Are you: Male/ Female (Across)

*Below is a breakdown of those respondents who chose to answer this question*

	Female	Male	Total	Total
	Response #	Response #	Response #	Response %
Yes	164	130	<b>294</b>	<b>76</b>
No	55	36	<b>91</b>	<b>24</b>
<b>Total</b>	<b>219</b>	<b>166</b>	<b>385</b>	<b>100%</b>

Comparison of

'Would you still swim despite the lack of lifeguard cover?' (Down)

Do you consider yourself to be 'disabled'? (Across)

*Below is a breakdown of those respondents who chose to answer this question*

	Yes	No	Total	Total
	Response #	Response #	Response #	Response %
Yes	14	79	<b>93</b>	<b>35</b>
No	36	133	<b>169</b>	<b>65</b>
<b>Total</b>	<b>50</b>	<b>212</b>	<b>262</b>	<b>100%</b>

## Other Responses

None received

## Alternative Options Proposals

None proposed.

## Monitoring Information

*Below is a breakdown of those respondents who chose to answer this question*

What is the first part of your postcode?

Answer Option	Response	Response %
L9	9	3
L10	5	2
L20	29	9
L21	19	6
L22	0	0
L23	12	4
L29	0	0
L30	7	2
L31	61	19
L37	8	3
L38	4	1
PR8	93	30
PR9	68	21
<b>TOTAL</b>	<b>315</b>	<b>100%</b>

Are you?

*Below is a breakdown of those respondents who chose to answer this question*

# Agenda Item 7

Answer Option	Response	Response %
Female	223	57
Male	170	43
<b>TOTAL</b>	<b>393</b>	<b>100%</b>

What is your age?

*Below is a breakdown of those respondents who chose to answer this question*

Age	Response	Response %
13-19	17	5
20-29	20	6
30-39	63	18
40-49	98	28
50-59	42	12
60-69	71	20
70+	37	11
<b>TOTAL</b>	<b>348</b>	<b>100%</b>

Disability: Do you have any of the following? (please select **all** that apply)

*Below is a breakdown of those respondents who chose to answer this question*

Answer Option	Response	Response %
Physical impairment	21	22
Visual impairment	12	13
Learning difficulty	8	8
Hearing impairment/deaf	16	17
Mental health/mental distress	8	8
Long term illness that affects your daily activity	31	32
<b>TOTAL</b>	<b>96</b>	<b>100%</b>

Do you consider yourself to be 'disabled'?

*Below is a breakdown of those respondents who chose to answer this question*

Yes	55	20
No	215	80
<b>TOTAL</b>	<b>270</b>	<b>100%</b>

Which of these options best describes your ethnic background?

*Below is a breakdown of those respondents who chose to answer this question*

Answer Option	Response	Response %
Asian – Bangladeshi	0	0
Asian – Indian	1	0.27
Asian – Pakistani	0	0
Asian – Other Asian Background	0	0
Black – African	1	0.27
Black – Caribbean	0	0
Black – Other Black Background	0	0
Chinese – Chinese	3	0.81
Chinese – Other Chinese Background	0	0
Mixed Ethnic Background – Asian & White	2	0.54
Mixed Ethnic Background – Black African & White	0	0
Mixed Ethnic Background – Black Caribbean & White	0	0
Mixed Ethnic Background – Other Mixed	2	0.54

# Agenda Item 7

Ethnic Background		
White – British	180	48.52
White – English	162	43.67
White – Irish	2	0.54
White – Scottish	2	0.54
White – Welsh	11	2.96
White – Polish	1	0.27
White – Latvian	0	0
White – Gypsy/Traveller	1	0.27
White – Other White Background	3	0.81
<b>TOTAL</b>	<b>371</b>	<b>100%</b>

Do you have a religion or belief?

*Below is a breakdown of those respondents who chose to answer this question*

Answer Option	Response	Response %
Yes	195	65
No	105	35
<b>TOTAL</b>	<b>300</b>	<b>100%</b>

If yes please tick one of the below

*Below is a breakdown of those respondents who chose to answer this question*

Religion or Belief	Response	Response %
Buddhist	2	0.96
Christian	203	97.13
Hindu	1	0.48
Jewish	2	0.96
Muslim	1	0.48
Sikh	0	0
<b>TOTAL</b>	<b>209</b>	<b>100%</b>

How would you describe your sexual orientation?

*Below is a breakdown of those respondents who chose to answer this question*

Answer Option	Response	Response %
Heterosexual	290	94
Gay	4	1
Lesbian	3	1
Bisexual	13	4
<b>TOTAL</b>	<b>310</b>	<b>100%</b>

Do you currently live in the gender you were given at birth?

*Below is a breakdown of those respondents who chose to answer this question*

Answer Option	Response	Response %
Yes	314	96
No	14	4
<b>TOTAL</b>	<b>328</b>	<b>100%</b>

Written comments from the questionnaires received were separated into 22 themes; within these themes, there were 301 comments.

- The majority of comments were related to health and safety (70) if lifeguard cover was removed

- 63 comments were concerned about the safety of vulnerable older people, children and people with learning difficulties, and also those people with medical conditions.
- There were 48 comments that recorded they felt reassured and secure when there was lifeguard cover, and;
- 21 comments were concerned that “money was more important than life”

## APPENDICES

### Appendix 1 – Detailed Responses (True stats as of 16/1/2012)

Response
Lifeguards are there in case of emergency which can happen at ANY time. They also are there to curb anti-social or dangerous behaviour, It is completely wrong to contemplate public swimming at any time without qualified supervision.
Although I am a competent swimmer those who also use the pools within the early (pre-school) hours tend to be older people. As this age group are prone to slips trips, falls and other health related problems I would worry about safeguarding issues within the pool areas when vulnerable people are using the space and there are generally less member of the public around the offer help.
There is always the possibility of risk when swimming. Any number of things could occur such as someone suffering from a medical condition or even cramp and being unable to reach the side in time to hang on until the cramp has gone. There is a real possibility of someone getting into trouble. Especially with young swimmers or teenagers as well as the elderly.
Life guards do not just save drowning people they keep order at the pool and stop people endangering themselves and others. That is my biggest concern.
If lifeguards are not needed now, why have they been employed in the past. Water is still water and people still get into difficulties in the water or is it a case of money is more important than life ??????
I would not take my children to a pool that did not have lifeguards on duty. Lifeguards should be on duty during weekends and school holidays and during school & club bookings.
Absolute madness how can you put peoples lives at risk?
I am a stronger swimmer and so should not suffer esp. as I do not attend the times you have suggested. But I would fear for the safety of the weaker swimmer, and there a number there at the suggested times, the average clientele in the morning tend to be elderly thus vulnerable. It is up to the council to decide this but I would consult the police and the Coroner as I can see a case for corporate manslaughter if someone does drown.
As explained in the proposal, I would expect members of staff to be able to assist in an emergency, but it does not put me off swimming if there is no lifeguard at the poolside.
Its seems a bit drastic to save a little bit of money by not providing a lifeguard, they are worth their weight in gold unlike those that make these silly decisions. What next turning off the fire alarms to save money on electricity? Feel free to turn off the till to save more money.
The lifeguards are an integral part of the pool for both health and safety and discipline by removing them will in my view break health and safety laws as well as putting lives at risk.I feel this is wrong and the panel should seriously reconsider their stance. If it should go ahead then I will be remonstrating to the highest authority along with contacting the media-thank you
If you remove life guards you might as well drown some of your customers. Can't wait to see you sued.
Even the best swimmers can get into difficulty so a trained life guard should always be on duty when the general public are present on the premises.
Practical money-saving decision.

# Agenda Item 7

Club sessions – presumably they could cover these themselves. Public sessions – I would not have thought these were legal without lifeguard cover. Presumably anyone would be able to sue the council (if they were that way inclined) for the slightest mishap (or alleged mishap) and there would be no “official” witness to support the council if lifeguard cover were to be removed! What would the situation be if someone got cramp and drowned due to lack of cover

I fully support the removal of lifeguard cover at the times suggested.

You are not clear when you say ‘reduced cover’. How many lifeguards are you proposing to be on duty during ‘reduced cover’? My only concern is high use by children and young people during school holidays and inadequate cover at this time.

I think removing lifeguards before 9am and after 7pm won’t cause a problem, as at these times children won’t be swimming. There should be a lifeguard on at all times when children are swimming and having lessons through school. This is an area that must have cover. I believe that Southport swimming club does not require a lifeguard as all these youngsters are strong swimmers and represent the town in competitions.

Lower the prices for the diabetes and the elderly pensioner thank you

At the moment I don’t use the pool but my children do. I would feel better knowing lifeguards are on duty.

This is crazy \*Cost V Risk\* you are putting people especially children, disabled and the elderly at risk. Thought we were trying to improve areas health not put them at risk.

I feel that it is necessary to have life guard coverage at all times because of the different age groups children need to be watched all the time and older people like myself feel safe if there is a life guard present lots of things can happen in the swimming pool

Health & Safety is at the forefront these days. It is both dangerous and foolhardy to risk a life. Both young and old could have a seizure at any time someone could drown. The liabilities are enormous in lives and compensation. The council should either seek cuts elsewhere or close the pool down during these times It would be the safest options. Who knows, we might have a change of central government soon the way they are going on and then everyone will be HAPPY. And these problems will evaporate

I consider myself a strong swimmer but if I was to get into trouble whilst in the pool what measures will be put in place for my safety and others.

I think this is a very dangerous proposal that Sefton Council might do. This could result in the loss of life/lives or result in an injury. It also leaves Sefton Council open for liability. Lives are more important than money

No life guard, no safety

Being diabetic I would feel at risk if there was no pool attendant (lifeguard) present.

I would like to think lifeguards are at the pool at all times for (health and safety)

I think it is ridiculous taking the lifeguards off the pool any time. It will cost lives and you will lose customers

Organised sessions such as school/club swims could reasonably be expected to provide their own lifeguards or pay towards staffing. Lifeguards should not be removed from quieter sessions – when there are fewer people around there is a greater risk someone in trouble would not get help. The ratio of lifeguards to swimmers could be reduced but I do not think lifeguards should be removed completely from any public session as this could put lives in danger.

I think that lifeguards are very important as there are all age groups and fitness levels of people that go swimming what about an 80 yr old man that got cramp in the water or even went dizzy in the water or worst still had a heart attack they would want a trained lifeguard to save them from drowning and there is a lot of disabled people too that go swimming not to mention schools I think if the lifeguards got stopped, the schools and people in general would stop going swimming.



# Agenda Item 7

Cost saving should not come into the safety of children or adults. It is too late to reflect on whether it is or was the right move if a life was lost regardless of savings. The pools has a right of care to its members.

As a regular swimmer for many years I think it would be absolutely insane to remove lifeguard cover between 7-9am. Not only is this service invaluable it provides much reassurance knowing that cover is there as some swimmers are not as strong as others. There is very much a health and safety issue here and to remove cover is like an accident waiting to happen. Lifeguard means what it says – guarding your life and should never be compromised.

I think I would like to see at least one life guard on duty at all times.

As I pay twenty one pound a month which adds up to £252.00 a year, whether I attend or not, I would lose out on my exercise for my health, you would lose out on my monthly payments, also I would not swim without a life guard as it is dangerous people could be taken ill in the water, no life guard on hand could cause death. People from the pool would have to alert a member of staff. If they have to run from pool to reception.

No lifeguards is dangerous if anything happens and there is no life guards on duty it could be the chance of someone living until the ambulance arrives. Someone could have a heart attack or some other emergency I am sure the swimmer could not deal with the situation while life guards are trained. I also would have to think about my monthly payment which I pay 12 months at a time. By law I am sure pools had to have life guards at all times it has always been 2 life guards for safety as they say safety first.

I worry that my friends who have undergone heart operations or who are not 100% fit could find themselves in difficulties as has been my experience in the past.

This is an extremely short-sighted measure which will end up costing money. I suffer from rheumatoid arthritis and for the last 23 years I have been using Sefton swimming pools at least twice a week to help with joint mobility, stiffness and pain. It has meant that I have recovered from joint replacement operations very successfully and has been invaluable in keeping me in general good health. I am a wheelchair user and use the hoist at the meadows to get in and out of the water – the facilities are fantastic who would do this if no lifeguard were present? I come to early morning sessions because it is quieter – and therefore safer as a collision could be very damaging for me. I have heard that disabled people would not be able to use the pool during these sessions: surely this is discrimination and is illegal? The changes in NHS are said to be bringing public health into the provenance of local councils: removal of lifeguard is a retro grade step which will substantially damage the quality of life of people such as myself, but also discourage frail and elderly people and endanger those whose disability may be invisible: those with asthma or a hearth condition, obesity, poor mental health and chronic □efton□ are massive problems in society. Swimming helps all three. This measure is just making it worse and discouraging the most vulnerable people from helping themselves

over 65s require a lifeguard present or are 65 and over as in the medical profession “expendable”

I have signed a contract with your facility to provide me with a safe and clean environment while I use your pool. If you remove lifeguards from the pool I would consider this as a breach of my contract and your facility would be unsafe.

OAPs swimming early – this may cause problem. Number of people in pool must be considered.

Feel safer when lifeguards are there

cost cutting at it's worse

Reducing cover is increasing risk for everyone who attends or works at the facility – it is not something I would be happy to endorse as I would not be able to sleep at night if the inevitable happened and somebody drowned. Even good swimmers get into difficulty and reducing cover doesn't encourage people to want to learn to swim. I hope you can live with yourselves should anything happen.

Stop putting people out of work to cut costs we pay more than enough

# Agenda Item 7

The removal of life guards would seriously make me think twice about the Leisure Centre being a safe place to take children to swim and even though I consider myself a good swimmer I would have to vote with my feet and go elsewhere where the life guards are available.

You can't take the chance

If customers with children were to use the pool I think they would feel at risk. Also the elderly may feel at risk also, if somebody was to bang their head or maybe suffer a fit or seizure or heart problems this could become fatal. I think lifeguards should be on duty at all times plus the centre may witness 'claims' if incidents were to happen.

Its nice to see that you value customers lives!! I pay a full membership and I do not think that it will be value for money. Surely there is a health and safety aspect here and it is leaving the Meadows Leisure Centre open to claims which could outweigh what you are going to save!! There is a cost of doing this paper exercise that's wasting money.

Don't take the risk! Safety First

During the 0700-0900 period Maghull pool is often used by a large number in the sixty plus range, myself being 66. It is always reassuring to know that any unforeseen circumstances can be challenged by a lifeguard with a sound knowledge of practical first aid. I think it would be very unwise to remove or reduce cover, especially during the morning period!

The presence of lifeguards is essential. They control order in the pool Their presence makes me feel secure, knowing that if any incidents occur, there is always someone there to take over and rescue the casualty. They keep the pool clean and tidy. They ensure Health and Safety is present. Fire drills are kept up to date. They make me feel secure and the people who accompany me too. The life guards are part of my pleasure of coming to the pool Don't do the proposal. Keep the lifeguards on duty at all times.

It would be the children and weak swimmers who would be at risk.

There should not be a price on safety. Removing lifeguards at these times is putting lives at risk if there is a risk of someone drowning or someone getting into difficulty and no lifeguard is there. I'm surprised that a council run fitness centre would even consider such a dangerous idea. If this goes ahead I may have to take my membership elsewhere.

Lifeguards are essential not just for myself, but for those who have children, children on their own and for those who come with disabled people.

I bring my niece swimming and as she's getting older she now waiting to go swimming on her own. If something happened to her something will happen to David Cameron

Safety is paramount. If there is a reduction or cover removed I feel somebody who has an accident, their lives could be more at risk. I don't think these cut backs are worth putting customer lives at risk.

This insane proposal to remove lifeguard cover must not go ahead. What's more important saving money or someone's life?

Yes you need lifeguard at all times of the day

I can't swim so good so I need them there

As well as safety monitoring, the lifeguards play an important role in monitoring the general behaviour of pool users and ensuring the right equipment and lanes are correctly laid out.

As so many older people use the pool early it's not only in the pool but also in the changing rooms that vigilance is needed so although I would swim I would prefer a lifeguard there.

My main concern is for the pool to still open at 7am each week day. If not, I will have to reconsider my membership (and possibly cancel it completely and join Liverpool City Council gyms instead).

I don't know if you have a legal responsibility to provide poolside cover but I do think you have moral responsibility to provide this service one accidental death is one too many

The lifeguards are there and reassure our safety. They control the over excited pool users. They make me feel comfortable when using the pool. They make all the difference whether I swim or not. Who will rescue a drowning casualty, who will help someone who slips or falls? If someone has a heart attack, who will perform CPR? Call for help and wait for the ambulance if the lifeguards aren't there.

# Agenda Item 7

We have waited over 35 years for Sefton council to finally give something back to the people of Maghull and surrounding areas. This is a case of the Council give it and the Council take it away. Please tell me the person who has decided to reduce the safety in the pool by removing lifeguards, how often do they go swimming! You should be doing a survey on how many people have been helped by the life guards, the life guards have other duties around the pool. It is a matter of life or death. There is a million other things you could save money on!! Disgraceful!!

7.00am-9.00am is a very busy time in the pool with people of all ages using this facility. There are a large number of pensioners at this time of day who use small pool and many need the help and support that the lifeguards provide by helping them down the steps, giving them encouragement and helping them to the shower. In my opinion the lifeguards are vital to this facility. I also feel that general public who are swimming will feel that they will have to take on role of lifeguard if an incident occurs and that is unacceptable. I have used pool since the very first day it opened and have always found lifeguards to be professional, caring and helpful. It will be a great loss to this fantastic facility if hours of cover by lifeguards is reduced.

What a load of rubbish!! After waiting so long for a decent sports facility in Maghull and spending so much of our money on it to take away the lifeguards to save money over our safety is ludicrous. Money could be saved better by getting rid of the idiots who come up with these ideas!! It won't be long before we have to bring our own water to fill the pool (is that on the next questionnaire!)?

Not personally at risk but if I was a weaker swimmer, I personally would probably stop attending the pool for safety reasons.

Will still use the pool despite lack of cover as am a strong swimmer but if not as strong would think twice about using it.

When ever I go swimming there always seems to be a number of lifeguards present. This number could easily be reduced

It would make sense if the people earning huge salaries took a cut instead of always these who actually do the work

I swim because my doctor has convinced me that my disabilities will be helped. I have several problems and I would not feel safe to swim without lifeguards. I swim between 9am+11am because at this time it is not too busy. The staff here at Bootle leisure are all very professional, very friendly and very re-assuring. It would be very sad if my health suffered because I would not be able to swim, it is my only form of exercise beside walking.

I have 3 children,aged10,7+5 my youngest has swimming lessons the other 2 are good swimmers, however my 10yr old has ADHD and will often do silly things without realising the consequences. I cannot go swimming with my 3 children and have peace of mind re: safety if lifeguard cover is removed. I believe the councillors should look at other areas to save money definitely not lifeguard cover

I am a competent swimmer, but many people are not, of all ages who are not confident a lifeguard being there is an insurance with any insurance you hope you never need it but you have peace of mind knowing it's there WHAT PRICE A LIFE ?

I feel confident to swim due to a lifeguard being present

We have water all around us as a child one of 7 children money was not available for me to go to the baths .I made sure my own children learned to swim and now my grandchildren. For myself I am not totally at home in the water. The life guards are my security while in the water.

Always good to have them on duty in case

We would all be at risk without lifeguards. Its more enjoyable to see a friendly, welcoming face + know you are in a safe environment-All staff are invaluable + I would cancel my membership without doubt if lifeguards were removed...

I have a disability, limited mobility in both legs and the supervision of lifeguards make me feel safer using the swimming pool, which is the only exercise I can do. I always make them aware of my presence and they have very often helped me in difficult situations in and out of the water.

# Agenda Item 7

I think it is disgusting that the removal of lifeguards on a swimming pool is even being considered Sefton you should be ashamed....

I had to check it wasn't April the first when I heard this proposal. Will the person concerned with coming up with this idea attend the funeral of that first person to drown and explain to the relatives? GET A GRIP AND COME TO YOUR SENSES...

you have obviously risk assessed the current lifeguard provision and the proposed move is only a revenue saving tactic it seems clear that to Sefton mbc money is more important than lives a disgraceful option..

I firmly believe reserving life is far more important than saving money

cancer, operation of lung vascular operation on both legs still under consultant for both

I am reassured to know lifeguards are present when my children use a local authority pool In west Lancs cuts to staffing has been avoided by transferring all staff and centres into a social enterprise- perhaps you could consider something similar

children always need to be supervised plus lifeguard cover

would not let my children go swimming on their own without lifeguards

I don't think you have given enough consideration to the elderly and infirm who use the pool, who because of their age/infirmary are reassured by the presence of a lifeguard. Please don't take a chance with our lives in the name of cost cutting.

What about health and safety regulations? Surely anyone using a pool without a lifeguard present should sign a disclaimer so they or their family couldn't sue if they were to be unfortunate to come to harm whilst swimming whilst a lifeguard is not on duty

Maybe I wouldn't be at risk but my child would. Lifeguards are there for a reason – safety and we need them.

If for example, if there was an emergency and the panic button was pressed, who would respond?

I feel the removal of a lifeguard from any of the pools is totally unacceptable. I usually swim between 7 and 8 am which can be a busy time with a lot of elderly people swimming. My concern is what would happen if there was an accident or a medical emergency. By the time professional help was summoned it might be too late!

During peak times pool is busy so a lifeguard is a necessity. Even when a pool is not busy accidents happen. I swim when the pool is not busy but one can have a heart attack etc at any time and a lifeguard is essential for the initial 1<sup>st</sup> aid. Lots of the public are unaware of dangers in pools particularly with young children and do silly things. It would be a big mistake to do away with lifeguards

Although I swim I am not a competent swimmer, therefore, lifeguard cover is essential

I'm a good swimmer but having twice suffered an asthma attack while swimming I would feel uncomfortable being in the pool knowing there was no immediate help if I (or anyone else) got into trouble. I also know lifeguards have in the past removed deliberately obstructive swimmers to make the pool a more pleasant place for others. I have also witnessed on a number of occasions lifeguards assisting a disabled swimmer to enter the pool with the help of a hoist.

Lifeguards are an essential part of safeguarding swimmers, and creating a safe environment for all. If I had non competent swimmers with me I would not use the pool without lifeguards present.

I cannot believe you are even considering reducing lifeguard cover you are gambling with people's lives in the name of cost cutting. Were no lessons learnt after the tragedy at the Adelphi pool where a life was lost due to the absence of lifeguard cover. God forbid a tragedy should occur at the Meadows because of a lack of lifeguard cover. I hope the Council has the funds to fight any ensuing litigation. Please be sensible and leave the lifeguards where they are.

# Agenda Item 7

I have been swimming in Sefton pools for over twenty years and know from experience that it is only the presence of the lifeguards that has prevented unruly behaviour descending into complete mayhem. The lifeguards reassure nervous and less able swimmers and the decision to cut their numbers seems short sighted and callous as the swimmers most deterred from taking part will be those in most need of the social and health benefits of regular exercise i.e. the elderly and disabled. As a carer I am very concerned about the withdrawal of vital assistance that enables us to maintain the health and fitness of my severely disabled partner.

I am not sure if I would swim if no cover. People who are disabled need the help of the lifeguards. Early morning most people are elderly, one person needs the hoist to enter the pool and the help of the lifeguards is essential.

I feel the need for a lifeguard to ensure the safety of pool users as they have training and are used for pool maintenance. Would the council provide safety briefings for pool users on request.

Lifeguards are invaluable as a resource. It is too late to admit you made a mistake once a serious accident occurs

Due to a disability I would not always feel confident about swimming without a lifeguard

I am not a competent swimmer and would not feel safe in the pools without a lifeguard

I would be reluctant to allow my eldest son(aged 12 yrs) to go swimming with his friends only if there were no lifeguards on duty as because there are no adults with them we rely on the lifeguards to watch out for there safety my son and his friends would be very disappointed if they had to wait for an adult to be free to go in the pool with them each time- especially during school holidays when they need activities

do not remove our lifeguards you would endanger the health+safety not just the children but the disabled, elderly and vulnerable people who need this support DO NOT REMOVE

I wouldn't feel if as a parent with more than 1 child it is good to know there is an extra pair of eyes about

please keep the lifeguards in place to satisfy the needs and security of all pool users especially young children elderly and infirm THANKYOU

with a disabled child I wouldn't be able to entertain swimming with my child

I am a member of a scuba diving club which involves training adults and younger persons in the pool. Training can involve anything from learning to swim, using a mask+snorkel to wearing scuba equipment. We as a club are reassured by the fact that pool lifeguards are at poolside during these training sessions, as back up to our own capabilities, therefore I believe there should always be lifeguard cover at poolside. Unforeseen circumstances do happen

Lifeguards are essential at all times I know parents should be responsible for there children and most people are but if there were a serious incident lifeguards are trained to know what to do in a situation some parents cannot swim themselves so would be of no use to helping anyone

I would not bring any children swimming if ther was no lifeguards on the pool .I would not feel safe with it being my responsibility to know what to do if any first aid issue happened

How many lives will be lost before the government realise that they have made another of the already massive mistakes in relation to public services. What will happen to the parents, primary carers of people they support, look after who can't swim but take their chance swimming because they feel it is important that there charges know how to swim and they take them swimming knowing that there is a lifeguard there in case they get into difficulties .yet again the coalition government are discriminating marginalising and excluding the most vulnerable people in society

Accident waiting to happen

How much do the politicians think a life is worth ?

I would need an attendant to help me in and out of the water

There should always be a lifeguard on duty safety is the most important thing

Feel safer if lifeguards were available

# Agenda Item 7

lifeguards are there for a reason- IE prevention
awful suggestion you need to encourage people not discourage. Start making cuts were it counts. AT THE TOP...
Q 4+5 If no lifeguard there is no option if I still like to swim but still not safe for poor swimmers
Parents should be allowed to supervise there own children in the learner pool. Previously I have been unable to use the learner pool with my children because of no lifeguard cover. It is important to ensure there is robust lifeguard cover when children + vulnerable adults are using the pool. If cover is there in the form of teachers/ swimming coaches the life guard cover could be reduced. It should all be risk assessed
I personally can swim very <input type="checkbox"/> often <input type="checkbox"/> s <sub>o</sub> ly.My children have swimming lessons with a teacher. We do use splashworld on a regular basis, I would be reluctant to use this if there were insufficient lifeguard cover. I am not against reducing lifeguard cover at quiet times as long as it does not put anyone's life at risk
Bit like having an F1 race with no <input type="checkbox"/> often <input type="checkbox"/> s.very dangerous lifeguards are not for good swimmers usually. They are for people who could get into difficulty+ mainly who are not very good swimmers They also act as police stopping people from jumping, running etc which is also dangerous I cannot see how quiet time can be predicted on a facility that is open all hours
lifeguards should be present for learner swimmers, children and people with health conditions in case of an emergency and the number of lifeguards should NOT be reduced
lifeguards are there for reason safety especially for children is an important factor when choosing a swimming pool and should not be compromised
All of the above would need to operate on a safe basis That is NO CHILDREN below a safe age (to be determined) xxxx A parent in the water .Somebody needs to be around at busy times when rowdy teenagers are present.
Removing lifeguards is not an option. Nobody can know when they may be in need of a lifeguard. Will it take someone losing their life to make the council see sense??
I have concerns over the need for emergency evacuation from pool areas in the event of a incident occurring Absences of lifeguards could lead to injury or fatality
cannot believe this is even being considered peoples safety is paramount and to reduce lifeguards is putting peoples lives at risk I would like to know who would take responsibility if an accident did occur or someone lost their life
The learner pool requires there to be a lifeguard on duty at all times due to the amount of children in the pool. It reassures the children+ parents and gives an extra pair of eyes. I no longer use the learner pool as my children are now proficient swimmers. But feel that I and they were more confident doing their early years swimming it also covers the teachers were police and procedures are concerned
although im competent on my own I could be put in danger by putting myself at risk by helping someone who was in difficulties which I would feel obliged to do due to the absence of a lifeguard
I don't use the learner pool any more but I do think it's important for that pool to have lifeguard cover at all times.
I also bring my disabled daughter swimming I feel there is a greater risk for her if there is no lifeguard cover.
Due to the objective nature of the questions these are impossible to answer. If instructors are taking a session lifeguards are not necessarily needed. I public swimming is on then they are most definitely needed as there are no instructors to oversee
I use the pool on my own and I have a young child and a baby my concentration would be concentrated on my babies safety without a lifeguard present I would be very unhappy bringing both my children

# Agenda Item 7

This is a disgrace in a society that is struggling with an increasing obesity problem to withdraw lifeguards from one of the best forms of exercise. The council should be increasing the swimming facilities and encouraging more people to use it .This would reduce increased pressure on the NHS with obesity related illness therefore saving them money in a pro-active way

The amount of time I've been and seen all the children that have gone to dunes on their own with no lifeguards about who is going to help these children if anything occurs. Whose problem will it be then if we loose a child just reading one of your questions that I had to mention this one. I have epilepsy many others have the same what happens if I go into a fit who is going to help me the swimmers around me don't know what to do ????

I feel lifeguard cover is needed in splashworld due to the nature of the environment. Also am aware of a previous event that happened where a lifeguard rescued a child from the bottom of the pool –in splashworld

I have two children who I bring swimming with me and I feel the safety of my children is far more when there is a lifeguard on duty .There are times when I cannot watch both children at the same time

Adults with children would feel responsible for others children. But would not be able to prevent bad behaviour in others would feel responsible if someone got into difficulties with no expertise putting people at risk of serious injury or death. Even reduced cover for adults cardiac arrest etc

Swimming is an excellent pastime for all ages & abilities it is also a very important skill.I feel many families will be discouraged from attending sessions at the pool if lifeguard cover is reduced

might be at risk you can never tell when something is going to happen until it's to late

I think it is very important to have lifeguards on the pool side ,it only takes a second to get into trouble

is the price of a life worth losing lifeguard cover

I feel a reduction in lifeguard cover on poolside was cause

will not bring my children if no lifeguards

If there is no lifeguard between 7-9am and an elderly swimmer gets into difficulty that requires life saving, then who is expected to do this!! I know there is no legal obligation to provide a lifeguard, but being a council operated facility (with a pool of varying depth) you have a moral obligation to provide this service.

How would this affect insurance ?

I wouldn't feel safe without a lifeguard

trouble can come to anybody in a pool at anytime they need a lifeguard

I would not feel safe without the lifeguards

I don't think I would be at risk despite the lack of lifeguards however this might cause more people to mess around and disrupt people who want to swim also some people aren't strong swimmers and this would put them off swimming, it would make them feel unsafe and less confident.

I would be more concerned about my 8 yr old daughter and other children in the pool

I feel many children would be at risk

If you vote tory or lib dems you vote for cuts

learner children would have no chance

without safeguards in place i.e. lifeguards members of the public will die

children need qualified lifeguards to be confident and allow parents to be confident in the water with 3 children I would have to bring them one at a time without the guards

I think that people will be in too much danger without a lifeguard, I chat with lifeguards often and they bring a sense of safeness to the pool and would not like to attend without them

# Agenda Item 7

People with disabilities e.g. epilepsy use the pool. Also older people who may trip, slip or have an illness e.g. stroke. On one occasion I had bad cramp luckily I was in shallow water and able to stop. I would have thought a minimum risk assessment would require pool supervision and that health and safety regs would not allow care. Litigation follow incidents in other pools would need consideration.

Even though I am a competent swimmer I would not feel confident swimming with no lifeguard on duty

I would not be as confident using a pool without the use of lifeguards.

I panic easily and I like to know there are people there to help at all times

In my experience the lifeguards at Dunes are very helpful, I often talk to the lifeguards and enjoy their interaction, also the risks of not having lifeguards makes me not want to return to this pool

Health & Safety risks are great

**SWIMMING POOLS NEED LIFEGUARDS ! NOT DIFFICULT REALLY !**

Health & safety risk. Should not be up to the public to deal with any problems if they arise.

Shocking enquiry, lifeguards are essential. You will see you are wrong when a young child drowns!

I don't want my life and other swimmers at risk when coming to use the pool.

Lifeguards are the most important people in this building, would be a shocking decision if happened.

Would feel like I couldn't bring my children for safety reasons.

I believe as it is by law in my country that there should always be a lifeguard present when people are swimming

Would not feel safe in the water and leaving my stuff in lockers if there was no lifeguards.

Why remove the cover at 7-9am and 20.00 – 22hrs when you have pensioners and disabled people swimming who probably need the lifeguards most but only reduce the cover at other times? Totally unfair. Are you doing this at Bootle also?

They do a very good job and are very important to the health and safety to all

It's very dangerous

I think if there are any cuts to be made I think the general safety of the public should not be put at risk It's horrific to think what would happen with out lifeguards on pool

Because you never know what could happen sudden illness cramp attacks etc

Disgusting proposal make cuts higher up and not front line staff we need them

water has to be inspected and the public should be watched

other people don't always know how to behave and can cause an accident

only take 1 minute for an accident to happen then it could be to late

Appalling that lifeguards who be removed from swimming pools

Re: question 8 not personally but I do think it's a tragedy waiting to happen

I thought there was a legal obligation to provide qualified staff during school swimming lessons my child will not be attending if lower graded staff are supervising training sessions for school kids. I speak to other parents who believe pools will become a solicitors playground. How much will it cost in litigation fees and higher insurance premiums. Cutting the hours is one thing. Destroying the quality of the staff is another.

Lifeguards play a very important part in a swimming environment

The place isn't clean enough as it is !

Safety should be paramount

All the lifeguards are very good at there jobs and they need to be here

some of the questions on the back are as stupid as not having a lifeguard



# Agenda Item 7

need lifeguards not just for emergency but for personal safety

unbelievable to have a public swimming pool with out lifeguards

lifeguards are more important than cost cutting

Disgrace to even consider removing lifeguards. Would certainly take children elsewhere

The answers to five and seven are coloured by the fact I am a trained life saver and do not fear for myself. However, I think it is undesirable for public swimming not to be properly supervised.

I cannot believe that no lifeguard is even under consideration – just to save money. They are there to save lives. I feel much more secure knowing a guard is present when swimming. This idea should be shelved.

Lifeguards on both pools are essential to ensuring peoples safety while they are in the pools especially to ensure the safety of young children and babies

I've been a good /professional swimmer so, personally the lack of lifeguards do not effect me however it may be significant for learners

I am ex competitive national level swimmer so that's why my answers are as such I do feel that lifeguards are essential if I take the ability & age of a lot of the swimmers sharing the pool at same time I'm in there

I don't use the pool but my grandchildren do and I wouldn't like to think of them without a lifeguard particularly as I was pulled out of a pool myself when I was 7yrs old

do not swim much now but think the protection is needed particularly for learners

you are putting lives at risk if you reduce lifeguard cover at the swimming pool

disagree with the removal of lifeguards completely ! I personally may feel safe but when swimming with children I think a lifeguard is essential

lifeguards are required in any swimming pool safety is always needed

lifeguard cover is a necessity even the best swimmer could run into difficulties cramp,injury,illness ets.

The pool is predominately used by children at the times I visit and the fact that there is a lifeguard present gives me peace of mind that if a child got into difficulty there is a trained member of staff who knows what to do

- I find it disgusting that you are considering removing lifeguard cover it is a necessity and if this occurs I will be sure to take my business elsewhere

I answered no to question 7 however you do not know when and if you will need assistance and their should be staff on incase you do need assistance

if a suitable and comprehensive risk assessment is conducted its possible to run swimming lessons and class sessions without the need for a lifeguard for public swimming sessions that is more difficult

lifeguards are in place in pools to ensure safe swimming for all whether you are 108 or 8 years of age To take away the lifeguards means you are putting life at risk and to cut the services the same applies The pool is a great place to come for pleasure, family time, fitness and wellbeing and opportunities provided for future potential of our Olympians please do not cut our lifeguard services(Family Name provided)

I understand there were 'laws with regard to pools' being guarded anyone could become ill during a session having someone on duty at all times is essential

I would feel very unsafe without lifeguards being on duty and would stop using the centre if they were taken away. Part of the service is to have lifeguards on duty

As an epileptic I come to dunes because of the fact that there are always lifeguards on duty (which you don't always get in private gyms/pools) I would feel much more at risk if the lifeguards weren't there to keep an eye on me and keep me safe if I had a seizure in the pool

# Agenda Item 7

safety at the swimming baths is absolutely paramount and the removal of a lifeguard will not improve safety or the confidence of the patrons should there be any issues The role of a lifeguard is essential and should not be viewed as a viable of acceptable to ' save money'

I consider the cost I pay to include aspects of health and safety. If this is removed then I would have to consider an alternative venue where there is no lifeguard but costs are cheaper

I think it is disgraceful to be honest someone will lose a life just to save some money. When going swimming with children when it makes you feel safe knowing there is someone watching over everyone, in case of an emergency many people will think twice before coming swimming with no lifeguards please remember that

Public pools cover all age ranges & allow children 8yrs of age in alone .Discipline would suffer if there was no control is wanting to run like private pools then age restrictions should apply IE all under 16s should be accompanied by a responsible adult

I am not a good swimmer but come for exercise Also I bring grandchildren for exercise also splashworld I think that lack of lifeguards is atrocious!!

There are so many young children and they need to have lifeguards also in splashworld

As someone with epilepsy the proposed cuts would mean I would not be able to swim on weekdays The level of the cuts disproportionately affect people with a disability In proposing these cuts did you assure anyone with a disability is not at work during office hours?

It will only be a matter of time before the removal of a lifeguard results in a fatality. Once one lifeguard is removed then next time it will be another lifeguard & something else The council will be sued if someone dies as a result of the lifeguards being removed .The council has a duty of care why not shut down the entire swimming pools complex & the leisure centres as well whilst your at it under no circumstances should lifeguard level be tampered with why not look at voluntary redundancy early retirement the 50+age group??

What next? Start making cuts where it matters and not on the people and services we really need you have already cut back on reception which is a disgrace

I think lifeguard cover is more important when there are children (16yrs + under ) in the pool Adult swimming early morning and at lunch time do not really need to be supervised as such

A pool needs the safety and expertise of lifeguards as anyone can have a medical emergency whilst in the pool you also do not know how the public can swim when they enter the pool and can quickly get into difficulty

Although as an adult the removal of lifeguards would not adversely affect my using the pool It would have a major impact on the use my daughter has of the pool I would not be happy to allow children to swim unsupervised without lifeguards being present If lifeguards were removed I would use dunes facilities far less as swimming is the only activity available for children most of the time whilst I am able to use other facilities

I would be concerned about the safety of junior phab members if a lifeguard wasn't present during their session (Mondays)

The lifeguards do make me feel safer. I think that if there were any kids misbehaving, a lifeguard can help. Also if anyone became ill / passed out / heart attack- obviously a lifeguard could save someone's life.

I have two children age 8 +9 who go swimming on their own. We would not go if there were not lifeguards, as although I am watching from the side I would not be able to get them in time if there was an issue as I am not a strong fast swimmer

I disgrace to even consider this action as are some of the questions on this form

LIFEGUARDS= NO ACCIDENTS NO LIFEGUARDS= ACCIDENTS Can someone within epton please use your brain, and realise the amount of incidents lifeguards must prevent by their intervention or just by their being on the pool please have some sense

Any compromise of any safety is totally unacceptable

simply a health and safety issue

# Agenda Item 7

UNBELIEVABLE DECISIONS TO HAVE NO LIFEGUARD
I feel that the removal of lifeguards at any point of when the pool is open to the public would be endangering all of the people that use the pool as an accident can happen at any time and the lack of lifeguards could result in serious injuries
As I am studying law .I believe it is a legal requirement for a lifeguard to be at the pool side at a public pool whenever there are people present within the pool
This is very dangerous everybody whom comes swimming is in danger of death
lifeguards are in place for a reason to ensure the safety of occupants in a body of water at all times
I think the removal of lifeguard cover at pools would be irresponsible as the risk to the public on health and safety would be greater
Cancel membership
Being a swimming instructor myself I recognise the importance of lifeguard cover at all times Who would spot the casualty in the water if a lifeguard wasn't there Who would spot the hazards that could endanger a swimmer in or around the pool ? LIFEGUARD COVER IS PARAMOUNT AT ALL TIMES !!!
The removal of lifeguards would not have any effect on my swimming as I generally swim with <input type="checkbox"/> efton lifesaving and swimming club As a person with some lifesaving experience I would be concerned if cover was to be removed from pools (especially those with flumes and other play areas) When children are present. It is possible for accompanying adults to lose sight of children and it only takes an unguarded moment for a child to get into difficulty. I write this from the perspective of a parent – even though my children are now grown and competent swimmers
I think it is totally irresponsible act to remove lifeguards whether you are a competent swimmer or not .It is almost like a comfort blanket knowing that if you have any difficulties they are there to help
I go swimming by myself at some sessions. I can swim but if I got into trouble I would expect a council run swimming pool to have adequate cover. When I go with my two children I would expect appropriate staffing to be available
I thought it was a legal requirement to provide lifeguard provision when people were in the swimming pool under the health and safety act if no lifeguards were in attendance this would be a high risk strategy if an emergency arose with no staff available to provide first aid & life saving skills If no lifeguard provision was available it would be better to close the pool but this would be a regrettable action
You have a duty of care to provide lifeguard cover at the pool & gym. Signs are discriminating against persons unable to read or understand signs Also signs can't give first aid or assist people from the water who are in distress
Water safety needs to be of paramount importance at all times. When I teach I feel I need the support of the lifeguards as I cannot keep my eye on all sections of the pool. If I do have to spend more time focusing on the safety of the people in the pool this will have an emphasis on the quality of my teaching. Custom may be lost as parents will not be willing to allow their children to be left unsupervised. As a parent I would not allow this myself As an ex lifeguard and a teacher, I feel that the safety of the proposed idea will go against everything I have taught about water safety and will have an immense negative impact on the success of the swimming pools. Swimming lessons take place to ensure children are fully aware of water safety and taking lifeguards away from the pools will go completely against this and put peoples lives at risk
Although I'm pretty confident in the water I had a bad experience as a boy in the swimming pool and feel the lack of lifeguards would seriously affect my confidence would like to add my disgust in some of the questions asked on the reverse of this form and will be seeking any possible further action in the offence taken by reading these disturbing questions
I am worried for the safety of my child while swimming with no lifeguard. I would not use the swimming pool if it had no lifeguard

# Agenda Item 7

Although I am able to swim fairly confidently I would not be happy to swim without lifeguard cover because of the responsibility that would be placed on all swimmers should someone become ill or have difficulty in using the pool

I find the fact that you are even considering removing life-guards astonishing! Surely the amount of money you would save would be used in compensation when inevitably people have accidents. I would not use the pool if lifeguard cover was reduced

I feel safer knowing the lifeguards are there in case of emergency and can't believe you would even think of removing them! I would no longer use the pool if there were no lifeguards. Yes people in the learner pool are always with adults however sometimes with grandparents who are at a higher risk. Lifeguards also maintain law and order imagine what the children would behave like without lifeguards When the inevitable death occurs from this legislation happens I hope you will feel ok with having blood on your hands

Although I am not personally at risk I would be extremely concerned to have public swimming without a lifeguard. Every year children die in public swimming pools even with lifeguards present. To remove lifeguards would only increase the numbers of children at risk

I am a strong swimmer, with a background in competitive swimming. However, I believe the withdrawal of lifeguards from pool is a disgraceful and disgusting way of cutting back expenditure. Even the best swimmers in the world are at risk of drowning. What if someone gets injured during a swim or suffers a heart attack with swimming? No lifeguards on duty would mean the potential for drowning is much higher. It's diabolical that Sefton Council are willing to put lives at risk for the sake of cutting back a few pounds. Why not cut the opening times of leisure centres instead? I would refuse to swim in a pool without a lifeguard out of principle. I'm athletic but I feel that you're putting my life at risk by removing lifeguards. If Sefton were to go ahead with this ridiculous option, I will be switching my membership to Liverpool or Knowsley. You're endangering lives with this absurd notion.

We are a school who use the pools (Learner and large pool) weekly throughout the year. As safeguarding children is something we as a school take seriously – lifeguard cover is important to us.

I would be reluctant to send my classes without a lifeguard being present – Headteacher.

Even if it was the slightest chance of one of our children being at risk, we feel that lifeguards should be present at all times in our swimming sessions.

Ridiculous suggestion.

Has this suggestion been forwarded to Sefton Association of Primary Heads via CV @ St Benedicts?

Would not swim due to health and safety might hurt yourself or drown.

I would want lifeguards to be there.

I think that this option is stupid and someone might drown.

You can't not have lifeguards but can't you be a bit more imaginative like giving away an annual membership to someone who is prepared to be a life guard for the times you are looking for.

As a parent I have been at the Dunes swimming pool whilst my child had swimming lessons. In my opinion there is no need for a swimming instructor AND a lifeguard to be in attendance for 6 children. Half the learner pool is open to the public but this is not well use, and therefore not value for money for the local government. I put my name down for swimming lessons for my child and was told that the classes were full. This was not the case and my child swam at the lessons and paid for many weeks before I was telephone and advised there was a vacancy! I know some parents that have not paid for the swimming lessons, it seems to be optional and payment not chased. In my opinion the business skills at Dunes are weak and the staff have never been encouraged or incentivised to increase income or footfall. I run a small 3 rental property business and I need all my properties to be filled to break even and make a profit. These basic business skills apply Dunes.

# Agenda Item 7

I am shocked to hear about this proposal. I appreciate savings have to be made but I feel the council has a duty of care to residents using the pool. I also feel part of the fee paid for the use of the pool should cover the lifeguards costs. Once people use the pool less because of the lack of cover, then it is likely that use of the facility will reduce and will ultimately end in the closure of the pool which is an important amenity (especially for children who need to take regular exercise). I feel this is a short-sighted cut and the wider implications need to be considered.

What would be the responsibility of other users in the event of an incident? What if only 1 user who had a medical problem in the pool? What about disability discrimination? (i.e. those who would feel unsafe due to their difficulties) We need longer swimming hours

In my 60 odd years of regular swimming in various parts of the country, I have seen accidents such as concussion to a back stroke swimmer who misjudged a turn, trapped limbs behind pool ladders, falls and heart attacks. In each case, swift action by lifeguards prevented potential fatalities. I think that lifeguard cover is essential for all public sessions, apart from club or school groups with their own supervisor. I have had basic life saving training myself and would continue to use the Meadows pool regardless of lifeguard cover. How would reduced lifeguard cover affect the council's public liability insurance cover?

Accepting that cuts may be made at council level, I think it is quite diabolical to think of cutting down lifeguards. Even the elderly have to be looked after besides the safety of young children in a pool. Who are these councillors who would even think of reducing the risks and safety of all when swimming. The last question on this questionnaire is quite unnecessary; see remarks on last page (Comments on last page next to current gender – What is the reason for this weird question. Nothing to do with the subject matter of this questionnaire. Have we some 'queer' people amongst the council? What are we coming to?)

As a primary school, we would not wish for our staff to be qualified and deal with a rescue if required. Even if our staff member is trained, we supplement, charge staff at a minute's notice due to staffing shortages and different staff members regularly escort pupils. Rescue and training is something which we feel is for ????? staff whose main job and purpose is that reason. Not school teaching staff.

After speaking to staff who go swimming at school would not be happy to be lifeguards

## Appendix 2 – Other Documentation Representation

### Officers of Sefton Council facilitating on the 'Have Your Say Day' on 19<sup>th</sup> December 2011. Consultation Event for adults with Learning Disabilities, Autism and Mental Health Issues.

The day was arranged to allow people who needed additional support to be fully part of the consultation and to be assisted to be so.

All of the areas under consultation that were being offered to the general public through questionnaires were covered. Each area had an easy read questionnaire devised that allowed the officers to explain what the ideas were and to ask the individuals what they thought.

The officers who attended on the day and their roles are -

[Name omitted] Learning Disabilities Information Officer – Adult Social Care.  
Organiser of event and support for individuals. Converted questionnaires into Easy Read.

[Name omitted] – Research and Information Assistant – Adult Social Care  
Role as facilitator and support for individuals to be involved in the consultation.

[Name omitted] - Tourism Services – Assistant – Support for Individuals.

[Name omitted] – Manager Specialist Transport – Support for Individuals.

# Agenda Item 7

[Name omitted] - Libraries - Principal Development Manager, Community Cohesion – There to support Individuals.

[Name omitted] - Principal Development Manager Leisure Inclusion - Leisure Services – There to support Individuals.

[Name omitted] – Contracts manager – Support for Individuals, [Name omitted] – Contracts Officer –Support for Individuals.

[Name omitted] - Manager Supporting People Team and [Name omitted] - Supporting People Assistant (who also converted consultation questionnaire into easy read) Supporting people there.

[Name omitted] – Ainsdale Discovery Centre – Parks and Gardens and Coast and Countryside. Support for Individuals.

[Name omitted] – Business Manager Adult Social Care

[Name omitted] – Business Manager Children’s Services

People First Sefton. Promotion and Refreshments.

**Excerpt from Meadows Community Forum meeting minutes. Meeting held on 21<sup>st</sup> November 2011 at Meadows Leisure Centre & Library**

4

## **Any Other Business**

Review of lifeguard cover –it was explained to the group of this savings proposal for 2012-13 and the non-life guarding of swimming pools during specific times. This proposal had now gone to public consultation and questionnaires are currently on reception.

***Full minutes of the meeting are available on request.***

## **Excerpt relevant to this option from the Consultation Event held by Sefton Young Advisors on 3<sup>rd</sup> December 2011**

### Introduction

Sefton Metropolitan Borough Council (SMBC) is aiming to make around £20m of cuts. Inevitably, many of these transformations will impact upon young people, whether it is through their health care, education, sport or leisure facilities (and many more). SMBC has made proposals of around £25m of reductions in spending, this is to allow flexibility in the changes to budgets and that local councillors are able to recognise where the cuts would be best placed. If £20m of the £25m proposed cuts are to go ahead as predicted, this entails 20% of the proposed reductions in spending being removed from the proposal.

The Sefton Young Advisors designed an event to hear the views and thoughts of young people from across the borough. The event was aimed at 13 – 19 year olds and information about the consultation was distributed across the borough, through various partner agencies and outlets, to try and obtain the widest possible range of young people, as a fairer representation of the young people within Sefton. Posters and flyers were designed by council

# Agenda Item 7

The event aimed to consult with young people about their views on specific portions of the proposed cuts, totalling £1.1m, which were mainly orientated around green spaces and leisure. These included proposals to reductions in expenditure on parks, lifeguards, flower baskets, park rangers and several others.

Different methods and activities were used within the event to obtain lots of comments and views from the participants without it becoming boring or monotonous. The event took place at SING Plus in Waterloo from 2-4pm on Saturday 3<sup>rd</sup> of December 2011, and plenty of refreshments were available. Travel reimbursement was also offered for groups who organised transport, to encourage different groups to participate.

## Less lifeguard cover in Sefton's pools

- Having all swimming instructors lifeguard trained so that an extra lifeguard is not necessary.
- Have a volunteer lifeguard scheme, here you could train people for free (or minimal cost) in exchange for an amount of lifeguard volunteer hours e.g. 200 hours
- you could also advertise volunteer positions through volunteer organisations like the Volunteer Centre.

-

## Rank/ order game

Young people were given 9 options and asked to rank them according to importance. Number 1 being the most important

- Life Guards – 50% of the young people ranked Lifeguards as number 1, meaning it was the most important to them. Numbers 1,2,3,4, 5 & 9 all received one or 2 votes, but overall the majority viewed lifeguards and highly important.

**Full minutes are available on request**

# Agenda Item 7

## Excerpt from meeting of Sefton Access Forum: 22<sup>nd</sup> November 2011 and Ability Network – 8<sup>th</sup> December 2011

Below are the comments from members of the two above networks for disabled people regarding the Transformation Option E3.6 Lifeguard cover

E3.6 Lifeguard Cover – Network reps commented on how this option encompassed a number of changes which really should be allowed for comment individually, as the option to give a yes or no answer on all the different changes within the larger proposal will give misleading results. Members on the whole agreed with the individual sections regarding the removal of cover for club sessions and the reduction in staff for school sessions only on the basis that club /school staff would receive adequate training. Members also supported the reduction on staff at Splash World at quieter times.

However the group did not support at all the two proposals to remove cover in pools during the early morning sessions and in the learner pools. Members raised significant objections to these two proposals on the ground that they will pose serious health and safety hazards to older people and disabled people. Specifically the proposal on removal of cover within the learner pools members who were parents and grandparents raised serious issues, as there have been cases in which children have drowned within pools whilst being with parents and parents attending with more than one child, disabled parents or parents without sufficient training would be left without assistance should a situation require it. It was strongly emphasized by all members that on safety grounds and that these changes would dramatically impact on the choice or confidence of disabled people and disabled parents attending who rely on the support of trained staff these two elements of the proposals should not be taken forward. It was raised that the possibilities of increased legal costs resulting from increasing accidents could negate any savings made.

### Overall

For all of the above options members highlighted how important thorough and robust monitoring will be of the impact on service users. Monitoring any falling in the numbers of people using the service, particularly disabled or older people, as this can highlight how the implementation of these

**Full minutes are available upon request**



## Equality Analysis Report E3.6

### Equality Analysis Report

Committee paper code: Annex

Reference

E3.6

**Details of proposal:** Reduce life guard cover at all swimming pools.  
**It is proposed to implement the following change –**

Reduce life guard cover at all swimming pools which will include:-

- No cover for public sessions between the hours of 07.00 – 09.00 & 20.00 – 22.00.
- No cover in the learner pool at Dunes during weekdays.
- No cover for clubs sessions.
- Reduced cover during school swimming lessons.
- Reduced cover in Splash World.

#### **Ramifications of Proposal:**

Is there a consequence to 'Threshold': NO

Is there a consequence to 'Capacity': Yes

#### **Recorded Pool Incidents**

##### **Bootle Leisure Centre**

There have been 5 pool incidents in the main pool in the past year, 7am - 9 am requiring Lifeguard support. All of these incidents were minor (cuts / sprains / asthma attack) and could have been treated by a member of staff from elsewhere in the building. There were also approximately 5 - 6 incidents recorded for the rest of the building including wet Changing rooms where Lifeguards administered first aid.

At Bootle Leisure Centre the majority of lifeguard incidents occur during school swimming sessions (9.00 – 3pm, Mon - Fri), life guard making 1-2 rescues per day.

##### **Dunes**

There have been 2 pool incidents in the past year where support was required by the Life Guard, 7am – 9am. The general age of the swimmers in the morning is over 50 years old.

##### **Meadows**

There have been no incidents during the specific times but leisure attendant assistance with the pool hoist is needed most mornings for disabled persons.

# Agenda Item 7

Proposed change	Mitigation
No cover for public sessions between the hours of 07.00 – 09.00 & 20.00 – 22.00	Most swimmers during these times are adults, who are fit and capable swimmers and using the pools as part of an exercise programme
No cover in the learner pool at Dunes during weekdays	All users of the learner pool at these times are adults accompanying children. Therefore they already provide supervision.
Cover for clubs sessions that still have cover (several sessions had life guard cover removed last year as part of management efficiencies, this has been partly introduced without any implications)	Clubs are delivering swimming development and use highly trained coaches. All members are highly competent. Coaches would be trained to be able to effect a pool rescue.
Reduced cover during school swimming lessons	Swimming teachers are present during the lessons and could be encouraged to be trained up to provide rescue cover. Additionally schools could purchase Life guard cover.
Reduced cover in Splash World.	By altering the way lifeguards operate and reorganising their working hours it is possible to reduce the number.

**Are there any protected characteristics that will be disproportionately affected in comparison to others?**

Yes (give evidence and list details of how this can be mitigated)

Disability and Age (older people) – Disabled users and older people may have issues accessing the pool facilities or related medical conditions which may make them less likely to use the pool when a life guard is not on duty between 7am – 9am & 8pm – 10pm. Other centre staff such as Duty Managers, gym staff and receptionists will be available to assist users who require additional support to access the pool such as using pool hoist. These staff will also be available to administer first aid or assist with pool evacuations as required. Additional staff can be called by the activation of the pool emergency alarm, signposted at several points around the pool sides which sound and illuminated around the centres.

Age (under 5's) – Parents with young children may be less likely to use the learner pool during the week daytime if a lifeguard is not on duty. Mitigation as above.

Age (Children & young people) – Parents may be less likely to use or allow their children to use Splash World if there is a reduction in lifeguard cover due to the nature of the facility. Lifeguard cover will meet but not exceed the required recommend level for the facility and bather load.

Age (Children & young people) – Schools or swimming clubs may choose not to use the pool if a lifeguard is not on duty during their session. A reduced lifeguard cover will be available during these sessions and other staff such as swimming teachers / coaches will also hold the required qualifications to ensure safety is maintained during the sessions, such as RNLi teachers rescue certificate. There is the option for schools to purchase additional Life guard cover.

Pregnancy – Pregnant women may have related medical conditions which makes them less likely to use the pool without a lifeguard on duty. Mitigation as above.

*Gender reassignment – No impact*

*Marriage and civil partnership – No impact*

*Race – No impact*

*Religion and belief – No impact*

*Sex – No impact*

*Sexual orientation – No impact*

## **Consultation**

Consultation was carried out using the methods outlined below and results / analysis are available in the related consultation report.

Gym member / pool user questionnaire – October to January – Survey data

E-consult – October to January – Survey data

User Forums – November - Minutes

Sefton Access Forum – November – Agenda & Minutes

Swimming Clubs – October – Copy of letter & meeting

Schools – December – Copy of letter & attendance at primary school heads quarterly meeting

Results of consultation

### Young Advisors event:

### Less lifeguard cover in Sefton's pools

- Having all swimming instructors lifeguard trained so that an extra lifeguard is not necessary.
- Have a volunteer lifeguard scheme, here you could train people for free (or minimal cost) in exchange for an amount of lifeguard volunteer hours e.g. 200 hours
- you could also advertise volunteer positions through volunteer organisations like the Volunteer Centre.

# Agenda Item 7

## Rank/ order game

Young people were given 9 options and asked to rank them according to importance. Number 1 being the most important

- Life Guards – 50% of the young people ranked Lifeguards as number 1, meaning it was the most important to them. Numbers 1,2,3,4, 5 & 9 all received one or 2 votes, but overall the majority viewed lifeguards and highly important.

## Sefton Access Forum/ABILITY Network

E3.6 Lifeguard Cover – Network reps commented on how this option encompassed a number of changes which really should be allowed for comment individually, as the option to give a yes or no answer on all the different changes within the larger proposal will give misleading results. Members on the whole agreed with the individual sections regarding the removal of cover for club sessions and the reduction in staff for school sessions only on the basis that club /school staff would receive adequate training. Members also supported the reduction on staff at Splash World at quieter times.

However the group did not support at all the two proposals to remove cover in pools during the early morning sessions and in the learner pools. Members raised significant objections to these two proposals on the ground that they will pose serious health and safety hazards to older people and disabled people. Specifically the proposal on removal of cover within the learner pools members who were parents and grandparents raised serious issues, as there have been cases in which children have drowned within pools whilst being with parents and parents attending with more than one child, disabled parents or parents without sufficient training would be left without assistance should a situation require it. It was strongly emphasized by all members that on safety grounds and that these changes would dramatically impact on the choice or confidence of disabled people and disabled parents attending who rely on the support of trained staff these two elements of the proposals should not be taken forward. It was raised that the possibilities of increased legal costs resulting from increasing accidents could negate any savings made.

## Overall

For all of the above options members highlighted how important thorough and robust monitoring will be of the impact on service users. Monitoring any falling in the numbers of people using the service, particularly disabled or older people, as this can highlight how the implementation of these

## **Is there evidence that the Public Sector Equality Duties will continue to be met?**

Yes – service provision is delivered in light of the equality act and the three public sector equality duties.

- Eliminate discrimination – we will continue to monitor standards of service to ensure none of our service users are treated less favourably due to a protected characteristic
- Advance equality of opportunity – we will continue to provide services in a way that meets needs of service users in relation to their protected characteristics.
- Foster good relations between different protected characteristics – we will continue to provide services in a way that is supportive of service users' differences
- This report links to our current FIA for Health & Wellbeing in compliance with legislation (published January 2018)

**Recommendation to Council E3.6:**

Council is asked to consider the impact assessments, risks and mitigating actions in the proposal E3.6 and agree that

1. the approval of a limited reduction in life guard cover during the low risk periods identified
2. Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.

# Agenda Item 7

## **Proposal Reference: E3.12**

### **Service Description: Library Service – Local History/Information Service**

#### **Categorisation, Frontline**

The Local History and Information Service is based at Crosby library. It provides a specialist unit for people researching local and family history service, and for more detailed specialist enquiries for information. Although based at Crosby it is a borough wide service providing specialist support and advice for all the libraries in Sefton. It houses the historical archives of Sefton Council. The annual number of local history enquiries = 12,500. There were two such units in Sefton – one at Southport library service and one at Crosby. This was reduced to one unit at Crosby for the whole borough with effect from 1st July 2011. The impact of this reduction is currently under going assessment.

The costs of the unit for 2011/12 = £174,000 (£280,000 2010/11).

Where local authorities have accredited archive services, with archivists there are national surveys that result in comparable data. However, Sefton is one of a handful of local authorities nationally that does not have an accredited archive service.

**Consultation has closed on the following option** - To restructure the Local History and Information Services team, deleting 2 posts: 1 X Local History Librarian, 1 X Lifelong Learning Assistants (18 hours).

**Original rationale for service change proposal** – The need to reduce the costs of the service to deliver savings for the Council, whilst delivering and maintaining a minimum level of service. See additional information.

When the unit at Southport closed there was a reduction in staffing but both of the Local History librarians and all the lifelong learning assistants were retained and those in Southport transferred to Crosby. This was to ensure a smooth transition and maintain the specialist knowledge and expertise. It was hoped to retain the level of specialist knowledge for another year but the need to deliver savings results in the proposal for the local history service to be at the same reduced level as the information service.

**Legislation Considered** - Our statutory obligation under the Public Libraries and Museums Act 1964 is to provide a comprehensive and efficient library service for all persons in the area that want to make use of it (section 7) ; lend books and other printed material free of charge for those who live, work or study in the area (section 8).

The Local History Service fulfils part of the Council's responsibility for its historic documents, as laid out in the Local Government Act 1972.

#### **Anticipated Impact of Service Change –**

##### **Service Users -**

- Reduction in the ability to provide access to information to members of the public.
- Loss of specialist knowledge.
- Reduced service provision of historic archives.

##### **Partners –**

- Reduction of partnership working/reduction in services to all departments.
- Negative impacts particularly on schools as local history forms part of the national curriculum.
- Negative impact particularly on the Planning Department who require local historical information for development and conservation work.
- Reduced service provision of departmental historic archives.
- Reduced ability to provide council information to the public.
- Overall delays in service to other council departments and loss of specialist knowledge.

**Council** - The Local History section fulfils the council's statutory responsibilities towards the council's historic documents as laid down in the Local Government Act 1972.

# Agenda Item 7

## **Communications, Consultations & Engagement Summary**

The methodology used followed Sefton's Public Engagement and Consultation framework and was approved by the Sefton's Engagement and Consultation panel.

A questionnaire was produced and available to all users of the service. The aim of the consultation was to seek information and views that would help to support managing the service in the future.

Letters were written to local history societies, they were asked for their views and invited to attend 1 of 2 meetings held with local authority officers.

Discussions were held at meetings of the Sefton Access Forum and the Ability Network.

In addition, the questionnaire was included in the online consultation process.

In total, 32 responses were received from the questionnaires. 22 of these were completed on-line and 10 completed the paper questionnaire.

24 of the responses were from people who had used the service in the past 12 months.

The results have provided some useful information about how the service can be managed in the future and indicate where the community could support the service in the future.

A significant number of attendees at the Access Forum and the Ability Network use the local history and information service, and found staff assistance invaluable. However, they felt that this service should be reduced before other more vital services were cut. They supported the move to encourage volunteers.

**See full consultation report E3.12**

**Equality Analysis Report – see EAR 3.12**

**Risks & Mitigating Actions** – There is a risk of not being able to fulfil the Council's statutory obligation (as laid down in the Local Government Act 1972) with regards to historic archive. The relevant parts of the legislation are below, including definitions.

The Local Government Act 1972 (s.224) requires local authorities to 'make proper arrangements with respect to any documents that belong to or are in the custody of the council of any of their officers' but does not oblige them to provide archive services. In 1999 the Department of the Environment, Transport and the Regions (now the Department for Communities and Local Government) issued guidance on the interpretation of the term 'proper arrangements'.

'Proper arrangements' for the current or recent records of a local authority should involve the skilled supervision of their management by an appropriately trained member of staff.

Proper arrangements should also involve the provision of adequate storage for the records in conditions where they will not deteriorate and with protection from unauthorised access. Provision should be made for consultation by the authority's staff and, where appropriate, by members of the public. Guidelines should also be drawn up, and implemented, for the safekeeping of records retained directly by staff of the authority. Records identified by retention schedules as having long-term or vital significance should be treated accordingly during this period.

Mitigating actions will be to work closely with local history groups and societies, and investigate how they can help to support the service.

Mitigating action will be to ensure that such collections are retained and staff are aware of them. There is a risk of a lack of specialist knowledge which can be mitigated by training and supporting the remaining staff prior to April 2012.

# Agenda Item 7

**Having taken consideration of the consultation and engagement activity undertaken the following activity will stop:**

- Local History lecture programme to older people.
- Local History publication programme.

There may be a reduction in the following:

- Speed of response to information enquiries.
- Local history provision in libraries.
- Partnership work.
- Level of specialist knowledge for one (North or South Sefton) area.
- The ability to reply to specialist archival enquiries.
- The ability to provide council information to the public.
- The ability to fulfil the council's responsibilities towards historic archives in the Local Government Act 1972.

**Cost of Local History and Information Service: £174,000**  
**Staffing:**  
**Other Resources: Local History sources and information £24,000**

**Proposed Cost 2012/13: £137,000**  
**Budget Reduction 2012/13: £37,000**  
**Council Staff at Risk: Yes**  
**Number of Posts at Risk: 2**

## **Consultation Report E3.12**

**Responses and Analysis to Sefton Council's consultation on the option to reduce staffing and service levels at the Local History/Information Services Unit at Crosby Library (Ref: E 3.12)**

**Consultation Period:**

**21<sup>st</sup> October 2011 – 16<sup>th</sup> January 2012**

## **Contents**

**Background**

**Consultation Methodology**

**Executive Summary**

**Consultation Analysis**

**Other Responses**

**Alternative Options Proposed**

**Monitoring Information**



## Appendices:

### Appendix 1 – Monitoring data

### Appendix 2 - Other Document Representation

#### 2A – Letter to Local History Societies

#### 2B – Notes from meetings with Local History Societies

#### 2C – Excerpt from Notes from Access Forum and Ability Network

## Background

Following the 2010 Comprehensive Spending Review and settlement the Council forecast a significant budget gap over the three years 2011-2014.

An initial package of potential budget options was approved by Cabinet, 13<sup>th</sup> October 2011, to commence consultation and engagement. In relation to these, consultation activity continues with service users, the general public, partners, key stakeholders, staff and Trade Unions.

The consultation on the budget options closes on Monday 16<sup>th</sup> January 2012.

This report analyses the responses for the option on **to reduce the level of staffing and service for the local history/information unit at Crosby Library**. The consultation was targeted to all users of the service.

## Consultation Methodology

The methodology used followed Sefton's Public Engagement and Consultation framework and was approved by the Sefton's Engagement and Consultation panel.

A questionnaire was produced and available to all users of the service. The aim of the consultation was to seek information and views that would help to support managing the service in the future.

Letters were written to local history societies, they were asked for their views and invited to attend 1 of 2 meetings held with local authority officers.

Discussions were held at meetings of the Sefton Access Forum and the Ability Network.

In addition, the questionnaire was included in the online consultation process.

The option proposal was also included in the telephone survey community consultation.

## Executive Summary

In total, 32 responses were received from the questionnaires. 22 of these were completed on-line and 10 completed the paper questionnaire.

24 of the responses were from people who had used the service in the past 12 months.

# Agenda Item 7

The results have provided some useful information about how the service can be managed in the future and indicate where the community could support the service in the future. The monitoring information is contained at Appendix 3 but there is no indication in the responses that this influences any of the responses.

There was a poor response rate to the question about the frequency of use of the service, but the most popular response was once a month. This reflects how people use the service – that it is often for more intense research, rather than everyday use.

The most popular method of accessing the service was in person, followed by telephone enquiry. This reflects how the service is used, and that people have to visit in person to access the material they need. There is little available digitally. People need help from staff when conducting research. About half of the respondents were aware of the on-line resources which indicates that further publicity is needed about their availability. The most common use of the service was for local history material, microfilms for local/family history research. A few people were prepared to volunteer to help the service. However, only one was interested in dealing with the general enquiries. The others were interested in helping to catalogue and digitise the collection, so they were more interested in helping to develop the service, rather than helping to run it. The interest in volunteering will be followed up.

Two meetings were held with representatives of local history societies in Sefton to discuss the affect of staffing reductions. They felt that it was inappropriate for members to run the local history unit due to the complex nature and variety of enquiries, which required specialist training. They felt it was important to have 'experts on hand' and that the necessary knowledge base required to run the local history section was too great for their members. However, they did feel members may be interested in volunteering to help support some functions of the section by listing archives and providing occasional help desk support. They also felt that the local history collection was best kept in one place, with specialist staff on hand to assist with enquiries. With reduced staffing, they felt access to materials may become a problem, and they cautiously welcomed the idea of digitising parts of the collection to improve access. They felt some members may be interested in helping with this project by volunteering to do some of the inputting required.

A significant number of attendees at the Access Forum and the Ability Network use the local history and information service, and found staff assistance invaluable. However, they felt that this service should be reduced before other more vital services were cut. They supported the move to encourage volunteers.

The respondents to the telephone survey community consultation were asked their view on reducing the Local History lectures and publications programme. 60% agreed to the reduction, whilst 28% disagreed.(12% neither agreed or disagreed).

## **The consultation analysis**

A questionnaire invited responses from users on the following aspects:

- How often and what method they used to access the service
- .What services they used
- How often they needed staff help
- Whether they were aware of the on-line reference services, and if so, which ones
- Whether they were interested in volunteering to help run the service

## Evaluation – local history/information service

### Question 1

<b>Have you used the local history / information service in the past 12 months?</b>		
Yes	24	
No	7	
Incomplete	1	

### Question 2

<b>How often do you use the local history / information service?</b>		
Every day	0	
Once a week	3	
Once a month	8	
Incomplete	21	

### Question 3

<b>How do you access the local history/information service? (Tick all that apply)</b>		
In person	25	
Telephone enquiry	10	
E-mail enquiry	3	
Incomplete	5	

### Question 4

<b>What services do you use at the local history/information service unit? (Tick all that apply)</b>		
Read newspapers/magazines	12	
Look up information in reference books e.g. directories, encyclopaedias	18	
Council information	6	
General information enquiry	6	
Use microfilms/microfiches for local and/or family history	22	
Use local history material that is not on public display	19	
Use ancestry.co.uk	8	
Detailed research		

# Agenda Item 7

Incomplete	5	
------------	---	--

## Question 5

<b>How often have you needed help from staff with these services?</b>		
Every day	0	
Once a week	4	
Once a month	5	
Only when researching. Please state how often	16	
Never	3	
Incomplete	4	

## Question 6

<b>Are you aware of the on-line reference service available via Sefton's website that can be used at home? This includes Oxford Reference, Oxford Dictionary or National Biography, Theory Test Pro, Newsstand</b>		
Yes	13	
No	15	
Incomplete	4	

## Question 7

<b>Yes - if so which ones have you used? (Tick all that apply)</b>		
Oxford Reference Online Premium	2	
Oxford Dictionary of National Biography	4	
Oxford English Dictionary	4	
Theory Test Pro	1	
Newsstand	1	
Incomplete	9	

## Question 8

<b>Are you interested in volunteering to help run the local history / information services unit?</b>		
Yes	8	
No	21	
Incomplete	3	

<b>If yes, these are the areas of service to consider.</b>		
<b>Please tick any that you are interested in volunteering:</b>		
Staffing a helpdesk to help people learn how to research their family history	4	
Dealing with general, routine enquiries	1	
Displaying information	1	
Help to digitise the local history collection (the service has a wealth of material such as photos and postcards that are not accessible for the public but could be converted into a digital format and made readily available)	3	
Help to catalogue the local history collection	4	
incomplete	3	

## Question 9

<b>Are you a member of a Local History Society or Group in Sefton?</b>		
Yes	14	
No	14	
Incomplete	4	

### **If so, which one?**

- North Meols Family History Society, Southport
- Bootle Expressions Trustee
- St Johns History Group
- Queens Road Neighbourhood centre Family History Group
- Liverpool & SW Lancashire FHS Group
- Crosby and District Historical Society
- Maghull & Lydiate Local History Society
- Birkdale & Ainsdale Historical Research Society.
- Formby Civic Society History GP

## Question 10

### **Additional comments**

- Liverpool & SW Lancashire FHS Group members have always found all staff members extremely helpful and patient with our requests. We wouldn't wish to lose the knowledge and expertise of the local History Librarians
- As a Senior Lecturer of Edge Hill University (now retired) I regularly brought groups of final year undergraduates to Crosby Library to advance their understanding of archives and research methods. This service is something of which Sefton should be proud. It is extremely good and while recognising current financial restraints, I do not believe it should be handed over to be run by enthusiastic (albeit, well meaning) amateurs.

# Agenda Item 7

- I believe there are family/ local history groups and individuals which get together locally and were concerned when the service was centralised at Crosby. In view of their keen interest in the subject, one would have thought they would now be willing to volunteer to help or provide their contact information to the general as well as specialist Sefton library staff to deal with enquiries from out of town. A huge amount of local history information could be put on a specific Sefton council web site for anyone to get access to and perhaps the existing experienced staff could help do this so that their knowledge is not lost.
- The staff are always helpful on my visits. The knowledge and expertise of the local history librarians is invaluable and I would not wish this to be lost
- Need specialist and trained staff in local/family history library. Need staff to have relevant Customer Service skills. Need dedicated staff who are consistent and reliable. Do not think that volunteers would be able to provide the high standard that is available at the moment. Also need specialist staff for information services
- Would very much like to see some of the uncatalogued material fully catalogued. The facilities for research at Crosby would be a lot better - too much bustle and noise at times, not always very warm either

Other responses

Meetings held with local history societies are contained in the executive summary

## Alternative options proposals

None proposed

## Monitoring Information

See Appendix 2

# APPENDICES

## Appendix 1 – Monitoring information

Completion of this form was not compulsory and in some cases, part completed

Do you consider yourself to be 'disabled'?			
Answer Option	Response		Response %
Yes	5		26.32
No	14		73.68

Disability: Do you have any of the following? (please select all that apply)			
Answer Option	Response		Response %
	Page 150 e		

# Agenda Item 7

Physical impairment	3		33.33
Visual impairment	1		11.11
Learning difficulty	0		0.00
Hearing impairment/deaf	4		44.44
Mental health/mental distress	0		0.00
Long term illness that affects your daily activity	1		11.11

<b>Which of these options best describes your ethnic background? Please select one option (the options are listed alphabetically)</b>			
<b>Answer Option</b>	<b>Response</b>		<b>Response %</b>
Asian - Bangladeshi	0		0.00
Asian - Indian	0		0.00
Asian - Pakistani	0		0.00
Asian - Other Asian Background	0		0.00
Black - African	0		0.00
Black - Caribbean	0		0.00
Black - Other Black Background	0		0.00
Chinese - Chinese	0		0.00
Chinese - Other Chinese Background	0		0.00
Mixed Ethnic Background - Asian & White	0		0.00
Mixed Ethnic Background - Black African & White	0		0.00
Mixed Ethnic Background - Black Caribbean & White	0		0.00
Mixed Ethnic Background - Other Mixed Ethnic Background	0		0.00
White - British	8		38.10
White - English	10		47.62
White - Irish	1		4.76
White - Scottish	1		4.76
White - Welsh			0.00

# Agenda Item 7

White - Polish	0		0.00
White - Latvian	0		0.00
White - Gypsy/Traveller	0		0.00
White - Other White Background	1		4.76

<b>Do you have a religion or belief?</b>			
<b>Answer Option</b>	<b>Response</b>		<b>Response %</b>
Yes	15		75.00
No	5		25.00

<b>If 'Yes', please select one of the options below:</b>			
<b>Answer Option</b>	<b>Response</b>		<b>Response %</b>
Buddhist	1		6.67
Christian	14		93.33
Hindu	0		0.00
Jewish	0		0.00
Muslim	0		0.00
Sikh	0		0.00

<b>How would you describe your sexual orientation?</b>			
<b>Answer Option</b>	<b>Response</b>		<b>Response %</b>
Heterosexual	17		100.00
Gay	0		0.00
Lesbian	0		0.00
Bisexual	0		0.00

<b>What is your age?</b>			
<b>Answer Option</b>	<b>Response</b>		
Under 55	5		
55 and over	15		

<b>What is your gender?</b>			
<b>Answer Option</b>	<b>Response</b>		
Male	11		



# Agenda Item 7

Female	12	
Incomplete	9	

What is the first part of your postcode?			
Answer Option	Response		Response %
L9	0		0.00
L10	0		0.00
L20	3		14.29
L21	0		0.00
L22	3		14.29
L23	4		19.05
L29	0		0.00
L30	0		0.00
L31	0		0.00
L37	1		4.76
L38	0		0.00
PR8	6		28.57
PR9	4		19.05

# Agenda Item 7

## Appendix 2 – Other document representation

### Appendix 2A – Letter to Local History Societies



## People Directorate

Library and Information Services  
2<sup>nd</sup> Floor Magdalen House  
30 Trinity Road  
Bootle

Date: 17<sup>th</sup> November 2011

Our Ref: CH/bh

**Please Contact: Christine Hall**

**Contact Number: 0151 934 2376**

**e-mail: christine.hall@sefton.gov.uk**

Dear

### Re: Consultation Meeting for Sefton's Local History Service

You may be aware that there is a savings option as part of Sefton Council's budget 2012/13 that will impact on the Local History Service if it is accepted. This option is to reduce the staffing level of the unit.

As part of the consultation process we have produced a survey that is available on-line or in paper format. The survey is aimed at people who use the Local History and Information Service. I attach a copy for your information. It provides more detail about the proposed savings option and the information and views that we are seeking.

In addition to the written surveys, we are holding a meeting with 1-3 representatives from each of the local and family history societies in Sefton.

There will be two meetings:

- Tuesday 29<sup>th</sup> November – Formby Library meeting room 2.30 -  
3.30pm
- Thursday 1<sup>st</sup> December – Crosby Library small hall 2.30 -  
3.30pm

Please do not hesitate to contact me if you have any queries in the meantime.

Yours sincerely

Christine Hall

Head of Library & Information Services

Please respond to my secretary, Brenda Harcombe, either by email or telephone at [Brenda.harcombe@sefton.gov.uk](mailto:Brenda.harcombe@sefton.gov.uk) or at 0151 934 2125 stating how many people from your **Page 154** attending, and which date and venue.

## Appendix 2 B - Notes from meetings with local history societies

### Sefton MBC Transformation Programme 2011

#### Consultation with local history societies

**2 meetings held at Crosby Library and Formby Library – 29<sup>th</sup> November/  
2<sup>nd</sup> December 2011**

**3 participants, representing Formby Civic Society – Local History Group;  
Maghull Historical Society; Liverpool and South West Lancashire Family  
History Society; Queens Road Neighbourhood Centre Family History  
Group, Bootle**

Below is a summary of the comments made at these two meetings.

#### Staff expertise

Comments:

A quick resolution to enquiries by an 'expert on hand' is important. Staff expertise is needed to deal with the range and breadth of enquiries that they receive.

One representative considered that it was a shame that the axe has fallen on one of the two Local History Librarian posts, and that it is wrong to lose such valuable expertise. Once a service is lost, it will take years to rebuild. The Local History groups that she had spoken to with regard to this were 'horrified' at the prospect of this decision.

#### Digitisation

Background:

Digitisation of the collections is time consuming but would make the collection far more accessible. The priority would be the photographs

Comments:

Generally speaking, only 17% of one society's members use email. This low usage of computers could be a confidence issue, and perhaps this is something that the library service could support. It would affect people's ability to be able to help with a digitisation project.

One local history society has its images available via "Flickr". Maps and newspapers would also be useful. Agreed that Sefton's local history pages could have a link to this.

Volunteers with technical leanings would be interested and two community groupings of people would be suited – recently retired and people placed by eg colleges or employment centres.

All agreed that digitalisation has a big budget implication

#### Indexing of archives

Background:

Transcribing archives is time-c Page 155  
work-intensive, so dedicated volunteers who stick at the task in hand are very important. This is what the

# Agenda Item 7

service would like the community to help with, especially in the light of having less staff available.

Comments:

Training and expertise critical with this

One representative stated they could help and could canvass for volunteers.

Sourcing appropriate volunteers is important; an initial interview procedure is key.

Enquiry helpdesks in libraries:

Background:

Would people be interested in working at enquiry desks?

Comments:

No. Too much knowledge required, outside of own local area.

Interested in staffing enquiry desk in local environment e.g Meadows/Maghull as a helpdesk for local people. This already takes place in several libraries.

One society felt that they could also deal with some enquiries outside of the library.

## **Appendix 2C – Excerpt from Notes from Sefton Access Forum, 22<sup>nd</sup> November 2011 and Ability Network 8<sup>th</sup> December 2011**

Sefton MBC Transformation Programme 2011  
Disabled Community Consultation

Below are the comments from members of the two above networks for disabled people regarding the Transformation Option 3.12 Local History Information Service

E3.12 Local History/Information Service - A significant proportion of both Ability and SAF members use the local history / information service, using on a regular monthly and some weekly basis accessing it in person. As a result they all felt that this service was valuable with staff assistance being invaluable. However all members felt that when faced with budget reduction choices of services such as the local history or lifeguard cover or cuts to social care, it was felt that this service although providing an excellent service should be reduced first before other more vital were cut.

The group supported the move to encourage volunteers, particularly those people who have used the service for a number of years to become more involved in running the service in an attempt to help the service in possible a smaller form to still exist.

Overall

For all of the above options members highlighted how important thorough and robust monitoring will be of the impact on service users. Monitoring any falling in the numbers of people using the service, particularly disabled or older people, as this can highlight how

## Equality Analysis Report E3.12

### **Equality Analysis Report** Committee paper code: Annex

Reference E3.12

**Details of proposal:** Library Service – restructure Local History and Information Services Team. To delete one full time post of Local History Librarian and one part time (18 hours) post of Lifelong Learning Assistant at the combined unit at Crosby.

#### **Ramifications of Proposal:**

Is there a consequence to 'Threshold': **NO**

Is there a consequence to 'Capacity': **Yes**

Reduction in specialist support and the ceasing of Local History Lecture and publication programmes.

#### **Are there any protected characteristics that will be disproportionately affected in comparison to others?**

No All service users will be affected

#### **Consultation**

Consultation with staff in accordance with HR procedures. Consultation has taken place with individual members of staff directly affected; 2 team meetings (30<sup>th</sup> Sep 2011/3<sup>rd</sup> October 2011) followed by a further meeting with all library staff potentially at risk (2<sup>nd</sup> November 2011). This has resulted in suggestions about increasing income but not sufficient to make the saving. There have also been suggestions about how to avoid one of the two potential compulsory redundancies. This will be further investigated and decisions made as part of the recruitment process following Council's decision. Trade Union consultation has been part of the general trade union consultation.

Consultation has taken place with Local History societies and from e-consult and written surveys. The consultation has been concerned with how the service could operate following Council Decision, including use of volunteers and this will be built into managerial decisions about staffing the service.

#### **Is there evidence that the Public Sector Equality Duties will continue to be met?**

Reduced services will continue to be provided. There will still be local history and information service provided but service users may have to wait longer for their enquiries to be dealt with, the staff will not have as much in depth knowledge or be able to spend as long on enquiries as before. Also "back room" tasks will be affected such as indexing the collections.

- Eliminate discrimination – we will continue to monitor standards of service to ensure non of our service users are treated less favourably due to a protected characteristic
- Advance equality of opportunity – we will continue to provide services in a way that meets needs of service users in relation to t

# Agenda Item 7

- Foster good relations between different protected characteristics – we will continue to provide services in a way that is supportive of services user's differences
- This report links to our current EIA for Health & Wellbeing in compliance with legislation (published January 31<sup>st</sup> 2012)

## **What actions will follow if proposal accepted by Cabinet & Council?**

1. Plan staff restructure
2. Monitor progress

### **Recommendation to Council E3.12:**

Council is asked to consider the impact assessments, risks and mitigating actions in the proposal E3.12 and agree that

1. the restructure of the Local History and Information Services team resulting in a reduced service be approved
2. Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.

## Proposal Reference: E3.13

### **Service Description: Library Service – Mobile Library Service**

#### **Categorisation: Other Tier 1**

The Mobile Library is provided for people who have difficulty in accessing a static library. It is open for 22 hours per week, and has a number of stops across Sefton. The time at these stops varies from 30 minutes to half a day. 213 people used the Mobile Library in 2011/12. Of these, 153 did not use any other Sefton library. The mobile library issued a total of 4,946 items. This is very low compared to the number of items issued in other Sefton libraries per annum (lowest = 35,426 per annum; highest = 207,396).

The costs of the mobile library per annum are an average of £44,000. The vehicle is leased and it is staffed with one driver/assistant. The lease expired last year and it being renewed on an annual basis. The maintenance costs will increase as the vehicle ages. The cost of a new mobile library will be significantly higher, and once there is a new lease there will still be significant costs still to pay, even if the service is withdrawn at a later date. The cost per issue for the mobile library in 2010/11 was £9.28 compared to the lowest of 70p and the highest of £2.61 in Sefton's other libraries.

There is no specific comparator data for mobile libraries. However, there are a number of facts and figures that are known about the level of provision of mobile libraries in other local authorities. Within the 5 Merseyside authorities, Liverpool and Sefton have a mobile library. Warrington ceased to operate its mobile library as of 1<sup>st</sup> April this year, alongside closure of 2 smaller libraries. Many metropolitan authorities similar to Sefton ceased their services some years ago e.g. Bolton. Many rural library services are reducing, and in some cases halving the number of mobile libraries.

**Consultation has closed on the following option – To cease the mobile library service.**

#### **Original rationale for service change proposal –**

- There has been a significant reduction in demand for the Mobile Library over the last 5 years. Usage has declined 31% between 2006/7 and 2010/11 from 7149 issues per annum to 4946 issues per annum.
- There are alternative options for users i.e. the 13 static libraries in Sefton plus the Home Visits Library Service for those with mobility issues.
- In the current economic climate the retention of a service with such high usage costs and low demand is hard to justify, especially when more efficient and high performing areas of the Library Service have already been reduced to make savings.
- Other library services have stopped providing a mobile library service over the past few years.

Our statutory obligation under the Public Libraries and Museums Act 1964 is to provide a comprehensive and efficient library service for all persons in the area that want to make use of it (section 7) ; promote the service (section 7); lend books and other printed material free of charge for those who live, work or study in the area (section 8). The Act has a number of regulations including what services can be charged.

There is no legal obligation to provide a library service via a mobile vehicle.

**Legislation Considered - Public Libraries and Museums Act 1964.**

# Agenda Item 7

## **Anticipated Impact of Service Change – Service Users -**

- Current users of the mobile library service will need to use a static library to receive a library service.
- There will be some users who are unable to access a static library. In these instances the alternative will be to receive a visit from the Home Visits Service.

**Council** – The lease for the Mobile Library has expired and is being renewed on an annual basis. The transport service will no longer be responsible for or receive an administration fee (£1223 in 2010/11) for the mobile library.

## **Communications, Consultations & Engagement Summary**

The methodology used followed Sefton's Public Engagement and Consultation framework and was approved by the Sefton's Engagement and Consultation panel.

Although the consultation was open to all residents, it was primarily aimed at those people who use the Mobile Library Service.

A questionnaire was placed on the mobile library and handed out to all people who visited the mobile library (a total of 67 were handed out). A letter was sent to all people who had used the service within the past 12 months, for whom the service had details, informing them of the consultation and letting them know how they could let their views be known. Questionnaires were also available in all of Sefton's libraries and other Council facilities.

Letters were sent to all Parish Councils where there is a mobile library stop within their boundary and that had been visited in the past 12 months. This letter notified them of the consultation process, and sought their views about whether they would be interested in part funding the service.

Local Authority officers attended a meeting of Sefton's Access Forum, Ability Network and a Learning Disability Forum to seek views on this option.

In addition, the questionnaire was included in the online consultation process.

**See full consultation report E3.13**

**Equality Analysis Report – see EAR E3.13**

**Risks & Mitigating Actions** – Current users, including disabled, older people and or people with medical conditions may no longer able to access a library service.

Mitigating actions are that they would transfer their usage to 13 static libraries, unless they have mobility issues in which case they would register for the Home Visits Library Service. A volunteer home visit service is available for residents who are unable to physically visit a Sefton library, this service involves volunteers who bring books to peoples homes on a fortnightly or monthly basis; additionally they reserve titles at libraries as requested. By using the home visit library service users would not have to pay over due or reservation charges as they would on the mobile library and would have access to more titles across the whole of the library network. An on line / telephone reservation service is available which means that people can reserve books / other materials and make a visit to the library only when the titles are in stock, avoiding unnecessary visits. Additionally materials can be renewed on line or by telephone so again people do not need to make trips to the library unnecessarily.

That the Home Library Visits Service may not have sufficient capacity to deal with the demand. Mitigating actions will be to plan to increase the number of volunteers and work with the voluntary sector. In circumstances of extreme need consideration could be given to posting books out to individuals and looking to extend the services Talking Books arrangements.

Melling Parish Council wanted the option of collection of books in a local community facility. This will be considered as part of the future library review as there is a cost to this, particularly if other commuPage 160 1 to do this.



# Agenda Item 7

**Having taken consideration of the consultation and engagement activity undertaken the following activity will stop:**

The Mobile Library Service will no longer operate as of the 30<sup>th</sup> June 2012.

*Mobile Library stops and frequency:*

Place	Time and frequency
Edge Lane, corner of Water Street, Thornton	45 mins once a fortnight
Brownmoor Close, Crosby	1 hour once a fortnight
Delph Road, Little Crosby	30 mins once a fortnight
Ince Blundell Village Hall, Lady Green Lane,	45 mins once a fortnight
Wingfield Close, Lunt	15 mins once a fortnight
School Road, Hightown	3 hours once a week
Park Lane, near Jubilee Drive, Thornton	2.5 hours once a fortnight

Pendle Drive, near Bowland Drive, Ford	2 hours once a week
Captains Lane, near Captains Close, Netherton	1.75 hours once a fortnight
Homestead Avenue, Prospect Way, Netherton	2 hours once a fortnight
Castleton Drive, Copy Lane, Netherton	1.75 hrs once a fortnight
Buckingham Close, near Simonscroft	30 mins once a fortnight

North Road, near Rufford Green, Crossens	1.5 hours once a week
Marshside Road, near Fleetwood Road, Marshside	1 hour once a week
Cobden Road, off Wennington Road, Southport	2 hours once a week
Ovington Drive, Ingleton Road, Kew	2 hours once a fortnight
Folkestone Road, Kew	1 hour once a fortnight

Northway, Dover Road, Maghull	2 hours once a fortnight
Woodleigh Close, Moss Lane, Lydiate	1.5 hours once a fortnight
Pygons Hill Lane, opposite Jacksons Bridge Farm, Lydiate	30 mins once a fortnight
Spurriers Lane, Outlet Lane, Lydiate	15 mins once a fortnight
School Lane, near Tithebarn Lane, Melling	15 mins once a fortnight
Rock Lane, off Bedford Avenue, Melling	15 mins once a fortnight
Sefton Village	15 mins once a fortnight
Station Road, near Wheeler Drive, Waddicar	2 hours once a fortnight

Westminster Drive, Ainsdale	2.5 hours once a fortnight
-----------------------------	----------------------------

Total of 22 hours per week

# Agenda Item 7

<b>Cost of Mobile Library Service: £50,000</b> <b>Staffing: 1 Mobile Library driver/assistant £23,907</b> Cover required when driver is on leave or sick. <b>Other Resources: leasing cost - contract for vehicle lease committed to June 2012 (£8,000 per year) = £2,000, maintenance of vehicle: fuel, servicing, MOT, insurance, repairs.</b>	<b>Proposed Cost 2012/13: £6,000</b> <b>Budget Reduction 2012/13: £39,000</b> <b>Budget Reduction 2013/14 £3,000</b> <b>Council Staff at Risk: Yes</b> <b>Number of Posts at Risk: 1 (subject to the duty to consult with employees and trade unions)</b>  <b>As a result of employee notice periods the saving in year 1 will be in the region of £39,000 with full savings in following years.</b>
---	--

**Consultation Report E3.13**

**Responses and Analysis to Sefton Council's consultation on the option to review the Mobile Library Service (Ref: E 3.13)**

**Consultation Period:**

**21<sup>st</sup> October 2011 – 16<sup>th</sup> January 2012**

**Contents**

**Background**

**Consultation Methodology**

**Executive Summary**

**Consultation Analysis**

**Other Responses**

**Alternative Options Proposed**

**Monitoring Information**

**Appendices:**

**Appendix 1– Monitoring Data**

**Appendix 2 – Other Document Representation**

**2A Letter to Parish Councils**

**2B Letter to users of the Mobile Library Service**

**2C Excerpts from Letters to CEO from Older**

**Persons Forum**

## **2D Excerpts from notes from Access Forum and Ability Network**

### **Background**

Following the 2010 Comprehensive Spending Review and settlement the Council forecast a significant budget gap over the three years 2011-2014.

An initial package of potential budget options was approved by Cabinet, 13<sup>th</sup> October 2011, to commence consultation and engagement. In relation to these, consultation activity continues with service users, the general public, partners, key stakeholders, staff and Trade Unions.

The consultation on the budget options closed on Monday 16<sup>th</sup> January 2012.

This report analyses the responses for the option to **review the future of the mobile library service**. The consultation targeted all users of the services.

### **Consultation Methodology**

The methodology used followed Sefton's Public Engagement and Consultation framework and was approved by the Sefton's Engagement and Consultation panel.

Although the consultation was open to all residents, it was primarily aimed at those people who use the Mobile Library Service.

A questionnaire was placed on the mobile library and handed out to all people who visited the mobile library (a total of 67 were handed out). A letter was sent to all people who had used the service within the past 12 months, for whom the service had details, informing them of the consultation and letting them know how they could let their views be known. Questionnaires were also available in all of Sefton's libraries and other Council facilities.

Letters were sent to all Parish Councils where there is a mobile library stop within their boundary and that had been visited in the past 12 months. This letter notified them of the consultation process, and sought their views about whether they would be interested in part funding the service.

Local Authority officers attended a meeting of Sefton's Access Forum, Ability Network and a Learning Disability Forum to seek views on this option.

In addition, the questionnaire was included in the online consultation process.

On the printed questionnaire, a follow up question for question 7, asking people whether they would use the Home Visits Service, was incorrectly printed as: 'If no, please tell us why you would not use another library'. The correct version, which was used on the online form is: 'If no, please tell us why you would not use this service'.

A number of responses had already been received by the time this error was discovered, and it was decided not to change it. It is clear from the responses that it did lead to misunderstanding of the question in a few cases, but not significant enough to make a difference to the overall response.

The option proposal was also included in the telephone survey community consultation.

# Agenda Item 7

## Executive Summary

In total, 54 responses were received from the questionnaire. Of these, 12 were completed on-line and 42 completed the paper questionnaire.

Of these, 33 had used the mobile library service within the past 12 months. Those people who responded 'no' – that they had not used the service within the past 12 months were asked to go to the end question and complete comments. However, it is clear from the responses that some completed some of the questions that were only intended for those who had used the service. In the detailed analysis of the questions, the responses have been cross referenced against those who said they had used the service.

The responses about the stops used, postcodes and other libraries used matched the use of the service, and the nearest library to which people lived. There was a spread across the different stops used but the highest responses came from Westminster Drive, Ainsdale (1.16 miles from Ainsdale library, and Hightown (3.41 miles from Formby library; 3.54 miles from College Road library).

From the 33 who had used the service, 7 had used another library in the past twelve months, and 26 had not. Of those 26 who said they had not:

- 14 had a disability and 22 were over 55.

When asked whether they would use another library if the mobile library closed, 10 said they would, and 21 said they would not. Of those 21 who said they would not:

- 12 had a disability and 16 were over 55.

The problems already outlined about the question asking about the Home Visits Service mean that the figures are difficult to interpret. However, the comments give a good indication about why someone might not wish to use the Home Visits Service.

The results from the questionnaire show that there are people with disabilities and older people who do not use another library and would not want to use another library if the mobile library closed. There are more females than males who would not want to use another library, and this reflects the usage and age of those who use the mobile library. Some of the reasons given are because of difficulty walking, mobility difficulties. For these people, there is the Home Visits Service but there is some resistance to using this service from some of them. The main reasons given are the reluctance to have someone in their own home, it takes away their independence and there would not be the same choice of books. If they did use the Home Visits Service they would still be able to retain some independence, they would have a choice of books, and in reality they actually have access to the whole of Sefton's library stock with no charges to pay for reservations, overdue items etc. It would be the duty of the library service to identify these people, visit them and explain in more detail about what the service could do for them. Although it is not the normal method of delivering the service, an arrangement for those people who do not want anyone in their home, to meet a volunteer in a location near to their home.

At the Learning Disability consultation event (19<sup>th</sup> December 2011), individuals completed the questionnaires with support from Local Authority officers. Their responses have been included as part of the analysis of the returns from questionnaires. . No one who completed the questionnaire used the service and there were varying views of the service.

At the Access Forum on 22<sup>nd</sup> November 2011, the option was discussed with local authority officers. Attendees

# Agenda Item 7

recognised the high cost and low use of the service. They considered that the Home Visits service provided a more appropriate option for those people unable to visit a static library, and that the library service needed to ensure that it was promoted and available.

Two responses were received from Parish Councils (Melling and Thornton). Although there has been one query, no Parish Council has offered to pay towards the service. Melling Parish Council wanted the option of collection of books in a local community facility. This will be considered as part of the future library review as there is a cost to this, particularly if other communities also wish to do this.

The facilitator of Sefton Older Peoples Forum sent a response to the CEO about a few of the Council's options included in the consultations and included a comment about the mobile service. They were concerned about help for people to remain independent and concerned at some of these proposals such as abolishing the mobile library service will have an impact on isolated and vulnerable older people and reduce their quality of life. The actions to be taken for this are the same as those outlined above.

Respondents to the telephone survey community consultation were asked their views on the stopping of the mobile library. 67% disagreed to this option. 89 (75%) who disagreed were over the age of 55 years, 73% of these were retired and 49 (70%) were Bootle residents.(7% neither agreed or disagreed).

## The consultation analysis

A questionnaire invited responses from users on the following aspects:

- How often they used the service, which stops and their postcode
- Whether they used another library
- If the mobile library closed, whether they would they use another library
- If they could not visit another library due to mobility difficulties, whether they would use the Home Visits Service
- Any other comments

In total, 54 responses were received and of those, 33 had used the service within the past 12 months.

## Evaluation – mobile library users

For the purposes of evaluating and reporting on the responses:

**Users** = those people who replied 'yes' to Question1 i.e. that they had used the mobile library service within the past 12 months

**Non-Users** = those people who replied 'no' to Question1

The monitoring information for specific questions has been included where relevant. After question 1 it is only the information about users of the service that is included. Age, disability and gender have been included. The other equalities monitoring data does not provide sufficient difference or numbers to be able to draw any conclusions.

### 10. Have you used the mobile library service within the past 12 months?

Yes	33
No	20
Blank	1

# Agenda Item 7

## Users of the mobile library service:

Disability		Age		Gender	
Yes	14	Under 55	4	Male	8
No	12	Over 55	26	Female	22
Incomplete	7	Incomplete	3	Incomplete	3

## Non-users of the mobile library service:

Disability		Age		Gender	
Yes	9	Under 55	5	Male	9
No	7	Over 55	3	Female	10
Incomplete	4	Incomplete	12	Incomplete	1

## 11. How often do you use the mobile library?

Once a week	2
Once a fortnight	25
Once a month	4
Every few weeks	1
Once or twice a year	0

## 12. Which stop do you use?

Ainsdale – Westminster Drive	7
Buckingham Close, Litherland	2
Cobden Road, Southport	2
Dover Road, Maghull	1
Folkestone Road , Southport	2
Hightown	4
Homestead Avenue, Bootle	1
Marshside Road, Southport	2
Wheeler Drive, Melling	1
North Road, Southport	3
Ovington Drive, Southport	3
Park Lane, Netherton	1
Peel Road, Southport	1
Pendle Drive	2

## 13. What is your postcode?

L9	0
L10	0
L20	2
L21	1
L22	1
L23	1
L29	0
L30	4
L31	3
L37	0
L38	4
PR8	13
PR9	9

## 14. Have you used any other library in Sefton in the past 12 months?

### a) Overall response

Yes	13
No	26

### b) Response from users of the mobile library service

Yes	7
No	26

### Of those users who answered Yes:

Disability		Age		Gender	
Yes	0	Under 55	2	Male	1
No	5	Over 55	4	Female	5
Incomplete	2	Incomplete	1	Incomplete	1

### Of those users who answered No:

Disability		Age		Gender	
Yes	14	Under 55	2	Male	7
No	7	Over 55	22	Female	17
Incomplete	5	Incomplete	2	Incomplete	2

### If yes, which one(s)?

Ainsdale, Aintree, Crosby, Formby, Netherton

# Agenda Item 7

**If no, please tell us why you do not use another library?**

**Users of the mobile library service:**

- The mobile library satisfies all my needs
- The mobile library satisfies my needs
- Cannot walk far and nearest bus stop is too far
- I can't get to any other library
- Difficulty of access
- It suits me to use the mobile, I can park nearby and do not have to carry heavy books a long way.
- Not Convenient
- Convenience and availability
- Age - problems walking a distance and eyesight difficulty, I use the Talking Books now. Until the deterioration in my eyes I enjoyed many good reading books from the mobile
- No transport
- Travel difficult
- No transport
- I have major problems walking
- The mobile library is more convenient closer to my home
- I am very happy with our mobile library
- Mobility problems i.e. distance is too great
- Too far and not easy accessing
- No transport
- Lack of transport
- Too far away
- Because the mobile library is convenient and always has a changing selection for the children
- The library is handy Graham is helpful and pleasant
- Hightown much handier and more accessible
- Hightown is a lot handier
- Too many physical problems

**15. If the mobile library closed would you use another library?**

**a) Overall response**

Yes	14
No	21
Blank	19

**b) Response from users of the mobile library service**

Yes	10
No	21
Blank	2

**Of those users who answered Yes:**

Disability		Age		Gender	
Yes	2	Under 55	2	Male	1
No	6	Over 55	8	Female	9
Incomplete	2	Incomplete		Incomplete	



**Of those users who answered No:**

Disability		Age		Gender	
Yes	11	Under 55	2	Male	7
No	5	Over 55	15	Female	14
Incomplete	4	Incomplete	3	Incomplete	1

**If no, please tell us why you would not use another library  
Users of the mobile library service:**

- Not convenient
- Not convenient
- Can't get to another one as I am disabled. The mobile library is the only place I go all week
- Too far away
- Too far to walk
- The difficulties already mentioned on previous page
- No transport
- Travel difficult
- No transport
- Can not get there
- Lack of mobility
- No other library would be as obliging as the one I have
- See answer to question 5
- 90 years old and no car
- Have no transport
- Lack of transport
- Because they are in Churchtown or Birkdale and would take time to get to in a busy working schedule, plus children couldn't go on their own
- Formby and Crosby not easy to get to
- Inconvenient
- Physical and financial problems would make it impossible to go anywhere else.

**16. If the mobile library closed and you were unable to visit a library due to mobility difficulties, would you wish to receive a service from the Home Visits Service?**

**a) Overall response**

Yes	10
No	29
Not applicable	3

**b) Response from users of the mobile library service**

Yes	8
No	24
Not applicable	1

# Agenda Item 7

## Of those users who answered Yes:

Disability		Age		Gender	
Yes	3	Under 55	2	Male	1
No	4	Over 55	8	Female	7
Incomplete	1	Incomplete	0	Incomplete	0

## Of those users who answered No:

Disability		Age		Gender	
Yes	10	Under 55	4	Male	7
No	8	Over 55	17	Female	14
Incomplete	6	Incomplete	3	Incomplete	3

## If no, please tell us why you would not use this service

### Users of the mobile library service:

- The question is would I use home visits services and is therefore not relevant
- There would not be enough books to choose from as I read quite a lot
- Too far away
- No is my preferred answer, I am very slow now, and would hesitate to keep someone standing while I look through what I want to listen to.
- No transport
- Travel difficult
- No transport
- Lack of choice in books
- See answer to question 5
- I wouldn't like strangers coming into my home
- Don't want to have people coming to house want to choose when to go to the library
- Same answer as above
- Inconvenient

## 17. Please use this space to add any further comments

### Users of the mobile library service:

#### *Comments*

- The mobile library is very convenient and ensures I regularly change my books.
- The mobile library is an excellent service which I appreciate
- The children look forward to their visit to the mobile library has good choice also the gentleman very polite and helpful with the children.
- I have answered the questions on page 4 and 5 but find them obtrusive - what have they got to do with my reading matter??
- Have been using Bootle library books since I was a little girl, except when I was at work and other demands. have used the mobile for a number of years, and would be sad if it didn't come.
- Excellent service should be kept
- My life would be changed by the removal of the mobile. I am mainly stuck at home and reading is one of the few pleasures I have.
- Please do not close the mobile library as I look forward to it coming.

# Agenda Item 7

- I have been a member of the mobile library for over 30 years. I joined on 19/3/1980 and I still use the same card I don't see why I should be forced to use another library as this is perfect for me. If it closed it would be sorely missed.
- Mobile library also acts as a safe sociable meeting place (can't put a price on that)! I would become more isolated and dependant on other people. I would be happy to, with your blessing, encourage others to use the service.
- The mobile library is fantastic and had advance the books my children read also due to dyslexia reading a varied selection has improved their reading skills.
- I have lived in Melling for the past 11 years. Since my child has entered school (Melling Primary) we have used the mobile library each 2 wks. It would be a shame to lose this good service. The gentleman who brings this service to Melling each fortnight is a very pleasant and good knowledge if required. Please keep this service for when it's gone it's gone forever.
- We have very few amenities in Hightown
- The library service (including mobile) is vital, particularly to older people in Hightown or people with mobility problems. I am against any library cuts, it provides free education and entertainment for all people of all ages.
- I feel that the mobile library is a must for those not able to travel, for whatever reason, to their local library. This service must be kept.

## **Non- users of the mobile library service:**

### ***Comments***

- Reading is very important to me. I am never without books to read I use the library regularly
- Think we should keep it as no library nearby when Netherton closed.
- Close it down. Don't need it. The mobile library blocks the road.
- likes having a library van
- Keep libraries in buildings
- Nice to keep the van
- Sufficient to have libraries in buildings
- Good idea to have a mobile library
- Would like to keep the mobile library
- The number of users and issues does not represent value for money and there are alternative, cheaper methods of providing books for people who cannot access the library buildings. For example e-readers or kindles which can have books downloaded onto them for a set period of time using the internet. It would save money on books for the mobile, staff, vehicle costs and repair and maintenance. I think that the library service in Sefton needs to move with the times and make good use of new technology to reduce its costs.
- Scrap the mobile library. no one uses it.
- Would volunteers not go to the local library for people rather than having to fund a vehicle? Even paying mileage would probably be cheaper.
- Having lived in the Churchtown/Crossens area for more than 30 years I am amazed to learn that the mobile library calls in the area regularly. Never seen it and nobody has ever mentioned it to me. Some really rural areas might find one convenient, but not at this price to other council tax payers. Elderly folk get free bus passes to travel to libraries and schools should be able to help get books for youngsters. Books can now be downloaded from the web. Kindle etc. Closure supported in view of current and future financial cost and need to make savings.
- The Mobile Library should be closed until the budget cuts are over then re-opened.

# Agenda Item 7

Other responses

- 2 received from Parish Councils
- 1 received from Older Persons Forum
- Meeting and discussions with Access Forum and Ability Network

Information from these is contained in the executive summary

## Alternative options proposals

None proposed

## Monitoring Information

Monitoring information has been used where relevant against each question. The monitoring for all responses for the users is contained at Appendix 3

# APPENDICES

## Appendix 1 – Monitoring information

Completion of this form was not compulsory and in some cases, part completed.

<b>Question: What is your gender'?</b>			
<b>Answer Option</b>	<b>Response</b>		<b>Response %</b>
Male	32		60.37
Female	16		30.18
Incomplete	5		9.43

<b>Question: Do you consider yourself to be 'disabled'?</b>			
<b>Answer Option</b>	<b>Response</b>		<b>Response %</b>
Yes	23		54.76
No	19		45.24

<b>Question: Disability: Do you have any of the following? (please select all that apply)</b>			
<b>Answer Option</b>	<b>Response</b>		<b>Response %</b>
Physical impairment	10		26.32
Visual impairment	3		7.89
Learning difficulty	8		21.05
Hearing impairment/deaf	5		13.16
Mental health/mental distress	5		13.16
Long term illness that affects your daily activity	7		18.42

# Agenda Item 7

Question: <b>Do you have a religion or belief?</b>			
Answer Option	Response		Response %
Yes	27		72.97
No	10		27.03

Question: <b>If 'Yes', please select one of the options below:</b>			
Answer Option	Response		Response %
Buddhist	0		0.00
Christian	29		100.00
Hindu	0		0.00
Jewish	0		0.00
Muslim	0		0.00
Sikh	0		

Question: <b><u>Which of these options best describes your ethnic background? Please select one option (the options are listed alphabetically)</u></b>			
Answer Option	Response		Response %
Asian - Indian	0		0.00
Asian - Pakistani	0		0.00
Asian - Other Asian Background	0		0.00
Black - African	0		0.00
Black - Caribbean	0		0.00
Black - Other Black Background	0		0.00
Chinese - Chinese	0		0.00
Chinese - Other Chinese Background	0		0.00
Mixed Ethnic Background - Asian & White	0		0.00
Mixed Ethnic Background - Black African & White	0		0.00

# Agenda Item 7

Mixed Ethnic Background - Black Caribbean & White	0		0.00
Mixed Ethnic Background - Other Mixed Ethnic Background	0		0.00
White - British	17		36.96
White - English	28		60.87
White - Irish	1		2.17
White - Scottish	0		0.00
White - Welsh	0		0.00
White - Polish	0		0.00
White - Latvian	0		0.00
White - Gypsy/Traveller	0		0.00
White - Other White Background	0		0.00

Question: <b>What is your age?</b>			
<b>Answer Option</b>	<b>Response</b>		
Under 55	9		
Over 55	29		
Incomplete	15		

Question: <b>How would you describe your sexual orientation?</b>			
<b>Answer Option</b>	<b>Response</b>		<b>Response %</b>
Heterosexual	31		96.88
Gay	0		0.00
Lesbian	0		0.00
Bisexual	1		3.13

## Appendix 2A - Letter to Parish Councils



### People Directorate

Library and Information Services  
2<sup>nd</sup> Floor Magdalen House  
30 Trinity Road  
Bootle

*Date:* 2<sup>nd</sup> December 2011  
*Our Ref:* CH/bh

Your Ref:

**Please Contact:** Christine Hall  
**Contact Number:** 0151 934 2376  
**Fax No:** 0151 934 2370  
**e-mail:** christine.hall@sefton.gov.uk

Dear

Sefton Council is carrying out a number of public consultations about its budget savings proposals for 2012/13. One of these consultations is about the future of the mobile library and I enclose a copy of the survey that is aimed at those people who currently use the library.

One of the questions we are asking is what people would do if the mobile library ceased operating.

Within the boundaries of your parish, the mobile library stops at:

- School Road - 3hrs every Saturday morning
- 20 regular users

The saving proposal to cease mobile library operation is £44,000. An alternative to cessation of the service could be that the Parish Council's jointly fund its operation. Would this be something that your Council would wish to consider?

We would welcome any views the Parish Council may have on this proposal. The closing date for consultation is 16<sup>th</sup> January 2012.

Yours sincerely

Christine Hall  
Head of Library and Information Services

# Agenda Item 7



## People Directorate

Library and Information Services  
Magdalen House  
30 Trinity Road  
Bootle

**Date: 5 December 2012**

**Please Contact: Geoff Davis**  
**Contact Number: 0151 934 4741**  
**e-mail: [geoffrey.davis@sefton.gov.uk](mailto:geoffrey.davis@sefton.gov.uk)**

Dear

### **Mobile Library Public Consultation Survey**

Sefton Council is carrying out a number of public consultations about its budget savings proposals for 2012/13. One of these consultations is about the future of the mobile library service. According to our records, you have used the mobile library service within the past 12 months and I am therefore writing to inform you of the consultation process. Part of this process is to get information and views from people who currently use the service, and a survey has been produced.

You may already be aware of this and have completed a survey, in which case please disregard this letter.

If you wish to view or complete the survey it is available on paper from all Sefton Libraries, including the Mobile Library. The survey is also available electronically through the Sefton Council website [www.sefton.gov.uk](http://www.sefton.gov.uk).

Survey returns need to be sent in by 13<sup>th</sup> January 2012. If you have any difficulty accessing the survey please do contact us on the number above and we can send you a paper copy.

Yours sincerely

Christine Hall  
Head of Library and Information Services



## Appendix 2C - Letter to CEO from Older People's Forum

To Margaret Carney C.E.O.

Re: Sefton's Transformation Programme 2011-2014

I am writing on behalf of 250 members of Southport Older Persons' Forums. The Forums meet in Maghull, Bootle and Southport. Members have asked me to respond on their behalf to the proposals in the Transformation Programme document.

The Forums welcomes the chance to take part in this consultation process but is worried that some of the proposals will undermine effective support systems for elderly people to remain in their own homes.

The Forums are extremely concerned about the proposal to reduce eligibility for care, as this inevitably means that older people with substantial needs will no longer be able to access the support they need (E2.10). This may well be a false economy since it will hasten the loss of independence and quite possibly the need for other, more expensive NHS or residential care.

Grave concerns were also raised about the reduction to the Supporting People budget (E2.1) – especially to the Affordable Warmth Team, they provide valuable assistance to older people who would otherwise possibly become part of the dreaded winter statistics.

The Forums believe that specialist transport services are vital and must be continued and certainly not reduced (E2.3). The Forum is opposed to raising charges for specialist transport services (E2.4).

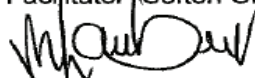
Many services help people to remain independent for longer and enjoy their lives. We are concerned that some of these proposals – such as abolishing the mobile library service (E3.13) – will have an impact on isolated and vulnerable older people and reduce their quality of life.

Finally, many older people attending the Forums were very disturbed by the proposal to increase the charges for burials and cremations (E5.7), which clearly has a much bigger impact on older people and their partners than any other section of the population.

The Forums recognise the financial challenges facing the Council but has a duty to reflect the views of its members and the wider older population. Within the document it does appear that Sefton MBC is looking to save just over £1m per year from children and families but more than £11m per year from the older people's budget.

The Forums would like to thank you for the opportunity to take part in the consultation and would be very willing to provide further feedback if this would be helpful.

Margaret Lambert  
Facilitator, Sefton Older Persons Forum



# Agenda Item 7

## Appendix 2D - Notes from Access Forum and Ability Network

### Excerpts from notes of meeting of Sefton Access Forum: 22<sup>nd</sup> November 2011 and Ability Network – 8<sup>th</sup> December 2011

Below are the comments from members of the above networks for disabled people regarding the Transformation Option 3.13 Mobile Library Service

All group members agreed that the service of providing an outreach library service to people unable to access library buildings was essential. However when looking at the figures and hearing information the current use of the service, members agreed that review of this was needed. Members understood that the numbers of service users who access the mobile library services who have no way of getting to library buildings is very low, and therefore the suggested staff smaller outreach service sounds appropriate. Notes were made that this would require some consideration with regards to ensuring the advertising of the service remained so that all vulnerable people who required the service had equal opportunity to use the library services. And that the outreach staff would require web / remote access to catalogues though tablet like devices to allow users to browse the full catalogue – it was also noted this could have the potential of improving the service as the full library catalogue would therefore be available rather than the limited availability he mobile library could provide.

#### Overall

For all of the above option members highlighted how important thorough and robust monitoring will be of the impact on service users. Monitoring any falling in the numbers of people using the service, particularly disabled or older people, as this can highlight how the implementation of these

**Full minutes available on request**

## Equality Analysis Report E3.13

### **Equality Analysis Report** Committee paper code: Annex Reference E3.13

#### **Details of proposal:**

It is proposed to consider the future requirement of the Mobile Library Service

The Mobile Library is provided for people who have difficulty in accessing a static library. It is open for 22 hours per week, and has a number of stops across Sefton. The time at these stops varies from 30 minutes to half a day. 212 people used the Mobile Library in 2011/12. Of these, 153 did not use any other Sefton library. The mobile library issued a total of 4,946 items. This is very low compared to the number of items issued in other Sefton libraries per annum (lowest = 35,426 per annum; highest = 207,396).

The costs of the mobile library per annum are an average of £44,000. The vehicle is leased and it is staffed with one driver/assistant. The lease expired last year and it being renewed on an annual basis. The maintenance costs will increase as the vehicle ages. The cost of a new mobile library will be significantly higher, and once there is a new lease there will still be significant costs still to pay, even if the service is withdrawn at a later date. The cost per issue for the mobile library in 2010/11 was £9.28 compared to the lowest of 70p and the highest of £2.61 in Sefton's other libraries.

There is no specific comparator data for mobile libraries. However, there are a number of facts and figures that are known about the level of provision of mobile libraries in other local authorities. Within the 5 Merseyside authorities, Liverpool and Sefton have a mobile library. Warrington ceased to operate its mobile library as of 1st April this year, alongside closure of 2 smaller libraries. Many metropolitan authorities similar to Sefton ceased their services some years ago e.g. Bolton. Many rural library services are reducing, and in some cases halving the number of mobile libraries.

#### **Rationale for service change proposal –**

- There has been a significant reduction in demand for the Mobile Library over the last 5 years. Usage has declined 31% between 2006/7 and 2010/11 from 7149 issues per annum to 4946 issues per annum.
- There are alternative options for users i.e. the 13 static libraries in Sefton plus the Home Visits Library Service for those with mobility issues.
- In the current economic climate the retention of a service with such high usage costs and low demand is hard to justify, especially when more efficient and high performing areas of the Library Service have already been reduced to make savings.
- Other library services have stopped providing a mobile library service over the past few years.

# Agenda Item 7

Our statutory obligation under the Public Libraries and Museums Act 1964 is to provide a comprehensive and efficient library service for all persons in the area that want to make use of it (section 7); promote the service (section 7); lend books and other printed material free of charge for those who live, work or study in the area (section 8). The Act has a number of regulations including what services can be charged.

There is no legal obligation to provide a mobile library service.

**The following activity will change, stop or significantly reduce –**

Should the decision be taken, the Mobile Library Service will no longer operate.

Mobile Library stops and frequency:

<b>Place</b>	<b>Time and frequency</b>
Edge Lane, corner of Water Street, Thornton	45 mins once a fortnight
Brownmoor Close, Crosby	1 hour once a fortnight
Delph Road, Little Crosby	30 mins once a fortnight
Ince Blundell Village Hall, Lady Green Lane, Wingfield Close, Lunt	45 mins once a fortnight
School Road, Hightown	15 mins once a fortnight
Park Lane, near Jubilee Drive, Thornton	3 hours once a week
Pendle Drive, near Bowland Drive, Ford	2.5 hours once a fortnight
Captains Lane, near Captains Close, Netherton	2 hours once a week
	1.75 hours once a fortnight
Homestead Avenue, Prospect Way, Netherton	2 hours once a fortnight
Castleton Drive, Copy Lane, Netherton	1.75 hrs once a fortnight
Buckingham Close, near Simonscroft	30 mins once a fortnight
North Road, near Rufford Green, Crossens	1.5 hours once a week
Marshside Road, near Fleetwood Road, Marshside	1 hour once a week
Cobden Road, off Wennington Road, Southport	2 hours once a week
Ovington Drive, Ingleton Road, Kew	2 hours once a fortnight
Folkestone Road, Kew	1 hour once a fortnight
Northway, Dover Road, Maghull	2 hours once a fortnight
Woodleigh Close, Moss Lane, Lydiate	1.5 hours once a fortnight
Pygons Hill Lane, opposite Jacksons Bridge Farm, Lydiate	30 mins once a fortnight
Spurriers Lane, Outlet Lane, Lydiate	15 mins once a fortnight
School Lane, near Tithebarn Lane, Melling	15 mins once a fortnight
Rock Lane, off Bedford Avenue, Melling	15 mins once a fortnight
Sefton Village	15 mins once a fortnight
Station Road, near Wheeler Drive, Waddicar	2 hours once a fortnight

22 hours per week total

**Ramifications of Proposal:**

Is there a consequence to 'Threshold': Yes

Is there a consequence to 'Capacity': Yes

There are currently 212 active users of the mobile library (borrow 1 or more books in the past year), of these 117 have personal details such as names & addresses along with some monitoring information

Age	
No answer	115
under 17	18
17-24	3
25-34	5
35-44	8
45-54	9
55-64	13
65-74	15
Over 75	26
Total	212

Ethnic Origin	
No answer	116
British	35
White British	59
White Irish	1
White Other	1
Total	212

Disability	
No answer	176
Yes	8
No	28
Total	212

Gender	
No answer	100
Female	88
Male	24
Total	212

**Are there any protected characteristics that will be disproportionately affected in comparison to others?**

Yes

Disability and Age (older people) – Disabled users and older people may have access difficulties or medical conditions which mean they may be unable to use a static library.

*Sex – A large proportion of the mobile library users that details are available for, are female.*

Pregnancy – There maybe access difficulties due to mobility/illness relating to pregnancy

Mitigation

A volunteer home visit service is available for residents who are unable to physically visit a Sefton library, this service involves volunteers bring books to peoples homes on a fortnightly or monthly basis; additionally they reserve titles at libraries as requested. By using the home visit service user would not have to pay over due or reservation charges as they would on the mobile library and would have access to more titles across the whole of the library network. An on line / telephone reservation service is available which means that people can reserve books / other materials and make a visit to the library only when the titles are in stock, avoiding unnecessary visits. Additionally materials can be renewed on line or by telephone so again people do not need to make trips to the library unnecessarily.

Age (Under 17's) – Young children and their families may be unable to access a static library. Mitigation – provide easy read information about how to use a static library and its associated facilities such as online reservation, as well as other services for children & young people (Rhyme time, homework club etc)

# Agenda Item 7

*Gender reassignment – No impact*

*Marriage and civil partnership – No impact*

*Race – No impact*

*Religion and belief – No impact*

*Sexual orientation – No impact*

## **Consultation/Time Span. ( give details of how this and how the results have been incorporated in to decision making)**

Consultation was carried out using the methods outlined below and results / analysis are available in the related consultation report.

Mobile Library Users – October to January – Survey data

E-consult – October to January – Survey data

Sefton Access Forum – November – Agenda & Minutes

At the Learning Disability consultation event (19<sup>th</sup> December 2011), individuals completed the questionnaires with support from Local Authority officers. Their responses have been included as part of the analysis of the returns from questionnaires. . No one who completed the questionnaire used the service and there were varying views of the service.

At the Access Forum on 22<sup>nd</sup> November 2011 and the Ability Network on 8<sup>th</sup> December 2011, the option was discussed with local authority officers. Attendees recognised the high cost and low use of the service. They considered that the Home Visits service provided a more appropriate option for those people unable to visit a static library, and that the library service needed to ensure that it was promoted and available.

The facilitator of Sefton Older Peoples Forum sent a response to the CEO about a few of the Council's options included in the consultations and included a comment about the mobile service. They were concerned about help for people to remain independent and concerned at some of these proposals such as abolishing the mobile library service will have an impact on isolated and vulnerable older people and reduce their quality of life. The actions to be taken for this are the same as those outlined above.

## **Users of the mobile library service who completed the questionnaire:**

<b>Disability</b>		<b>Age</b>		<b>Gender</b>	
Yes	14	Under 55	4	Male	8
No	12	Over 55	26	Female	22
Incomplete	7	Incomplete	3	Incomplete	3

## **Is there evidence that the Public Sector Equality Duties will continue to be met?**

Yes – service provision is delivered in light of the equality act and the three public sector equality duties.

- Eliminate discrimination – we will continue to monitor standards of service to ensure non of our service users are treated less favourably due to a protected characteristic

- Advance equality of opportunity – we will continue to provide services in a way that meets needs of service users in relation to their protected characteristics.
- Foster good relations between different protected characteristics – we will continue to provide services in a way that is supportive of services user's differences
- This report links to our current EIA for Health & Wellbeing in compliance with legislation (published January 31<sup>st</sup> 2012)

## **What actions will follow if proposal accepted by Cabinet & Council?**

1. Develop and implement a decommissioning plan
2. Monitor plan

### **Recommendation to Council E3.13:**

Council is asked to consider the impact assessments, risks and mitigating actions in the proposal E3.13 and agree that

1. the cessation of the mobile library service with effect from 30<sup>th</sup> June 2012 be approved
2. Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.

# Agenda Item 7

## Reference E4.2

### **Service Description: Highways Maintenance Categorisation: Frontline**

To maintain the highway network to maximise the safe passage of people and vehicles. This includes maintenance of roads, footways, signs, guardrails, bollards, resurfacing and reconstruction, weed spray etc. Much of this work forms the core contract for delivery by Capita Symonds. This is a statutory duty under sections 41 and 58 of Highways Act 1980. Funding has been reduced by £800,000 for two years in the previous round of prioritisation. Client is all highway users either residents of Sefton or visitors.

**Consultation has commenced on the following** – A further temporary reduction in Highways Maintenance Works Budgets of £400,000 for a period of 3 years.

It was agreed in Medium Term Financial Plan to temporarily reduce the Highways Maintenance Budget by £800k in 2011/12 & 2012/13, with the budget returning to the 2010/11 levels (i.e. return of the £800k) in 2013/14.

The combination of new contracts (coming into force in July 2011) and the MTFP addressing other significant budget black holes, it is now recommended to temporarily further reduce the Highways Maintenance Budget for a period of 3 years. This additional temporary reduction is recommended dependant on a full reinvestment of both this £400,000 and the previously cut £800,000 at the end of the temporary periods.

**Rationale for service change proposal** – The Council is under a statutory duty (sections 41 and 58 of Highways Act 1980) to ensure a safe highway network. Cessation or massive reduction is not a realistic option as it would likely result in damage to life and limb leading to claims against the authority and potential corporate manslaughter charges. The budget has been significantly under-funded for a number of years and funding has been reduced by £800,000 for two years in the previous round of prioritisation. Further temporary reduction or a permanent significant reduction does carry the risk of short and long-term implications in terms of deteriorating condition of the highways and related infrastructure, with increased risk of accident and injury on the highway. In addition, there is a further risk that failure to repair in a timely manner can result in far greater expenditure to achieve the same outcome later as the infrastructure may have deteriorated to the extent that more significant works (and funding) are required. Disruption to use of the highway network has an associated detrimental economic impact.

Hence the proposal would only be for a manageable temporary reduction, to the revenue works budget, and corresponding subsequent significant reinvestment in the highway network infrastructure.

**The following activity will change, stop or significantly reduce** – This would require a continued restructure of the Highway Works Programme. Implementation of the current £800k reduction has delivered by: ceasing footway/carriageway reconstructions; ceasing carriageway "plane & inlay" resurfacing; removing landscaping/flowerbeds on roundabouts; and reductions to arboricultural database and maintenance. Further re-profiling of the reduced budget will be required, with more emphasis placed on reactive minor repairs and less substantial slurry sealing, surface dressing and micro asphalt treatments. Such an approach will help to maintain the integrity of the highway network on a short term basis but is not a long term option.

### **Impact of Service Change –**

**Service Users** – Disruption to use of the highway network and deterioration of the highways network would affect movement of individuals, private business and other service delivery (e.g. refuse collection, community services, emergency services, public transport etc.) with associated detrimental economic impact.

**Partners** - These are works contracts, reduction of the budget would impact upon contractors and would have some implications for level of design and supervision work undertaken by Capita Symonds.

**Council** – Whilst works-related expenditure can be reduced there are contractual obligations under the agreement with the external partner, Capita Symonds, which may limit the saving that could be made from the core-payment under that agreement. There are legal and financial implications with reduction or partial/total cessation of the agreement with the external partner. The current proposal is therefore to reduce the revenue works budget only. It is not proposed to consider any reduction to the core-payment under that agreement as part of this change proposal.

Deterioration of the Highway Network infrastructure has a significant reputation risk with associated risk of increased damage claims against the Council.



<p><b>Communications, Consultations &amp; Engagement Summary</b> See full consultation report E4.2</p>	
<p><b>Equality Analysis Report</b> – see EAR E4.2</p>	
<p><b>Risks &amp; Mitigating Actions–</b> This further temporary reduction does carry the risk of short and long-term implications in terms of deteriorating condition of the highways and related infrastructure, with increased risk of accident and injury on the highway. Disruption to use of the highway network has an associated detrimental economic impact and a reputation impact.</p> <p>This risk could only be mitigated for the temporary period dependant on a full reinvestment of both this £400,000 and the previously cut £800,000 at the end of the temporary periods.</p> <p>Despite the longer term risk to the infrastructure that this cut represents, the Council will continue to meet its' statutory duty in accordance with Highways Act 1980 (section 41) to maintain the highway.</p>	
<p><b>Having taken consideration of the consultation and engagement activity undertaken the following activity will change, stop or significantly reduce</b> – This would require a continued restructure of the Highway Works Programme. Implementation of the current £800k reduction has delivered by: ceasing footway/carriageway reconstructions; ceasing carriageway "plane &amp; inlay" resurfacing; removing landscaping/flowerbeds on roundabouts; and reductions to arboricultural database and maintenance.</p>	
<p><b>Cost of Highway Maintenance Service:</b> <b>£6.894m</b></p> <p><b>Staffing: 0</b></p> <p><b>Other Resources:</b> <i>Capita Symonds</i></p>	<p><b>Proposed Cost 2012/13: £6.494m</b></p> <p><b>Saving 2012/13: £400,000</b> <b>Will the saving be full or part year? Full</b> <b>Saving 2013/14: £400,000</b> <b>Investment Required: Nil for the period of the reduction</b> <b>Staff at Risk: No</b></p>

**Consultation Report E4.2**  
**Responses and Analysis to Sefton Council's consultation on the option**  
**to reduce the Highway management revenue budget by a further**  
**£400,000 for a period of three years.**

(Ref: E 4.2)

**Consultation Period:**

**21<sup>st</sup> October 2011 – 16<sup>th</sup> January 2012**

# Agenda Item 7

## Contents

### Background

### Consultation Methodology

### Consultation Analysis

### Appendices:

#### Appendix 1 – Response from One Vision Housing

#### Appendix 2 – Detailed responses

### Background

The highway management revenue budget was reduced in 2010/11 by £800,000 for a period of three years.

Members are minded to seek a further temporary reduction of £400,000 for the same budget and have requested that the option be subject to a consultation process.

### Consultation Methodology

Information on this option was available on the intranet and on e-Consult, the on-line consultation tool. The public had an opportunity to give comments and feedback via this tool.

A consultation exercise took place with Sefton Youth Advisors who were asked to explore the effects that cuts in the highway management budget might have.

Consultation has also taken place with One Vision Housing (please refer to response 11 in Appendix 1) and our professional partner Capita Symonds to assist in the realignment of budgets should the proposed reduction be implemented.

The option proposal was also included in the telephone survey community consultation.

63% of the respondents to the telephone survey community consultation disagreed with the proposal, whilst 28% agreed.(9% neither agreed or disagreed).

### Executive Summary

In total, ten comments were received on the e-consult system with a further response received from One Vision Housing. A full listing is included in Appendix 2

Of the eleven responses, five (45%) were against the proposal and two (18%) were for it. The others made general comments with two (18%) suggesting a cut in street lighting.

### The Consultation Analysis

# Agenda Item 7

measure of public opinion.

This option was also discussed at the youth event on the 3rd December organised by the young advisors.

## Highway Maintenance Feedback from the Youth Event

Activity	Feedback received
<p>Spider Diagram Activity:</p> <ol style="list-style-type: none"> <li>1. Who uses roads and why are they important?</li> <li>2. Who uses paths and why are they important?</li> <li>3. What hazards/problems could there be with roads and paths?</li> <li>4. What would you do if there were no roads or paths?</li> </ol>	<p>Pedestrians, public transport, cars, parades – protests &amp; Lord Mayors, emergency vehicles, television crews, council services – meals on wheels, horses, cyclists, motorbikes.</p> <p>Zebra crossings, if you don't drive then you have to use paths, bridges, travelling anywhere/general travel, used to socialise and go shopping, cycle paths for fun and to get to places, national trails, under main roads – subways, parks, access to hospitals, EVERYONE uses them.</p> <p>Litter, Wildlife, Overgrown vegetation, obstructions, narrow ways, should be a clear separation between roads and paths, everyone would be affected equally, uneven road surfaces, poor lit roads, unclear paint on road markings, people are hazards!</p> <p>More accidents, No system, No rules or regulations, Have no specific direction for walking or driving, Less jobs e.g./ lollipop men/ladies, no traffic wardens &amp; traffic police, No stability, no routes to place.</p>
<p>Discussion around importance of roads and paths being looked after and maintained.</p>	<p>Damaged, dangerous roads could cause more accidents and injuries, might slow down or delay emergency vehicles, cost of repairs further down the line would be very high, very important, - councils duty, damage to vehicles would be expensive.</p>

### Rank/ order game

- YP were given 9 options and asked to rank them according to importance. Number 1 being the most important. Highway Maintenance – 10/14 YP scored this as a one or two, so highway maintenance was scored very highly. 3 YP scored highway maintenance a 4 and one scored a 6. Overall a fairly important ranking.
- Happy/Sad faces – flipchart and post it note activity. YP were asked to comment on positives and negatives of the highway maintenance budget being cut. This activity focused on their feelings and how they would be affected by cuts to this budget.

# Agenda Item 7

## APPENDICIES

### Appendix 1

Excerpts from a letter to Margaret Carney and the Leader of the Council from One Vision Housing

#### **To the Leader and Chief Executive Sefton Metropolitan Borough Council,**

Thank you for the opportunity provided to partner organisations such as ourselves to consult on the proposed budgetary cuts within SMBC.

Having assessed the options being consulted upon we have responded where we feel there is a potential significant negative impact on the lives of our residents, the long term sustainability of the Borough of Sefton and on our business.

Whilst appreciating the immensely difficult task facing the Council, we worry that some of the cuts proposed, particularly to the Supporting People Programme will put many vulnerable people across the borough at risk and will provide a false saving which will result in higher costs to the public purse in future years.

Not all the options we have responded to are formally open for public consultation, however, we feel the impact will be such on our tenants that we ask the Leader and Chief Executive to consider all of the comments we have made below.

Roy Williams

Chief Executive

One Vision Housing

#### **Section E4: Street Scene**

##### **E4.2 Highways Maintenance**

Sefton's spend on maintenance of principal roads per head at £2.28 (2009/10) is already in the lowest 20% amongst statistical nearest neighbours (Audit Commission Value for Money Profiles), the average amongst statistical nearest neighbours is £11.35/ head.

Whilst the proportion of principal roads where maintenance should be considered is currently average, we would ask SMBC to guarantee that this is a temporary budget cut. A permanent budget cut of this proportion will lead to an increased percentage of the principal and non principal road network in need of maintenance and reduce the long term sustainability of the borough. A well maintained network will facilitate employment, industry freight traffic and is key to reducing the number road traffic accidents.

In 2009, 87 people were killed or seriously injured on Sefton's Roads. We would ask the Council to ensure accident hot spots are prioritised in the 3years where reduced budgets are in place to ensure the safety of all residents.

### **Appendix 2 – Detailed Responses**

- 1 The Street Light corner of Booth Street and Bold Street should only be on in hours of darkness not 24 hours 7days a week. Speed Humps do not stop fast drivers, they only damage both cars and Drivers and pedestrians. They also cause accidents as drivers are having to watch out for speed humps as they come across them.
- 2 If minor repairs are not carried out the finance to do this in the future will be a lot more costly
- 3 Please don't just reduce expenditure in Southport
- 4 Yes make a temporary reduction of £400,000
- 5 If you reduced this by £400,000, what would it mean in practice. I would like to see some options.
- 6 Roads and refuse collection are the only council services I use. I would not be happy with reduced road maintenance. They need more investment. I would further resent paying such a large council tax bill if this budget were reduced.

# Agenda Item 7

- 7 Highway maintenance has been poor for many years, so much so that I have had to use Sefton MBC Public Protection Dept. to take action against the highways maintenance side in relation to the so called amenity strip alongside the A565 in Seaforth. The appearance of landscaped areas, for example the Moor Lane roundabout & associated bedding, have already deteriorated well below the standard expected of a well to do suburb of a major city and Crosby's parks are also in a sorry state - think of the once wonderful facilities at the bottom of South Road as an all too obvious example. It must be essential for the appearance of the borough to visitors attracted by the Gormley "Iron Men", Waterloo Rugby Club, Marine F.C. & West Lancs. Golf Club for Crosby to make a high quality visual statement in order for any such visitors to want to stay & spend money in local businesses. Crosby has also featured in the Tour of Britain cycle race, potentially seen by a worldwide audience, is the down at heel view of Crosby currently all too visible to its residents something we want the world to see? Saving money may be a grand idea but it is all too obvious to local residents that money either hasn't been spent in so many places in the last umpteen years or has been going to other places where the benefit to residents is difficult to see.
- 8 This is a terrible option. Maintenance of roads and highways is poor at it is. A further reduction will impact on the safe usage by members of the public. This may lead to increase in injury claims against the council. This will not in the long term be a saving.
- 9 The recent replacement of lighting columns in Coudry rd/Silverthorne drive seems inappropriate as the columns replaced had been giving sterling service since being converted from gas in ???. Has the programme for replacing lighting been cancelled as if the above example is typical then there is no need for this programme
- 10 Bring control of the Contractors in-house rather than through a third party - Utilise your own staff first
- 11 Sefton's spend on maintenance of principal roads per head at £2.28 (2009/10) is already in the lowest 20% amongst statistical nearest neighbours (Audit Commission Value for Money Profiles), the average amongst statistical nearest neighbours is £11.35/ head. Whilst the proportion of principal roads where maintenance should be considered is currently average, we would ask SMBC to guarantee that this is a temporary budget cut. A permanent budget cut of this proportion will lead to an increased percentage of the principal and non principal road network in need of maintenance and reduce the long term sustainability of the borough. A well maintained network will facilitate employment, industry freight traffic and is key to reducing the number road traffic accidents. In 2009, 87 people were killed or seriously injured on Sefton's Roads. We would ask the Council to ensure accident hot spots are prioritised in the 3years where reduced budgets are in place to ensure the safety of all residents.

# Agenda Item 7

## Equality Analysis Report E4.2

### Equality Analysis Report

Committee paper code: Annex

Reference E4.2

**Details of proposal:** It is now recommended to temporarily further reduce the Highways Maintenance Budget. This additional temporary reduction is recommended dependant on a full reinvestment of both this £400,000 and the previously cut £800,000 at the end of the temporary periods.

Where normally we have an automatic schedule of work for repairs and maintenance, this will now be suspended and only repairs where there is public concern will be made.

Back ground:

To maintain the highway network to maximise the safe passage of people and vehicles. This includes maintenance of roads, footways, signs, guardrails, bollards. Resurfacing and reconstruction, weed spray etc. Much of this work forms the core contract for delivery by Capita Symonds. This is a statutory duty under sections 41 and 58 of Highways Act 1980. Funding has been reduced by £800,000 for two years in the previous round of prioritisation. Client is all highway users either residents of Sefton or visitors.

It was agreed in MTFP to temporarily reduce the Highways Maintenance Budget by £800k in 2011/12 & 2012/13, with the budget returning to the 2010/11 levels (i.e. return of the £800k) in 2013/14.

This temporary reduction is recommended dependant on a full reinvestment of both this £400,000 and the previously cut £800,000 at the end of the temporary periods.

#### Ramifications of Proposal:

Is there a consequence to 'Threshold': Yes

Is there a consequence to 'Capacity': Yes

This would require a continued restructure of the Highway Works Programme. Implementation of the current £800k reduction has been delivered by: ceasing footway/carriageway reconstructions; reducing carriageway "plane & inlay" resurfacing; removing landscaping/flowerbeds on roundabouts; and reductions to arboriculture database and maintenance

The temporary reduction in budget will require a more reactive approach to highway maintenance. The current practice of proactive reconstruction and resurfacing will by necessity be substantially reduced with more of the budget targeted to minor reactive repairs. This approach cannot be maintained for any extended period as the deterioration of the highway network will outstrip the effects of the minor repair approach, resulting in a need for urgent and substantial reinvestment.

#### Are there any protected characteristics that will be disproportionately affected in comparison to others?

Yes, reduction in standards of pavements and access ways may cause difficulties for people with mobility problems who need good access provision. We prioritise these for repair.

#### Consultation/

In total, ten comments were received on the e-consult system with a further response received from One Vision Housing. A full listing is included in the consultation report.

Of the eleven responses, five (45%) were against the proposal and two (18%) were for it. The others made general comments with two (18%) suggesting a cut in street lighting.

The young advisors discussion around importance of roads and paths being looked after and maintained. Damaged, dangerous roads could cause more accidents and injuries, might slow down or delay emergency vehicles, cost of repairs further down the line would be very high, very important, - councils duty, damage to vehicles would be expensive

During the young people event they pl

- YP were given 9 options and asked to rank them according to importance. Number 1 being the most important. Highway Maintenance – 10/14 YP scored this as a one or two, so highway maintenance was scored very highly. 3 YP scored highway maintenance a 4 and one scored a 6. Overall a fairly important ranking.
- Happy/Sad faces – flipchart and post it note activity. YP were asked to comment on positives and negatives of the highway maintenance budget being cut. This activity focused on their feelings and how they would be affected by cuts to this budget.

**A full report is available**

**Is there evidence that the Public Sector Equality Duties will continue to be met?  
Public sector equality duty will be met as long as disability access is maintained.  
The prioritisation programme will meet this need.**

**What actions will follow if proposal accepted by Cabinet & Council?**

- Establish reporting facility for the public
- Inform partners and public of temporary change in working arrangements
- Prioritise disabled access needs when planning work.

**Recommendation to Council E4.2:**

Council is asked to consider the impact assessments, risks and mitigating actions in the proposal E4.2 and agree that

1. that a temporary reduction of £400,000 be approved
2. Officers are authorised to prepare for implementation immediately, including the issue of relevant statutory and contractual notifications, if necessary.

# Agenda Item 7

## E4.9 Cease supply of Hanging Baskets

<b>Service Description: Cease supply of Hanging Baskets (Parks and Greenspaces Service Review – Option 5)</b>
<b>Consultation has closed on the following option</b> Cease the provision of all non-sponsored hanging baskets
<b>Original Rationale for service change proposal</b> – To achieve a highly significant level of savings overall, and try to minimise the effect on the wider Sefton community as much as possible.
<b>Legislation Considered</b> None
<b>Anticipated Impact of Service Change –</b>  <b>Service Users</b> – There will be a negative effect on the quality of environment in town centres and neighbourhoods, and loss of civic pride.  <b>Partners</b> – Businesses that currently sponsor hanging baskets may be disappointed that they are no longer able to do this  <b>Council</b> - The attractiveness of the shopping centres throughout the Borough would be diminished and may lead to poor press.
<b>Communications, Consultations &amp; Engagement Summary</b>  See the excerpt from the consultation report
<b>Equality Analysis Report</b> – see EIA 4.9
<b>Suggested amendments following Consultation</b>
<ul style="list-style-type: none"><li>• Most respondents are <b>against</b> the change proposal, albeit by a small margin (52% of those replying to the questionnaire)</li><li>• Most of the interest groups are <b>for</b> the change proposal</li><li>• The following suggestions were received as alternatives:<ul style="list-style-type: none"><li>○ Allow advertising on or around where the hanging baskets are to increase revenue</li></ul></li><li>• As a result of the consultation the following mitigation/action needs to be considered:<ul style="list-style-type: none"><li>○ Consider further sponsorship and advertising opportunities</li></ul></li></ul>
<b>Risks &amp; Mitigating Actions–</b> Risks: Drop in visual quality in key urban areas. Mitigating Actions: Encourage in bloom steering groups to promote sponsorship
<b>Having taken consideration of the consultation and engagement activity undertaken the following activity will change, stop or significantly reduce –</b>  Provision of all non-sponsored hanging baskets



# Agenda Item 7

<p>Although it may still be possible to procure and co-ordinate sponsored hanging baskets, this would depend on the effects of other savings on staffing levels (i.e. there may not be the staff available to co-ordinate the requests and procure the baskets from external suppliers). Also, if there were only a small total number of baskets required, or they were widely spread out geographically, the unit costs would be unfeasibly high for a contractor to maintain them)</p>	
<p><b>Cost of hanging baskets: £30K</b></p> <p><b>Staffing: N/A</b></p> <p><b>Other Resources:</b></p>	<p><b>Proposed Cost 2012/13: 0</b></p> <p><b>Budget Reduction 2012/13: £30K</b></p> <p><b>Council Staff at Risk: No</b></p>

## Consultation and Engagement Overview E4.9

Respondent	For the Proposal	Against the Proposal	Comments Received
<p>e-Consult Feedback</p> <p>(Question responses = 507)</p>		x	<ul style="list-style-type: none"> <li>68.25% of respondents are against the proposal of ceasing to provide hanging baskets.</li> </ul> <p>No specific feedback was received from the public.</p>
<p>Friends of Parks Forum</p> <p>(30 attendees/ 12 organisations)</p>	✓		<ul style="list-style-type: none"> <li>May get more sponsorship if labels were put on baskets saying who was paying for them.</li> </ul>
<p>Mr I H F</p>	✓		<ul style="list-style-type: none"> <li>Hanging baskets are pretty, but the impact of each one is definitely local. [Some] should be funded from local voluntary donations or sponsorship.</li> </ul>
<p>Sefton Access Forum/ABILITY</p> <p>(SAF = 16 attendees, ABILITY = 32 attendees)</p>	✓		<ul style="list-style-type: none"> <li>The group supported totally the option to stop the provision of hanging baskets, but did mention the possibility of broadening out the program to have baskets installed sponsored by local business.</li> </ul>
<p>Equal Voice</p> <p>(3 attendees)</p>		x	<ul style="list-style-type: none"> <li>Greater use should be made of advertising to support income to the services</li> </ul>
<p>Parents Forum</p> <p>(28 persons/19 organisations)</p>	✓		<ul style="list-style-type: none"> <li>Hanging baskets could be funded/ maintained by local shops, business, community groups etc.</li> <li>Suggested – private sponsors for hanging baskets (i.e. shop owners)</li> </ul>

# Agenda Item 7

Respondent	For the Proposal	Against the Proposal	Comments Received
Young Advisers (17 attendees)		x	<ul style="list-style-type: none"> <li>• 95% were against the cut</li> <li>• Despite this, hanging baskets were identified as their second lowest spending priority</li> <li>• Ask for volunteers to do the planting regularly</li> <li>• Ask business' to donate flowers to their community (could be local florist, or local wealthy business person)</li> <li>• Could have a volunteer scheme which can take charitable donations from the community to pay for the flowers</li> <li>• volunteer scheme where young, old and middle aged all work together and teach people how to plant</li> </ul>
Telephone Survey (303 respondents)	✓		<ul style="list-style-type: none"> <li>• 71% of respondents agreed with the proposal and 23% disagreed (5% neither agreed or disagreed).</li> </ul>
<b>General Summary</b>			
<ul style="list-style-type: none"> <li>• Most respondents are <b>against</b> the change proposal, albeit by a small margin (52% of those replying to the questionnaire)</li> <li>• Most of the interest groups are <b>for</b> the change proposal</li> <li>•</li> <li>• The following suggestions were received as alternatives:               <ul style="list-style-type: none"> <li>○ Allow advertising on or around where the hanging baskets are to increase revenue</li> </ul> </li> <li>• As a result of the consultation the following mitigation/action needs to be considered:               <ul style="list-style-type: none"> <li>○ Consider further sponsorship and advertising opportunities</li> </ul> </li> </ul>			

## Impact Assessment E4.9

### Equality Analysis Report

Committee paper code: Annex

Reference E4.9

#### Details of proposal:

- E4.9 Stop providing Hanging Baskets

#### Ramifications of Proposal:

This proposal is to stop putting up the 556 hanging flower baskets in town centres in Ainsdale, Aintree, Birkdale, Churchtown, Crosby, Formby, Hightown, Litherland, Netherton, and Southport. (These may still provide these if they are sponsored / paid for. This will however depend on demand, location and having the staff resources available).

Is there a consequence to 'Threshold': No

Is there a consequence to 'Capacity': No

None.

**Are there any protected characteristics that will be disproportionately affected in comparison to others? No.**

#### Consultation/Time Span.

Consultation on a number of issues, including hanging baskets took place between 21<sup>st</sup> October 2011 and 16<sup>th</sup> January 2012, and included the following groups:

- "In Bloom" groups
- Allotment users
- Bowlers
- Equal Voice CEN
- Football League Committees – north and south
- Formal sports pitch clubs and users
- Friends of Parks
- General Park users
- Parents Forum – north, central and south
- Public – via drop-in sessions and electronic questionnaires
- Sefton Access Forum CEN
- Sefton Croquet Club
- Sefton CVS
- Sefton Sports Council
- Southport Flower Show Ltd
- Young Advisers CEN

A full consultation report has been prepared and is available.

**Is there evidence that the Public Sector Equality Duties will continue to be met?**

cessation of these facility will not impact on the public sector equality duty

**What actions will follow if proposal accepted by Cabinet & Council?**

- 1) Inform local business/community of opportunity to sponsor hanging baskets.
- 2) Reorganise work schedules

# Agenda Item 7

**Recommendation to Council E4.9:**

Council is asked to consider the impact assessments, risks and mitigating actions in the proposal E4.9 and agree that

1. the cessation of the supply of all non-sponsored hanging baskets and a budget reduction of £30,000 be approved
2. Officers are authorised to prepare for implementation immediately, including the issue of relevant contractual notifications.

## Proposal Reference E5.4

<p><b>Service Description: Fairways Park &amp; Ride</b>  <b>Categorisation: Regulatory</b>          Fairways Park &amp; Ride facility is one of 3 Park &amp; Ride facilities in Southport. Kew Park &amp; Ride facilities was mothballed as part of the previous prioritisation programme, the third and most popular facility is Esplanade Park &amp; Ride. Clients include all who park their vehicles within Southport and at this facility in particular, including visitors to events in the Borough.</p>	
<p><b>Consultation has closed on the following option</b> – Ceasing the operation of Fairways Park &amp; Ride facility on Saturdays</p>	
<p><b>Original rationale for service change proposal</b> – Fairways Park &amp; Ride is not heavily used on Saturdays and there is sufficient capacity at the Esplanade Park &amp; Ride to accommodate displaced service users. This would enable a reduction in the number of buses needed to operate the Park &amp; Ride scheme on Saturdays from 4 to 3.</p>	
<p><b>Legislation Considered</b></p> <p>N/a</p>	
<p><b>Anticipated Impact of Service Change</b> –  <b>Service Users</b> – Current service users using Fairways Park &amp; Ride would be inconvenienced but sufficient capacity exists to accommodate them at Esplanade Park &amp; Ride.  <b>Partners</b> – This change would involve a reduction in buses operated by our bus contractor.  <b>Council</b> – There may be criticism in relation to access to Park &amp; Ride facilities at the North of the Town. Adequate signage would be needed to redirect service users.</p>	
<p><b>Communications, Consultations &amp; Engagement Summary</b></p> <p>See full consultation report E5.4</p> <p>Equality Analysis Report – see EAR E5.4</p>	
<p><b>Risks &amp; Mitigating Actions</b>–  <i>There is sufficient capacity at Esplanade Park &amp; Ride Facility.</i> The assumption is that all of the motorists currently using the Fairways site will transfer to Esplanade and continue to provide the income but allow the saving to be made on the operation of the service. If motorists do not transfer and park elsewhere (not necessarily on a Sefton Car Park) then some income may be lost.</p>	
<p><b>Having taken consideration of the consultation and engagement activity undertaken the following activity will change, stop or significantly reduce</b> –          Fairways Park &amp; Ride facility would not operate on Saturdays, enabling a reduction in the number of buses (from 4 to 3) needed to operate the Park &amp; Ride scheme on Saturdays. However, a 25% reduction in income is envisaged based on the outcome of consultation.</p>	
<p><b>Cost of Park and Ride Service: £356,000</b>  <b>(income £250,000)</b></p> <p><b>Staffing: 2</b></p> <p><b>Other Resources: External Provider</b></p>	<p><b>Proposed Cost 2012/13: £341,000</b></p> <p><b>Budget Reduction 2012/13: £15,000</b></p> <p><b>Council Staff at Risk: No*</b></p>

# Agenda Item 7

**Consultation Report E5.4  
Responses and Analysis to Sefton Council's consultation on the option  
to cease operation of Fairways Park & ride site on Saturdays  
(Ref: E 5.4)**

---

**Consultation Period:**

**21<sup>st</sup> October 2011 – 16<sup>th</sup> January 2012**

**Contents**

**Background**

**Consultation Methodology**

**Consultation Analysis**

**Appendix 1 – full list of comments**

**Appendix 2 - questionnaire**

**Background**

This report analyses the responses for the option to cease operation of the Fairways Park & Ride site on Saturdays. Alternative Park & Ride sites are available at Esplanade and during the summer months at Kew (funded through Local Sustainable Transport Fund)

**Consultation Methodology**

This proposal affects those customers who use the Fairways site and so consultation documents were handed out to all who used the site on Saturday 10<sup>th</sup> and Saturday 17<sup>th</sup> December, boxes for the replies were placed on the park and ride buses.

The questionnaire and supporting information was also available on the e-consult system, an online consultation tool.

A questionnaire was prepared which asked users if they would use an alternative park and ride site or if they would park elsewhere in the town. Users were also asked if they had any other comments on the proposal.

Discussions have also been held with the existing service providers and they will amend their services in line with the Councils decision.

## **The Consultation Analysis**

### The questionnaire

The number of questionnaires distributed was 465 of which 104 were returned. This represents 22% of the users. On the first weekend (10<sup>th</sup> December) 238 questionnaires were distributed and 86 returned (36%) and on the second weekend 227 were distributed and 18 returned (8%). This could be an indication that many of those who use the Fairways site do so each week.

A further 3 responses were subsequently posted to parking services and 5 responses were made through eConsult

69 of the 112 respondents indicated they would use the Esplanade site  
10 of the 112 respondents indicated they would use the Kew site when open and if this were not open then they would use the Esplanade site

Consequently 79 of the 112 respondents (71%) indicated they would continue to use Park & Ride

7 respondents indicated they would use on-street pay and display, 7 respondents indicated they would use Tulketh Street Car parks, 2 respondents indicated that they would use Ocean Plaza, 3 respondents indicated that they would use NCP car parks.

Many of the comments made were highlighting the fact that the Fairways site is very convenient for those travelling from the north of the town and that closure of the site would lead to inconvenience and additional mileage for many.

28 out of 112 responses (25%) indicated that the closure of the site will result either in them not coming to Southport or visiting less frequently.

### **Analysis**

Whilst the majority of respondents (71%) indicated that they would continue to use park and ride and others have indicated that they would use other Council car parks, there is a potential loss to the parking service of approx 25% of its users and consequently 25% of its income.

### **Appendix 1**

#### **E5.4 Fairways Consultation Responses – Full list of comments**

- We would probably come into Southport less often if we had to use the Esplanade park and ride on Saturdays, it would depend on how efficiently the extra numbers using it were handled.
- You only have to look at the number of cars parked to know how convenient and cheaper it is and necessary to keep Lord Street free of traffic.

# Agenda Item 7

- Would have to consider coming to Southport if no park and ride. Would like to see Kew open more often.
- I have used and supported Fairways park and ride every week for years. The guys are very friendly bus drivers are very accommodating site is preferred to other 2. I wouldn't visit Southport town centre.
- Park & Rides keep car and congestion off the roads, we will not visit Southport as often as we do now.
- It is easier to get to the Fairways. It can be a problem in summer getting to the Esplanade.
- Would not use the Kew site as it is far too far to travel and also will be more busy on the roundabout than usual. Keep the Fairways open as I have used this every weekend for work since it was opened.
- This is very convenient parking for my purposes.
- Esplanade car park would be overfull and we would not bother coming to Southport.
- Unlikely that we would visit Southport as often.
- A mid-week service would also be acceptable.
- Won't bother coming to Southport.
- Wouldn't use either would walk or go to Liverpool.
- The park and ride service is very convenient and it would be a shame to see it go
- Where would I park during summer? I use every weekday as I work in town. I'm not driving all the way to Kew, perhaps you could save a bit of money if Council workers paid to park.
- Preston park and ride can use bus pass why not Southport.
- I would only use if this one was closed because it is near to my house and easier to use.
- Very useful service.
- This is a much needed facility; I would not shop in Southport as much Preston would be my choice.
- Fairways car park is handy for people coming to town from Preston direction o round trip is 2 – 3 miles shorter.
- We would be happy to pay more to park on Fairways. Its good value. Will be sorry to see closed.
- Why close a facility when it is so convenient.
- Would not visit Southport is the only option was Esplanade. Kew is the most convenient for us. We would go to the Trafford Centre.
- Would not come to Southport Fairways is handy due to not having to drive into Southport.
- This is the best one really.
- Please do not close we are two elderly disabled people.
- The site sign is showing closed. No wonder people don't use this site.
- I would be very sorry to lose the Fairways P&R. Coming from Preston it is very convenient for me.
- Leave Fairways open. We have used Fairways since it first opened.
- The Fairways site is ideally situated for people who live in Banks and other areas this side of Southport. We always use this service when we go into Southport. We would think twice before going to Esplanade.



# Agenda Item 7

- If the Fairways site closed I would probably not visit Southport town centre as often. The Fairways site is very popular and I would have thought the Council would have invested in it rather than Kew which doesn't seem busy.
- Why change something that works?
- Would consider going to another town.
- Would not come to Southport as much but would choose (parking) nearest to where I was going. The car park is ideal for people coming into Southport and should not be closed. The bus service is excellent and parking
- It's probably been decided anyway so this is just a paper exercise.
- I frequently shop in Southport on Saturdays and find the Fairways park and ride is excellent. To use the Esplanade adds to my journey and is always very busy. If the Fairway park and ride closed I will not shop in Southport.
- We feel it is very good value and service
- I wouldn't use Esplanade car park. I come from Ormskirk and it would add another 2 miles to my journey. I prefer Kew.
- Please do not close Fairways park and ride
- My nearest park and ride at Kew has already closed and I come into town and use the Fairways P&R. I would consider shopping elsewhere if this went too. Don't close please.
- Fairways is an excellent service, shopping in Southport on Saturday is viable for us with this park and ride. The Esplanade site is much more difficult for us to get to as we come from Ormskirk.
- It's a convenient and useful service, especially for visitors from Banks & Preston area. Don't close it down
- Would not come into Southport to shop, car parks are too expensive if you use them all day.
- I use it quite often, would be upset if it went. It might make us go to Preston instead. Don't close it
- Would not come consider parking anywhere else in Town Centre. Park & Ride is one of best facilities you offer.
- Always been an excellent service dropping off in centre, must help trading in Southport after living Preston who charge per person on bus.
- Please could you open Sundays as we come to Southport then as well. Many visitors call in from north of Southport and it is ridiculous to ask them to drive across town to a car park far from their intended destination.
- Would use bus on occasions if no park and ride existed on north side of town. Fairway is very convenient.
- Most convenient is Fairway which we use every Saturday.
- Always use park and ride, easier and cheaper option.
- Too expensive to park in Town need park and ride option.
- We come to Southport Especially because of the superb parking facilities at Fairway, we don't have to drive slap bang in the middle of town and can park so quickly and easily here. We will just not bother to come to Southport shopping if Fairway is closed – To get to Esplanade one the way we come we would be stuck in a long traffic jam in summer – why don't you close Esplanade and keep Fairway open which is further away from Town.

# Agenda Item 7

- Don't think it should close really well located.
- We travel to Southport most weekends from Preston End. Fairways car park is very convenient, spacious and avoids having to trawl through traffic and roundabouts to get further into town to park, we feel Esplanade is too busy and Kew is not convenient and may result in our decision to shop elsewhere which will be very disappointing. Note:- We feel unhappy that this could result in more people losing their jobs, the Fairways attendant is very pleasant to deal with, we also consider the best way to save money would be to leave the Fire Station where it is near the centre of the town and save the cost of building a new one which would be more of a saving than shutting Fairways down.
- Would prefer Fairways. More convenient and reduces amount of traffic through Southport.
- Esplanade gets busy on Saturdays and fairways is a great option I always use it on Saturdays and is far cheaper than taking public transport.
- Not come to Southport – The car park is ideal for me living on the Preston side.
- Would be disappointed to see it close.
- This is an excellent service and works well.
- I wouldn't come to town. Other car parks are too expensive or too far for the Churchtown / Banks area – cheaper to go to Preston and quicker.
- This is a valuable service with access to site and bus, that is much preferable to Esplanade.
- We found Kew very good. We wish it was open in winter.
- May not come if either closed, We use Kew when open. Always use your park and ride, great service. Thanks come often
- We travel from Preston and use Fairways every week. Closing Fairways will make Esplanade extremely busy. Please keep this facility open.
- As we live in Lytham St Anne's Fairways is very handy for us and means we don't add to the through traffic. However, we only come to Southport for shopping every 6 weeks approx
- With regret for many reasons we would use the Esplanade or not come.
- We like to use Fairways as it is very convenient and good value parking. Bus drivers are friendly.
- If we do not use park and ride we will not come to Southport. Street parking is too expensive. The Fairways site is ideal because its design means that wherever you park it is not far to walk to the bus at the Esplanade the furthest points are long walks in gales / rain and would not suit us at all. We come to Southport to shop almost every Saturday. We stay for at least 4 hours.
- Removal of Saturday service will reduce the number of visits we make to Southport. Has price increase to say £2 been considered this would still be cheaper than Preston park and ride.
- It would be a sad loss and unfortunate if fairways was to close. Town centre parking is not viable and the Esplanade P&R is normally full on a Saturday.
- Disabled driver from Preston every week. This car park is extremely convenient and comfortable for my needs.
- Don't close it. Is Kew paying for itself. Maybe close that one.
- I would use my bus pass and go to Preston or Liverpool. You are doing an excellent job of closing Southport before Christmas and it is like a ghost town.

# Agenda Item 7

- Kew is the better option for our use plus there is shelter and washrooms would prefer this option to be an all year round park and ride
- I would seriously consider shopping closer to home i.e. Preston if the Fairway site were to close as the Esplanade is considerably out of the way. On-street and town centre car parking is either limited or too expensive. All in all closing Fairway is narrow sighted and a bad idea
- We will be very disappointed that Fairways will not be operating
- I maintain that the best option for the Kew park and ride is to build a railway platform(s) on the adjacent railway embankment and to have a shuttle railcar service to Southport. I originally suggested this in the planning stages (so long ago that Steamport railway museum was open at the time), and I suggested that a steam train could operate the service, which would also have acted as a tourist attraction. The advantages of the rail route is that it doesn't get caught up in traffic in summer, unlike the existing buses. It also allows better options at the time of major events. e.g. air show, Open golf (when trains could run direct from Kew to Hillside).
- I have only travelled on the Kew bus once and thought you were missing an opportunity. The bus should go via the general hospital and relieve the parking difficulties there as well as offering better vfm for the hospital visitors, who are being ripped off by the Health Authority - you would make a killing - if you pardon the pun. You never know you may have enough custom and income to run all 3 P&Ds
- Practical reduction. Never seen Fairways full and there should be room at Esplanade for motorists - or use the overflow area where coaches park. Kew park and ride is not properly signed when open. Needs several big signs in West Lancs well before reaching Southport to give motorists time to decide. Also more signs around the "Tesco roundabout". Tell motorists in signs how much and how regular/cost.
- Rarely visit Southport by car because of their road system from the north of town and the cost of parking. cannot access post code below.
- The Esplanade park & ride bus runs along the edge of Marine Lake almost to Fairway so perhaps you could consider adding a Fairways stop to that route instead.

# Agenda Item 7

## **FAIRWAYS PARK & RIDE CONSULTATION**

### **SATURDAYS OPERATION**

Sefton Council has changed the way budget options will be developed this year - in a bid to find a further £20 million of Government savings. Around £25 million of **options** have been compiled to allow for greater consultation with residents, service users, partners and other interested parties. One of these options is to cease the operation of the Fairways Park & Ride service on Saturdays.

During the winter months four buses run on the park and ride services on Saturday. Two to Esplanade and two to Fairways. In the summer a further two buses will operate to the Kew site. There is sufficient capacity at these sites to accommodate any cars which currently park at Fairway and if the service is stopped then we would run an additional bus from the Esplanade site to cope with anticipated increased passenger demand. This would save the cost of operating one park & ride bus.

Before any changes are introduced the Council is keen to seek the views of service users and consequently I would be grateful if you could complete the questionnaire overleaf and leave it in the box provided at the front of the Park & Ride bus.

**Many Thanks,**

**Alan Lunt, LL.B. (Hons.), M.Sc.**

*Director of Built Environment*

**Magdalen House  
30 Trinity Road  
Bootle  
L20 3NJ**

**FAIRWAYS PARK & RIDE CONSULTATION**

## QUESTIONNAIRE

*If the Fairways site were to cease operation on a Saturday would you use either the Esplanade or Kew Park and Ride site instead. Please tick the box for the site(s) you would use.*

*Esplanade*

*Kew (Summer Only)*

*If you would not use either of the alternative park and ride sites then please could you let us know where you would consider parking when visiting Southport Town Centre (eg On-Street Pay & Display, Tulketh Street, NCP, Ocean Plaza, etc)*

.....  
.....  
.....  
.....

### Comments

.....  
.....  
.....  
.....

**Name:** .....

**Postcode:** .....

Please complete and leave the questionnaire in the box provided on the Park & Ride Bus.

# Agenda Item 7

## Equality Analysis Report E5.4

### Equality Analysis Report

Committee paper code: Annex

Reference E5.4

**Details of proposal:** Ceasing the operation of Fairways Park & Ride facility on Saturdays

#### **Ramifications of Proposal:**

Is there a consequence to 'Threshold': NO

Is there a consequence to 'Capacity': Yes

Currently two park and ride sites operate in Southport on Saturdays throughout the year. The Esplanade site will continue to operate and the bus service provision will be increased to meet the additional demand from users displaced from the Fairways site. In the Summer months the Kew site will also operate using external funding (Local Sustainable Transport Fund). Motorists will be directed to these alternative sites.

The elderly / children/ disabled people will not be placed at risk as a result of this proposal.

#### **Are there any protected characteristics that will be disproportionately affected in comparison to others?**

This may affect car users who are elderly or disabled.  
It may also affect families of children.

Other car park facilities will be available and blue badge holder can use main street parking. Additional bus services will be put on to meet user need.

#### **Consultation/Time Span. ( give details of how this and how the results have been incorporated in to decision making)**

Consultation was undertaken and a full report is available the analysis of remarks reveals that the majority of respondents (71%) indicated that they would continue to use park and ride and others have indicated that they would use other Council car parks

#### **Is there evidence that the Public Sector Equality Duties will continue to be met?**

Yes.

Additional bus services will be put in place to cope with demand. These will meet with the needs of disability / young/older people with mobility issues as all buses are fully accessible and meet DPTAC standards.

## **What actions will follow if proposal accepted by Cabinet & Council?**

Notice will be given to service providers and advanced notice will be given at the site, at town centre bus stops and on the park and ride buses. Notices will be placed at the site once it is closed

### **Recommendation to Council E5.4:**

Council is asked to consider the impact assessments, risks and mitigating actions in the proposal E5.4 and agree that

1. the cessation of Fairways Park and Ride services on Saturday at a saving of £15,000 be approved
2. Officers are authorised to prepare for implementation immediately, including the issue of relevant contractual notifications.

# Agenda Item 7

## Proposal Reference E5.7

### Service Description: Increased charges for burials and cremations (cemeteries and crematoria service)

**Categorisation:** Critical, Frontline, Regulatory, Other

-£1.217m	Regulatory
<u>£0.412</u>	Frontline (contracted)
-£0.805m	

Provision of a burials and cremations and funeral services at six sites through out the borough

### Consultation has closed on the following option

- To increase the charge for burials, cremations and other associated services, to a level that is comparable to those charged for providing such services elsewhere. The increase in charges would be above the rate of inflation.
- Currently the charge for the main services provided are ;
  - Cremations £501
  - Interments (2 grave depth) £547
  - Purchase of grave ( resident) £686

There are also a number of lesser/ miscellaneous items that represent less than 5% of the total income this service.
- Research suggests that Sefton's fees are lower than the average when compared to prices charged elsewhere on Merseyside and nearby competitors
- In view of this charges could be raised by :-
  - Approx 20% for cremations,
  - Approx 10% for interments,
  - Approx 10 % for grave purchases
  - Approx 0-20% for lesser miscellaneous / items
- If these percentages were applied, the new prices would move Sefton into the upper quartile, but below the maximum charged within the comparison group. In addition they would still continue to be competitive, so reducing the risk of losing customers to other providers.
- If these percentages were applied, the new charges (subject to rounding) would be:-
  - Cremations £600
  - Interments (2 grave depth) £600
  - Purchase of grave (resident) £750
- If these percentages were applied, they would generate an increased income in the order of £215,000

**Original Rationale for service change proposal** – There is an opportunity to increase charges to a level that is comparable to prices charged elsewhere.

**Legislation Considered** No legislation implications

**Anticipated Impact of Service Change** –

**Service Users** – Will have to pay more. However the charges levied by the council are only a small percentage of the average total funeral cost.



# Agenda Item 7

<p>The average basic funeral spend is in the order of £2800. A survey carried out by a national insurance company indicates that the average spend on a full funeral (flowers, cars, wake, memorial etc) is ~£6,800</p> <p><b>Partners</b> – There should be little impact for partners as any local authority fees will be considered ad-disbursement</p> <p><b>Council</b> - The council may receive a poor press for increasing charges above the rate of inflation.</p>	
<p><b>Communications, Consultations &amp; Engagement Summary</b></p> <p>Two on-line responses were received from individual members of the public, both were not against increasing these charges. However the Southport Hebrew Congregation, Sefton Pensioners and Older Citizens, and Southport Older Persons' forums were concerned about the potential increase in fees.</p> <p>The Funeral Director's Forum made no adverse comments.</p>	
<p><b>Equality Analysis Report</b> – see EAR E5.7</p>	
<p><b>Risks &amp; Mitigating Actions–</b></p> <p>There will be a risk that some customers may use services offered by neighbouring authorities. There is also a general increase in life expectancy so the number of funerals may decrease. A 10% factor has been built into the proposed cost below to reflect this.</p>	
<p><b>Having taken consideration of the consultation and engagement activity undertaken the following activity will change, stop or significantly reduce –</b></p> <p>The charge for the provision of a burial, cremation and associated services will increase.</p>	
<p><b>Cost of Service: -£0.805m</b></p> <p><b>Staffing: 15 – regulatory 11 – frontline (contractor's staff)</b></p> <p><b>Other Resources:</b></p>	<p><b>Proposed Cost 2012/13: -£1.02m</b></p> <p><b>Budget Reduction 2012/13: £215k increase to current income target</b></p> <p><b>Staff at Risk: None</b></p>

## Consultation Report E5.7

Due to low participation a full report has not been produced. The comments made in response to the consultation exercise are outlined in the Communications, Consultations & Engagement Summary above.

# Agenda Item 7

## Equality Analysis Report E5.7

### Equality Analysis Report

Committee paper code: Annex

Reference E5.7

**Details of proposal:** (Clearly identify the nub of the proposal & give details of relevant service provision)

Cemeteries and Crematoria Service is a section within Landscape Services division the Street Scene Directorate.

They provide a range of services to both the public and internally within the council:

Service	Provides
Cemeteries & Crematoria	<ul style="list-style-type: none"><li>▪ Burials</li><li>▪ Cremations</li><li>▪ Commemoration</li></ul>

#### Ramifications of Proposal:

The change proposals covered by this equality analysis are:

- E5.7 Cemeteries and Crematoria review of charges

For cemeteries and crematoria, there is a proposal to increase the charge for burials, cremations and other associated services, to a level that is comparable to those charged for providing such services elsewhere. The increase in charges would be above the rate of inflation.

Is there a consequence to 'threshold' **Yes**

Is there a consequence to 'capacity' **No**

The threshold will change as costs to all residents will increase if the proposals to increase charges to clients of the Cemeteries and Crematoria Service are accepted.

#### Are there any protected characteristics that will be disproportionately affected in comparison to others?

##### Older People

Sefton Pensioners and Older Citizens raised the following:

Whilst we understand that some charges may need to be increased, we would ask for some protection for those on low incomes (such as pensioners) and for the environmental impacts to be taken into account (e.g. the balance between cremation and burial charges should reflect sustainability considerations).

##### Faith

Although the increase in charges for burials and cremations is universal for all service users, some faith groups may be disadvantaged. This is because some congregations have special savings schemes for their future burial or cremation, which would be affected by the increased charges.

##### Mitigation:

For people who find the fees difficult to pay, funds are available from the Government's Social Fund. This covers funeral expenses.

**Consultation/Time Span. ( give details of how this and how the results have been incorporated in to decision making)**

Consultation was conducted between 21<sup>st</sup> October 2011 and 16<sup>th</sup> January 2012.

Consultation events took place with the following:

- Funeral Directors

**Is there evidence that the Public Sector Equality Duties will continue to be met?**

Yes: The service will continue to be delivered in line with the Equality Act and there a mitigation action in place connected to those who experience financial hardship.

**What actions will follow if proposal accepted by Cabinet & Council?**

1. Inform the public & funeral providers of new pricing policy.
2. Monitor progress

**Recommendation to Council E5.7:**

Council is asked to consider the impact assessments, risks and mitigating actions in the proposal E5.7 and agree that

1. increasing the charge for the provision of a burial, cremation and associated services be approved
2. Officers are authorised to prepare for implementation immediately, including the issue of relevant statutory and contractual notifications.

# Agenda Item 7

## Proposal Reference E6.3

### **Service Description: Area Committee Budgets Categorisation: Other.**

The Area Committees budget of £226,000 is calculated on the basis of £12,254 (£557 per ward) for new and replacement bins £22,000 (£1,000 per ward) for street signs and the rest (split by population size per ward) core budget. There are two statutory functions that the Area Committee budget must fulfil: the replacement of street signs and funding of street bins.

It is a flexible fund that Members can utilise to make improvements to local areas that they feel will make a difference. General guidance is that it can't be spent on things that require ongoing maintenance unless this is agreed; revenue items such as staffing are also not eligible. Amounts are normally small one offs and given as grants, rather than commissioned. Nationally, other Councils delegate area based budgets to local Committees. These vary from entire Highways budgets to small community grants pots. Sefton is probably comparable locally to somewhere like Wirral which has the following funding is available to each forum area Empty Shops Fund (£17,500); Funds for You (£15,500 for local VCF groups to bid into); Public Health Fund (£4,577 – contribution from NHS Wirral); You Decide (£20,000 to spend on additional Council services from a wide range of options given) and Improving Road Safety & Promoting Active Travel and Health (£20,000).

Other areas vary in how they support their area structures, for example:

- Halton BC - £600k borough wide allocated to Area Forums per capita based on ward boundaries. Must be spent against Council priorities and cannot be used for revenue support.
- Liverpool – small pot allocated to wards (Councillors decide). The amounts vary based upon IMD – there is a basic amount which increases dependent upon levels of deprivation

### **Consultation has closed on the following option** *Consult on a possible reduction of:*

*10% = £26,025 spread across 22 wards would represent a reduction of £1,183 for each ward*

#### *Reductions by Area Committee:*

<i>Linacre and Derby</i>	<i>£2,366</i>
<i>Ford and Litherland</i>	<i>£2,366</i>
<i>St Oswald and Netherton and Orrell</i>	<i>£2,366</i>
<i>Sefton East Parishes</i>	<i>£3,549</i>
<i>Crosby</i>	<i>£4,732</i>
<i>Formby</i>	<i>£2,366</i>
<i>Southport</i>	<i>£8,281</i>

*15% = £39,079 spread across 22 wards would represent a reduction of £1,776 for each ward*

<i>Linacre and Derby</i>	<i>£3,552</i>
<i>Ford and Litherland</i>	<i>£3,552</i>
<i>St Oswald and Netherton and Orrell</i>	<i>£3,552</i>
<i>Sefton East Parishes</i>	<i>£5,328</i>
<i>Crosby</i>	<i>£7,104</i>
<i>Formby</i>	<i>£3,552</i>
<i>Southport</i>	<i>£12,432</i>

*20% = £52,051 spread across 22 wards would represent a reduction of £2,366 for each ward*

<i>Linacre and Derby</i>	<i>£4,732</i>
<i>Ford and Litherland</i>	<i>£4,732</i>
<i>St Oswald and Netherton and Orrell</i>	<i>£4,732</i>
<i>Sefton East Parishes</i>	<i>£7,098</i>
<i>Crosby</i>	<i>£9,464</i>

# Agenda Item 7

<i>Formby</i>	£4,732
<i>Southport</i>	£16,562
<b>Original rationale for service change proposal</b> – In the past some Area Committees have not spent their full annual allocation and so have some reserves (from carry over from previous years)	
<b>Legislation Considered</b> There is no specific legislation in relation to this however we must be mindful of the statutory obligations with regards the placement of bins and maintenance of street signs	
<b>Anticipated Impact of Service Change –</b> <b>Service Users</b> – would limit what could be resourced to respond to needs of residents. Criteria would need to be revised to limit what resources could be spent on <b>Partners</b> – there would be less additional resources to support partners to deliver specific initiatives in local areas <b>Council</b> – there would need to be some consultation in order to revise funding criteria to ensure maximum use of resources; reduction in additional services being bought from existing Council departments	
<b>Communications, Consultations &amp; Engagement Summary</b> <b>See full consultation report E6.3</b>	
<b>Equality Analysis Report</b> – see EAR E6.3	
<b>Risks &amp; Mitigating Actions–</b> Risks – currently AC budgets have been used to respond to specific local issues and reduction in resources will limit our ability to do this. Revision to criteria and consultation on local priorities may mitigate some of this as potentially will rule out some actions. Also continued negotiations with services and partners by the Neighbourhoods Division will assist in responding to local issues	
<b>Having taken consideration of the consultation and engagement activity undertaken the following activity will change, stop or significantly reduce</b> – This proposal would mean a reduction of what could be delivered through use of Area Committee budgets by 10% across all Area Committees	
<b>Cost of AC Budgets:</b> £ 226,000	<b>Proposed Cost 2012/13:</b> £199k
<b>Staffing:</b> 0	<b>Budget Reduction 2012/13:</b> £26k <b>Staff at Risk:</b> No
<b>Other Resources:</b>	

**Consultation Report E6.3**

**Responses and Analysis to Sefton Council’s consultation on the option to reduce the Area Committee Budgets**

(Ref: E6.3)

---

**Consultation Period:**

**21<sup>st</sup> October 2011 – 16<sup>th</sup> January 2012**

**Contents**

# Agenda Item 7

Page (s)

## Background

## Consultation Methodology

## Executive Summary

## Consultation Analysis

## Appendices:

### Appendix 1 – Detailed Responses

## Background

The Area Committee budgets are allocated on the basis an amount for replacement street signs and street bins, which are a statutory function, plus core budget (split by population size per ward).

The proposal sought views on varying scales of reduction for the budgets ranging from 10% to 20%

## Consultation Methodology

Information on this option was available on the intranet and on eConsult, the on-line consultation tool. The public had an opportunity to give comments and feedback via this tool.

This option was also included in the community consultation telephone survey.

## Executive Summary

In total, nine comments were received on the e-consult system. A full listing is included in Appendix 2

Of the nine responses, five (56%) related directly related to the proposal; with four in support and one against. The other four responses (44%) made broader comments in relation to Area Committees.

68% of respondents to the telephone survey agreed to a reduction in funding for Area Committees across Sefton and 23% disagreed. (9% neither agreed or disagreed).

## The Consultation Analysis

Due to the small number of responses the feedback cannot confidently be considered to be a genuine measure of wider public opinion. The comments, however, have been used to inform the recommendation with consideration given to the small number of comments

## Appendix 1 – Detailed Responses

- 1 Reduce the number of Councillors in each ward by 1
- 2 Reduce the numbers of Councillors in each ward.
- 3 Cut to 20% saving
- 4 Good idea, my opinion of area committees is that they are very inefficient in their duties and spending. Also, Southport gets more than any other area, why? Cut Southport first then other more deprived areas last. Sefton should understand that Southport is not a major tourist attraction as it may have been in victorian times, those days are gone and when the last few pensioners on the coaches leave for the great beach in the sky, Southport will go with them. For God's sake, have you tried getting to the sea from that beach!
- 5 I oppose any cut in this local funding. Many council information documents refer to the diverse nature of Sefton, with each area having its own needs. Because of the central corporate budget cuts, it is more important than ever that some funding is provided for local councillors to support local initiatives and local needs, including volunteer and self-help community groups which can help fill in the gaps left by the cuts in Sefton services, especially youth and elderly provision, sport and things to do.
- 6 Save 20% of the budget
- 7 Area budgets provide discretionary budgets and hence are non priority so can be cut by more than 20%.
- 8 I think area committees are a waste of time. We only need 3 committees - north, middle and south. Get rid of a third of the time wasting councillors and we'll save a fortune in expenses.
- 9 Save money by reducing the amount of councillors we have in Sefton. We cannot afford this luxury! Time to change Everyone else is expected to change!

### Equality Analysis Report E6.3

## Equality Analysis Report

Committee paper code: Annex

Reference E6.3 area committee

### Details of proposal:

The Area Committees budget of £226,000 is calculated on the basis of £12,254 (£557 per ward) for new and replacement bins £22,000 (£1,000 per ward) for street signs and the rest (split by population size per ward) core budget. There are two statutory functions that the Area Committee budget must fulfil: the replacement of street signs and funding of street bins.

It is a flexible fund that Members can utilise to make improvements to local areas that they feel will make a difference. General guidance is that it can't be spent on things that require ongoing maintenance unless this is agreed; revenue items such as staffing are also not eligible. Amounts are normally small one offs and given as grants, rather than commissioned. Nationally, other Councils delegate area based budgets to local Committees. These vary from entire Highways budgets to small community grants pots. Sefton is probably comparable locally to somewhere like Wirral which has the following funding is available to each forum area Empty Shops Fund (£17,500); Funds for You (£15,500 for local VCF groups to bid into); Public Health Fund (£4,577 – contribution from NHS Wirral); You Decide (£20,000 to spend on additional Council services from a wide range of options given) and Improving Road Safety & Promoting Active Travel and Health (£20,000).

# Agenda Item 7

Other areas vary in how they support their area structures, for example:  
o Halton BC - £600k borough wide allocated to Area Forums per capita based on ward boundaries. Must be spent against Council priorities and cannot be used for revenue support.  
o Liverpool – small pot allocated to wards (Councillors decide). The amounts vary based upon IMD – there is a basic amount which increases dependent upon levels of deprivation

## **Ramifications of Proposal:**

Is there a consequence to 'Threshold': NO  
Is there a consequence to 'Capacity': Yes

There will be less funding which will have a small impact in developing area priorities and responding to needs.

## **Are there any protected characteristics that will be disproportionately affected in comparison to others?**

No: Allocation of Area Committee Budgets is well established and is based on community ideas and needs.

## **Consultation**

Public consultation took place between 21<sup>st</sup> October 2011 to 16<sup>th</sup> January 2012- received only a small amount of feedback from the public.

## **Is there evidence that the Public Sector Equality Duties will continue to be met?**

Yes: spending will be in line with the Equality Act.

## **What actions will follow if proposal accepted by Cabinet & Council?**

- 1) **Inform councillors of Area committees' budget allocation**
- 2) **Monitor progress.**

## **Recommendation to Council E6.3:**

Council is asked to consider the impact assessments, risks and mitigating actions in the proposal E6.3 and agree that

1. that a reduction of 10% in Area Committee Budgets be approved and that Officers are authorised to prepare for implementation immediately.



This page is intentionally left blank

# Agenda Item 7

## Annex C

Organisational changes and efficiencies not requiring consultation with the public  
**Reference E2.2**

<b>Reference E2.2 Service Description: Supporting People Team – Commissioning Functions</b>	
<b>Categorisation: Critical</b>	
The team monitor the Supporting People budget, develop contracts and measure the performance of services. There will be a full review of the Supporting People service when the commissioning functions of the People Directorate are combined.	
<b>It is proposed to commence consultation on/implement the following change</b> – To review staffing support.	
<b>Rationale for service change proposal</b> – If the Supporting People budget is reduced activity and commissioning will reduce therefore less staff required.	
<b>The following activity will change, stop or significantly reduce</b> – A possible reduction in the number of staff.	
<b>Impact of Service Change</b> –	
<b>Service Users</b> – Potential reduction in contract monitoring and compliance of commissioned services.	
<b>Partners</b> – Potential reduction in contract monitoring and compliance of commissioned services.	
<b>Council</b> – Potential reduction in contract monitoring and compliance of commissioned services.	
Communications, Consultations & Engagement – Type Consult Staff	
<b>Equality Impact Assessment</b> – Equality implications will be assessed should members agree the proposed option be taken forward. This will be reported when final recommendations are brought for a decision. HR policies and procedures will be observed.	
<b>Legislation Considered</b> – No legislation.	
<b>Risks &amp; Mitigating Actions</b> – Potential reduction in contract monitoring and compliance of commissioned services. Mitigation will be the commissioning functions of the People Directorate will be combined for Adults, Children and Supporting People.	
<b>Cost of Service: £241,000</b>	<b>Proposed Cost 2012/13: £57k</b>
<b>Staffing:</b>	<b>Budget Reduction 2012/13 £43k</b>
<b>Other Resources:</b>	<b>Budget Reduction 2013/14 £14k</b>
	<b>Council Staff at Risk: Yes</b>

### **Recommendation E2.2**

Council is asked to consider option E2.2 and agree

1. a reduction in staffing be approved
2. Officers are authorised to prepare for implementation which will be progressed alongside E.2.1 and as part of a wider review of departmental commissioning resources, (subject to the duty to consult with employees and trade unions) including the issue of relevant statutory notifications.

## Reference E2.8

<p><b>Service Description: Area Finance</b>  <b>Categorisation: Critical</b>                  This activity ensures that providers, in accordance with Council policy, are paid promptly thus maximising cash flow. The team also invoice service users for the contributions towards the cost of care which in turn supplements the Community Care budget. The team manages transactions to a value of £16m per annum. Integral within this function is the work of the Finance Visiting Officers, these staff who visit users to maximise people's benefits to ensure maximum contributions towards the cost of care. This activity also generated £2m additional benefit income for users in 2009 /10. This minimises demand on council services.</p>	
<p><b>Consultation has closed on the following option –</b> A review of the staffing of the Area Finance team.</p>	
<p><b>Original rationale for service change proposal –</b> This will be achieved through the implementation of a new I.T database, which will enable more effective and efficient electronic administration and finance functions to support adult social care.</p>	
<p><b>Legislation Considered –</b> Supports legislative functions as set out in the NHS &amp; Community Care Act 1990.</p>	
<p><b>Anticipated impact of Service Change –</b>  <b>Service Users –</b> Minimal.  <b>Partners –</b> None.  <b>Council –</b> New I.T solution will enable a reduction in administration processes.</p>	
<p><b>Communications, Consultations &amp; Engagement</b>                  Staff consultation only</p>	
<p><b>Risks &amp; Mitigating Actions –</b> Delay in implementation of new IT solution will impact on savings. Mitigated by strong project management with associated risk and output escalation as appropriate.</p>	
<p><b>Having taken consideration of the consultation and engagement activity undertaken the following activity will reduce -</b> The staffing of the Area Finance team.</p>	
<p><b>Cost of Service: £1,114m</b></p> <p><b>Staffing: 14</b></p> <p><b>Other Resources:</b></p>	<p><b>Proposed Cost 2012/13: £1,014m</b></p> <p><b>Budget Reduction 2012/13: £100,000 for part year and £200,000 for subsequent years</b>  <b>Council Staff at Risk: Yes</b>  <b>Number of Posts at Risk: 4 in 2012/13 and a further 4 in 2013/14</b></p>

## Recommendation E2.8

Council is asked to consider option E2.8 and agree

1. a reduction in staffing be approved
2. Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.

# Agenda Item 7

## Proposal Reference E3.7

<p><b>Service Description: Litherland Sports Park</b>  <b>Categorisation: Tier 1</b>            Cease the coaching and casual staff budget at Litherland Sports Park.            The Sport &amp; Recreation Service is responsible for the management and operation of the Councils sport &amp; leisure centres, sports development, physical activity and health promotion programmes, positive futures project, contract monitoring for Crosby Leisure Centre &amp; Formby Pool. Assets: 5 sport &amp; leisure centres; 1 outdoor pursuits &amp; residential activity centre; 2 facilities under contract; a workforce of 250 full time equivalents. It has in excess of 3m visits/users p.a.            It is commissioned to deliver services to partners; value circa £1.4m p.a. with grant support sustaining an additional 30 fixed term posts.</p>	
<p><b>Consultation has closed on the following option</b> Reduce the coaching and casual staff budget at Litherland Sports Park.</p>	
<p><b>Original rationale for service change proposal</b> – To meet the savings target.</p>	
<p><b>Legislation Considered</b> -            Local Government (Miscellaneous Provisions) Act 1976.</p>	
<p><b>Anticipated Impact of Service Change</b> –  <b>Service Users</b> – Some of the sessions available will either cease, or will have to reduce the numbers able to attend.  <b>Partners</b> – Unable to meet some of the participation and activity targets agreed with Sport England and governing bodies of sport.  <b>Council</b> – Less activities on offer to local community.</p>	
<p><b>Communications, Consultations &amp; Engagement Summary</b>            Consultation was not appropriate. It has been agreed with external partners that they will fund the provision of activities for a further two years allowing the Council to make the savings required.</p>	
<p><b>Having taken consideration of the consultation and engagement activity undertaken the following activity will change, stop or significantly reduce</b> –            Following a period of two years external funding the range of youth based coaching and engagement will be reduced, with some after school Active Sports not taking place.             There will also be reduced support to the clubs based at the centre (cycling, rugby union, and athletics) with their programmes of activity.</p>	
<p><b>Risks &amp; Mitigating Actions</b>–            This may have an adverse effect on the income the centre needs to generate, however most coaching and activity sessions will be self financing so should be able to continue.</p>	
<p><b>Cost of Service: £30,000</b>  <b>Staffing: Based on casual coaches and instructors</b>  <b>Other Resources: N/A</b></p>	<p><b>Proposed Cost 2012/13: £15,000</b>  <b>Budget Reduction 2012/13: £15,000</b>  <b>Council Staff at Risk: No</b></p>

### Recommendation to Cabinet E3.7:

Council is asked to consider the risks and mitigating actions for option E3.7 and agree

1. a reduction in the coaching and casual staff budget at Litherland Sports Park be approved
2. Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.

## Proposal Reference: E3.9

### Service Description: Library Service – Stockfund and Stock Services Unit

#### Categorisation: Other Tier 1

The Library Service has 13 Libraries and 1 mobile. It provides a lending and information service for books and other media; a local history service, events and activities for adults, children and young people, and older people; public access to computers and the internet; adult education classes from external partners; access to other Council services, surgeries and advice sessions from external organisations and partners; a safe space; space for hire. Some libraries are the only Council facility in a community. In 2010/11 there were 1,211,443 visits; 1,476,318 items issued; 142,611 library members (53% of Sefton population); 204,000 sessions of People’s Network; 58,900 registered users of People’s Network; 307,806 “virtual” visits to the library “home” page on the website.

The controllable budget for the whole service in 2011/12 = £2.63m. 2010/11 = £3.5m.

The provision of books and other materials for people to borrow browse and reference is the core function of a public library service. Materials are purchased for general use, study and education, specialist enquiries and information and cater for all age groups and all social groups. Most are in printed format, but some are provided in other formats including on-line subscriptions. The service is investigating the most cost effective and efficient way to deliver an e-books service. The Stock Services Unit (SSU) provides the bibliographical support to acquire and make these resources available. Due to a number of technological changes SSU has increased in efficiency and reduced its costs since 2005 by 43%. The stock fund is used to purchase some of the technological support to enable this to happen e.g. downloading of catalogue records. Sefton is part of a North West and Yorkshire consortium to purchase stock, leading to increased discounts and efficiencies. This has helped to partly offset the reductions in the Stockfund of £296,000 over the past six years.

The stock fund for 2011/12 = £454,100. SSU staffing costs for 2011/12 = £110,733. In 2004/5 the stock fund was £750,100 and SSU staffing costs were £193,082 (based on today’s salaries).

It is difficult to compare “like with like” data for stock across different authorities. From the CIPFA comparator data available, although Sefton had and still has a very low level of overall expenditure and staffing levels, it also had one of the highest levels of spend on books and other materials per head of population in 2005/06 with a corresponding high level of issues. This high level has since reduced so that Sefton is ranked at the medium. As this has happened, so its performance ranking for level of issues has reduced. A national survey showed that our bibliographic support costs were one of the highest in the North West with a very traditional, labour intensive support service. However, since then technological changes that have been introduced have significantly reduced the costs by 43%. Sefton still spends proportionately more on its stock than its staffing compared too many other authorities.

#### No consultation carried out as this was business as usual

- That the stockfund for the purchase of books and other materials is reduced by £100,000 (from £454,100 to £354,100).
- That SSU is restructured and the post of Stock Services Officer is deleted.
- If the savings also required the closure of any libraries, it would be recommended that the stock fund would not be reduced further.

#### Original rationale for service change proposal –

To achieve the savings required and maintain as high a level of service as possible.

#### Legislation Considered -

The Public Libraries and Museums Act 1964.

# Agenda Item 7

Our statutory obligation under the Public Libraries and Museums Act 1964 is to provide a comprehensive and efficient library service for all persons in the area that want to make use of it (section 7); promote the service (section 7); lend books and other printed material free of charge for those who live, work or study in the area (section 8). The Act has a number of regulations including what services can be charged. The provision of books and other material is therefore a core function of the legal requirement.

## **Anticipated Impact of Service Change – Service Users –**

There will be an estimated 10,000 fewer items of books and other materials purchased. This will reduce the number of copies available for high demand titles and extend reservation periods. Longer waiting times may deter current and ongoing use of service, leading to a reduction in visits and issues.

There will be a reduction in:

- access to information sources
- number of online reference resources
- number of newspapers and magazines available
- procurement and preservation of local history publications for archival and research purposes
- non-fiction and fiction provision for Sefton residents to pursue health, cultural and lifestyle interests
- educational and recreational provision for children and young people
- provision for disadvantaged groups

## **Partners –**

The library service provides bibliographic support to HMP Kennet and Ashworth Hospital. They pay a charge per transaction for this. The reduction in staffing may diminish the service's ability to provide appropriate customer service in relation to stock procurement and management.

The reduction in expenditure with book suppliers via the North West Consortium contract – may contribute to lower discount levels being negotiated when contracts are re-tendered in 2013.

The reduction in the library service's ability to engage with national and local reader development initiatives and participate in partnership projects such as Active Reading with NHS.

## **Council -**

Income generation – reduced purchase of DVDs ( a charged for service) may impact on income targets for multimedia.

## **Communications, Consultations & Engagement Summary None as this was business as usual.**

## **Risks & Mitigating Actions –**

### Risks

The stockfund was reduced by £96,000 for 2011/12 and a further reduction of £100,000 will mean that since 2004/2005 the fund will have decreased by 53% from £750,100 to £354,100. This represents a significant erosion of one of the primary resources within the library service. Access to books, multimedia and online resources are one of the key services offered by libraries and the core offer as part of its statutory obligation. There is likely to be a resultant reduction in the use of the service and income generated.

The stockfund also pays for the technological costs of stock supply, such as the automated download of catalogue records and inter-library loan participation. It also supports much of the investment required to implement ongoing stock supply efficiencies and these need to continue. A reduction to the stock fund impacts upon the service's ability to deliver further savings, which would otherwise mitigate against the loss of post from the SSU.

Management of SSU – the loss of the Stock Services Officer post will impact upon the responsibilities currently undertaken by the post holder in relation to ordering systems, classification and monitoring of catalogue records, financial administration, staff management and representation of the service at regional bibliographic meetings.

Reduction of the stock fund and reducing it to its proposed level is a difficult option. The provision of stock is the core function of the library service and will result in a serious reduction in the level of service to the service users. Such a reduction leads to long term decrease in the numbers and the frequency of people using the service. However, the fund could be increased in later years.

The stock fund cannot be reduced any further than this without being able to fulfill its statutory obligation.

### Mitigating Actions

Change purchasing specifications to achieve a different balance of stock e.g. purchase more paperbacks and fewer hardbacks, so that there will still be a variety of new titles.

The reduction in the number of items purchased may reduce the level of business at SSU. The impact of the loss of the post can be mitigated further by ongoing efficiencies within library stock supply chain such as the upgrading of library records. The integration of payment systems will reduce stock support required for processing of invoices. Direct delivery of stock to libraries rather than to a centralised stock services unit will reduce the level of processing required before stock is shelf-ready and available to library borrowers.

The loss of the specialist skills will have to be absorbed as far as possible by the remaining stock services unit, with support from the staff within the Library Service, to ensure that all operational and managerial responsibilities are covered.

SSU is continuing to increase its efficiency and some of the specialist knowledge that was required has now been replaced by automated solutions.

### **Having taken consideration of the consultation and engagement activity undertaken the following activity will change, stop or significantly reduce**

There will be a significant reduction in the ongoing provision of range of library stock – books, multimedia, online resources, newspapers and magazines from April 1<sup>st</sup> 2012 and a delay in the availability of such stock.

**Cost of Stock Services Unit: £110,733**

**Proposed Cost 2012/13: £80,733**

**Staffing:**

**1 x Stock Services Officer  
1 x Senior Stock Assistant  
3.1 FTE x Stock Services Assistant**

**Other Resources:**

**Stockfund £454,100**

**Budget Reduction 2012/13: £130,000  
(£100,000 Stockfund, £30,000 staff)**

**Council Staff at Risk: Yes**

**Number of Posts at Risk: 1**

**Other resources:**

**Stockfund £354,100**

### **Recommendation to Council E3.9:**

Council is asked to consider the impact assessments, risks and mitigating actions for option E3.9 and agree that

1. that the stockfund budget reduction of £100,000 be approved
2. the Stockfund Services Unit restructure be approved

# Agenda Item 7

3. Officers be authorised to prepare for implementation immediately then (subject to the duty to consult with employees and trade unions) issue relevant statutory and contractual notifications, if necessary.

## **Budget Planning Summary**

		2012/13 Budget £m	2013/14 Budget £m	2014/15 Budget £m
<b><u>E2 Older People</u></b>				
<b>E2.2</b>	Supporting People Team – Commissioning Functions	-0.043	-0.014	0.000
<b>E2.8</b>	Review of processes and staffing arrangements in Area Finance / Finance Visiting Officers	-0.100	-0.100	0.000
<b><u>E3 Leisure and Culture</u></b>				
<b>E3.7</b>	Sports & Recreation Service – Litherland Sports Park – Reduce coaching / casual staff	-0.015	0.000	0.000
<b>E3.9</b>	Library Service – Stock Services Unit restructure / Reduce Stock Fund for purchase of books	-0.130	0.000	0.000
<b>Total Change Proposals</b>		<b>-0.288</b>	<b>-0.114</b>	<b>0.000</b>



# Agenda Item 8

---

<b>Report to:</b> Cabinet Member – Environmental Overview and Scrutiny Committee (Regeneration & Environmental Services) Cabinet Council	<b>Date of Meeting</b> 9 November 2011  17 January 2011 19 January 2011 16 February 2011
--	--

**Subject:** Declaration of Air Quality Management Areas

**Report of:** Director of Built Environment      **Wards Affected:** Church, Ford and Litherland

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

**Exempt/Confidential**      No

---

## Purpose

To seek the formal declaration of two Air Quality Management Areas (AQMAs) in Sefton as defined in the attached order.

## Recommendation(s)

1. Cabinet Member – Environmental

That the Cabinet be requested to recommend to Council to formally declare two Air Quality Management Areas in Sefton as detailed in the Order attached in Annex 1 to the report;

2. Cabinet

That full Council be requested to declare two Air Quality Management Areas as detailed in the Order attached in Annex 1 to the report;

3. Council

That Air Quality Management Areas be declared by making the Sefton Council Air Quality Management Area Numbers 4 and 5 Order, 2011 as detailed in the order attached in Annex 1 to the report

# Agenda Item 8

## 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:

Local Authorities have a duty under Section 83 (1) of the Environment Act 1995 to designate those areas where air quality objectives are unlikely to be met as air quality management areas.

### What will it cost and how will it be financed?

#### (A) Revenue Costs:

None directly as a result of this statutory declaration but the future action plan may require resourcing.

#### (B) Capital Costs:

None directly as a result of this statutory declaration but the future action plan may require resourcing.

### Implications:

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

#### Legal

Declaration of an Air quality Management Order is a statutory requirement where national air quality standards have been exceeded under section 83(1) of the Environment Act.

#### 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 specific action plan will be required to mitigate the breaches of air quality standards; this will be developed in consultation with those affected.

### What consultations have taken place on the proposals and when?

The Head of Corporate Finance (FD1106) and Head of Corporate Legal Services (LD465/11) have been consulted and any comments have been incorporated into the report.

### Are there any other options available for consideration?

The only alternative would be not to endorse the formal declaration of air quality management areas. This option was rejected because the declaration of AQMAs is a statutory requirement

### Implementation Date for the Decision

Following the Council Meeting

**Contact Officer:** Gary Mahoney Principal EMAP Officer  
Environmental Protection  
Tel: 0151 934 4300  
Email: gary.mahoney@sefton.gov.uk

### Background Papers:

The following papers are available for inspection by contacting the above officer(s).

Local Air Quality Management Technical Guidance (LAQM TG09), Local Air Quality Management Policy Guidance (LAQM PG03), Local Air Quality Management Policy Guidance Addendum(LAQM PGA05), Air Quality Planning for Action nsca, Air Quality Action Plans Interim Guidance for Local Authorities nsca, Air Quality Management Areas Turning Reviews into Action nsca. Cabinet Member Environment information report 10/08/11

# Agenda Item 8

## 1. Background

- 1.1. An information report was presented to Cabinet Member Environment on 10 August 2011 that summarised the results of the Detailed Assessment of Air Quality 2010. The report also advised of the need to declare two Air Quality Management Areas (AQMAs).
- 1.2. Members will recall that the analysis of air pollution monitoring data carried out in the two reports showed that:
  - The National Air Quality Strategy (NAQS) Objective for nitrogen dioxide was exceeded at the junction of South Road and Crosby Road North, Waterloo and the junction of Hawthorne Road and Church Road, Litherland.

Based on the above results the following conclusion was drawn:

- AQMAs for nitrogen dioxide must be declared at the junction of South Road and Crosby Road North, Waterloo and the junction of Hawthorne Road and Church Road, Litherland.
- 1.3. The formal declaration has now been drafted and is attached as **Annex 1**. Constitutionally the order must be made by Council
  - 1.4. Both AQMAs are identified as traffic related, because of the contribution of traffic-related emissions to the concentrations of pollutants at each site. Measures to improve air quality in response to the declarations will be integrated with the Local Transport Plan capital programme and the TravelWise campaign to promote more sustainable travel. In particular, the declaration on Crosby Road North will be a key consideration in the A565 Route Management Strategy

## 2 Information and Consultation

- 2.1 An important part of the AQMA process is providing information to those affected by the declaration and consulting with a number of named organisations (statutory consultees) and the local community. A proposed information and consultation schedule is presented below for approval by the Cabinet Member.
  - Nov 11 – AQMA Declaration reported to Cabinet Member and Cabinet. Relevant Ward Councillors informed. Detailed Assessment and sent to Statutory Consultees.
  - Jan 12 – AQMA Declaration reported to full Council. Consultation on declaration and areas begins.
  - Jun 12 – Further Assessment completed
  - Sep 12 – Consultation on draft Action Plan

# Agenda Item 8

- Nov 12 – Final Action Plan completed

2.2 The Cabinet Member Environmental be requested to recommend that Council via Cabinet formally declare two air quality management areas in Sefton as detailed in the Order attached to the report.

# Agenda Item 8

## Annex 1

### Environment Act 1995 Part IV Section 83(1)

Sefton Council

#### AQMA Order

Sefton Metropolitan Borough Council, in exercise of the powers conferred upon it by Section 83(1) of the Environment Act 1995, hereby makes the following Order.

This Order may be cited/referred to as Sefton Metropolitan Borough Council Air Quality Management Areas numbers 4 and 5 and shall come into effect on [date].

The areas shown on the attached maps outlined in blue are to be designated as air quality management areas (the designated areas). The designated areas incorporate:

- AQMA 4: The area around the junction of Crosby Road North (A565) and South Road, Waterloo
- AQMA 5: The area around the junction of Hawthorne Road (B5422) and Church Road (A5036), Litherland.

The maps may be viewed at the Council offices in the Department of Built Environment or on the Council website.

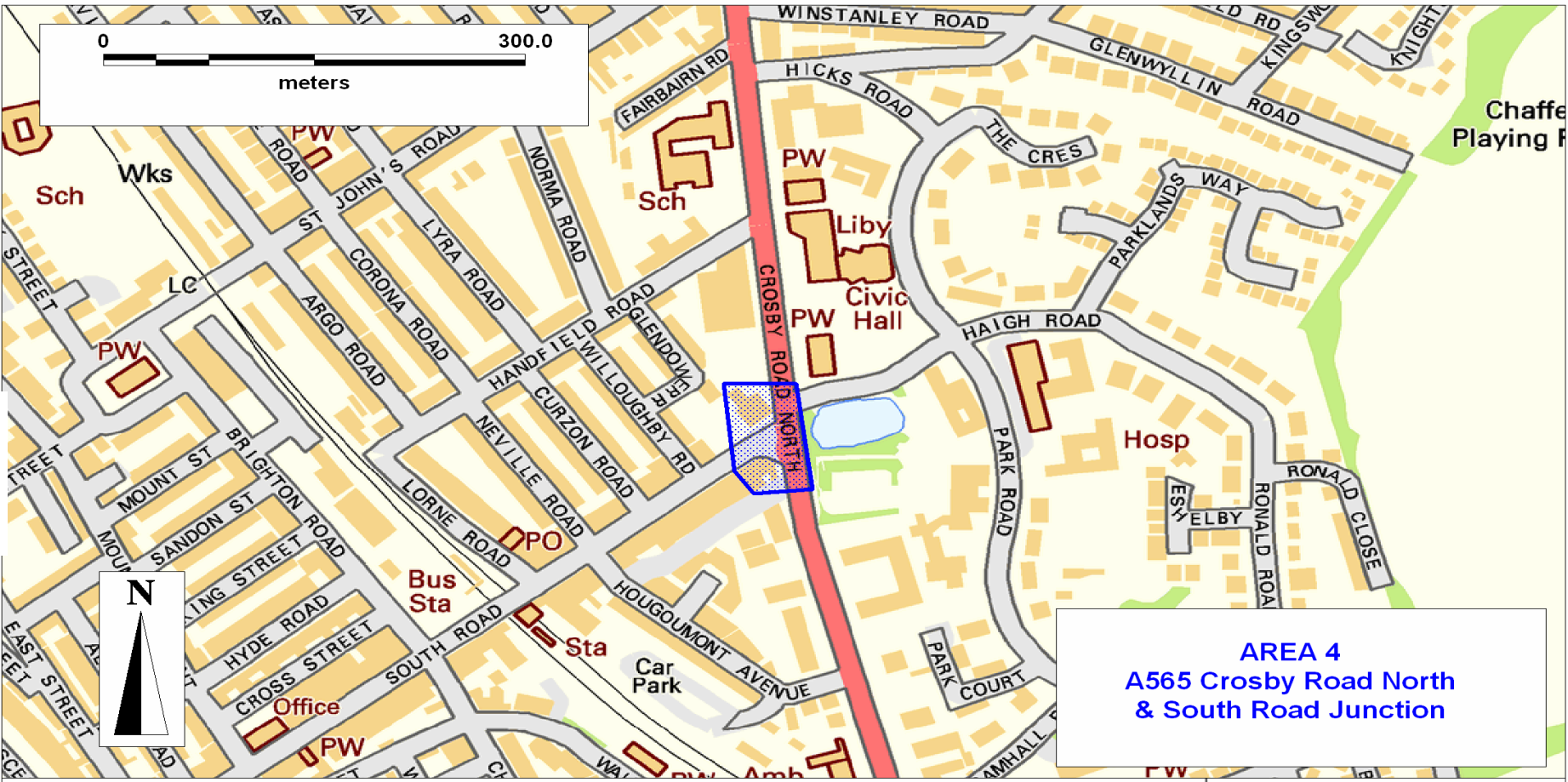
The Areas are designated in relation to a likely breach of the following Objectives as specified in the Air Quality Regulations (England) (Wales) 2000:

- AQMA 4: The nitrogen dioxide annual mean Objective.
- AQMA 5: The nitrogen dioxide annual mean Objective.

This Order shall remain in force until it is varied or revoked by a subsequent order.

The Common Seal of Sefton Metropolitan Borough Council was hereto affixed on [date] and signed in the presence of/on behalf of said Council.

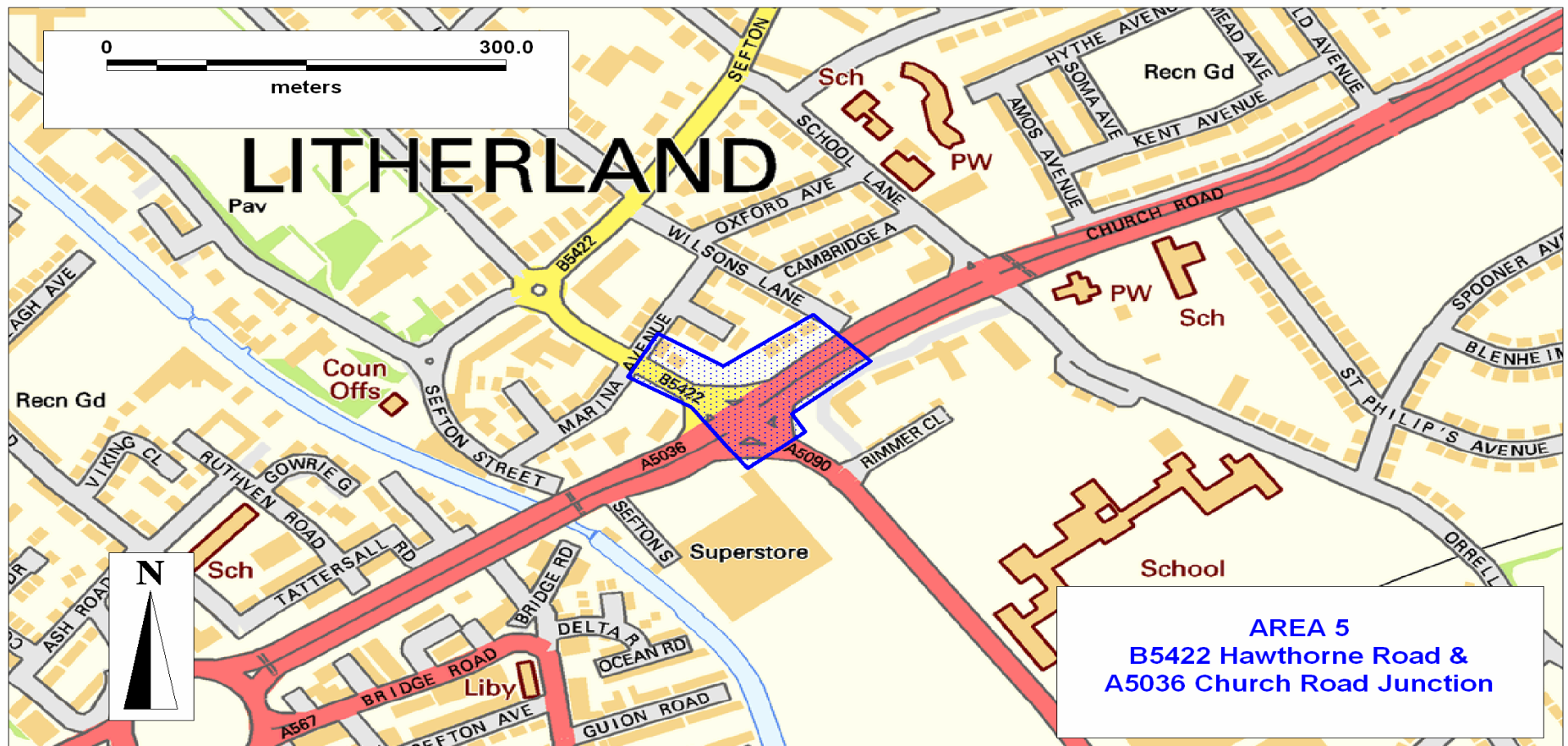
*Explanatory Note: This is an Order made under S.83(1) of the Environment Act 1995. The Act provides a requirement for local authorities to undertake periodic reviews of air quality in their areas. If a review of air quality identifies a likelihood that air quality standards would not be met the local authority should declare the area(s) Air Quality Management Area(s). This is an Order that identifies areas within the Borough where air quality standards have not been met.*



© Crown Copyright. All rights reserved Sefton Council Licence no 100018192 <<2010>>


AREA 4 Proposed AQMA

 AQMA Region



© Crown Copyright. All rights reserved Sefton Council Licence no 100018192 <<2010>>

**AREA 5 Proposed AQMA**

 AQMA Region

© Crown Copyright and database rights 2011. Ordnance Survey 100018192.



## Abbreviations

AQAP	Air Quality Action Plan
AQMA	Air Quality Management Area
Defra	Department for Environment, Food and Rural Affairs
DA	Detailed Assessment
DfT	Department for Transport
DoH	Department of Health
EA	Environment Agency
EU	European Union
FA	Further Assessment
HGV	Heavy Goods Vehicles
HPA	Health Protection Agency
LA	Local Authority
LAQM	Local Air Quality Management
LSTM	Liverpool School of Tropical Medicine
MAEI	Merseyside Atmospheric Emissions Inventory
NAQS	National Air Quality Strategy
NO <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides (NO + NO <sub>2</sub> )
PM <sub>2.5</sub>	Particulate Matter less than 2.5µm aerodynamic diameter
PM <sub>10</sub>	Particulate Matter less than 10µm aerodynamic diameter
µg/m <sup>3</sup>	Micrograms (10 <sup>-6</sup> ) of pollutant per cubic metre of air
USA	Updating and Screening Assessment

This page is intentionally left blank

# Agenda Item 9

---

**Report to:** Cabinet  
Council

**Date of Meeting** 19<sup>th</sup> January 2012  
16<sup>th</sup> February 2012

**Subject:** Revision of Employee Code of Conduct

**Report of:** Director of Corporate Support Services

**Wards Affected:** All

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

**Exempt/Confidential**                      No

---

## **Purpose/Summary**

To inform the Cabinet of a change to the Employee Code of Conduct which forms part of the Council's Constitution.

## **Recommendation(s)**

That Cabinet recommend to Council that the change in the wording of the Constitution (as set out in paragraph (3) below) be approved.

That **Council** approve the change in the wording of the Constitution as set out in paragraph 3 below.

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

	<b><u>Corporate Objective</u></b>	<b><u>Positive Impact</u></b>	<b><u>Neutral Impact</u></b>	<b><u>Negative Impact</u></b>
1	Creating a Learning Community		√	
2	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		√	

# Agenda Item 9

## Reasons for the Recommendation:

There have been changes to the legislation governing Politically Restricted Posts. The Code of Conduct has been updated to reflect this change.

## What will it cost and how will it be financed?

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:

<b>Legal</b> See below
<b>Human Resources</b>  <b>None</b>
<b>Equality</b> 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:

Not applicable

## What consultations have taken place on the proposals and when?

The Head of Corporate Finance and ICT has no comments on this report because the contents of the report have no financial implications (FD1213/11). The Head of Corporate Legal Services (LD 559/11) 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**

Immediately following the Council meeting.

**Contact Officer:** Geraldine Evans, Personnel Officer

**Tel:** 0151 934 3379

**Email:** Geraldine.evans@sefton.gov.uk

## **Background Papers:**

There are no background papers available for inspection.

### **1. Introduction/Background**

1. The Employee Code of Conduct is contained within Part 5 of the Constitution. Section 10 of the Code of Conduct concerns Political Neutrality and specifically politically restricted posts.
2. The Local Government and Housing Act, 1989 imposed political restrictions on employees remunerated at or above Spinal Column Point SCP 44 or below this level if their posts are “politically sensitive”. The Local Democracy, Economic Development and Construction Act 2009 (effective from 12 January 2010) removed the concept of political restriction by salary level.
3. The reference to the SCP has been removed and has been replaced by the new information as follows:

“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.”

This page is intentionally left blank

---

**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.

# Agenda Item 10

## 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:

<b>Legal</b>		
<b>Human Resources</b>		
<b>Equality</b>		
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](mailto:steve.pearce@sefton.gov.uk) / [paul.fraser@sefton.gov.uk](mailto:paul.fraser@sefton.gov.uk)

**Background Papers:**

There are no background papers available for inspection.

# Agenda Item 10

## 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 10

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.

# Agenda Item 10

- 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↑ 15←					6					28→			14↓
			S				5					22			7		18
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, Oriol 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

This page is intentionally left blank

---

<b>Report to:</b> Council	<b>Date of Meeting:</b> 16 <sup>th</sup> February 2012
<b>Subject:</b> Proper Officer Functions	
<b>Report of:</b> Chief Executive	<b>Wards Affected:</b> All
<b>Is this a Key Decision?</b> N/A	<b>Is it included in the Forward Plan?</b> N/A
<b>Exempt/Confidential</b>	No

---

**Purpose/Summary**

To invite the Council to appoint a Returning Officer and Electoral Registration Officer

**Recommendation(s)**

That

- (1) the Electoral Registration Officer Functions for the registration of Parliamentary and Local Government Electors and Acting Returning Officer/Returning Officer Functions for Parliamentary, Local, Parish and European Elections under the relevant provisions of the Representation of the People Act 1983 and European Parliamentary Elections Act 2002 be attached to Margaret Carney (Chief Executive) and Margaret Carney be appointed to act as the Proper Officer for all related functions and relevant legislation with effect from 17<sup>th</sup> February 2012; and
- (2) the relevant sections of the Constitution be amended accordingly.

**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	✓		

# Agenda Item 11

## Reasons for the Recommendation:

The Council must have a Returning Officer and Electoral Registration Officer for the purposes of elections and electoral registration matters and as a result of structural changes in the Council, a new appointment needs to be made.

## What will it cost and how will it be financed?

### (A) Revenue Costs

Appointment as a Returning Officer is deemed to be separate remunerable employment. The Returning Officer personally foregoes the entitlement to remuneration for Borough and Parish Elections.

### (B) Capital Costs

## Implications:

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

<b>Legal</b>	The role of the Returning Officer is one of a personal nature and distinct and separate to the duties as an employee of the Council.
<b>Human Resources</b>	None
<b>Equality</b>	
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 (FD1155/11) and Head of Corporate Legal Services (LD516/11) have been consulted and any comments have been incorporated into the report.

## Are there any other options available for consideration?

That another appropriate person be designated

## Implementation Date for the Decision

Following consideration by Full Council

**Contact Officer:** Graham Bayliss  
**Tel:** 0151 934 2721  
**Email:** Graham.Bayliss@sefton.gov.uk

## **Background Papers:**

There are no background papers available for inspection.

### **1.0 Introduction/Background**

- 1.1 It is recommended that an appointment to the Proper Officer Functions for Elections and Electoral Registration be made following the restructure of the Council.
- 1.2 The appointment as Proper Officer requires approval of Full Council under the Council's Constitution.
- 1.3 The Returning Officer has powers to appoint Deputy Returning Officers with full powers to carry out the relevant functions in his or her absence.

This page is intentionally left blank

## COUNCIL – 16 FEBRUARY 2012

### **REPORT OF THE LEADER OF THE COUNCIL – MATTERS DEALT WITH IN ACCORDANCE WITH RULE 17 OF THE OVERVIEW AND SCRUTINY PROCEDURE RULES (CALL-IN AND URGENCY)**

I wish to report that the Chair of the relevant Overview and Scrutiny Committee gave his consent, under Rule 17 of the Scrutiny Procedure Rules, to the following issue being dealt with, on the basis that the decisions could not be reasonably deferred and therefore not subject to call-in.

### **CABINET URGENT BUSINESS COMMITTEE - 17 NOVEMBER 2011**

The Committee considered the report of the Strategic Director - Place reviewing the contractual arrangements between the Council and Capita Symonds. The risks, liabilities and benefits of the proposed course of action were identified within the report and an estimation of the costs of the known elements of risk/liability was set out.

Members had a full and detailed discussion on the matters contained within the report and the appendix containing the external legal advice received. The Strategic Director (Place) informed Members of additional legal advice that had been received following publication of the report.

RESOLVED: That

- (1) after consideration of the risks and benefits outlined within the report the Strategic Director - Place, the Head of Corporate Legal Services and the Head of Corporate Finance and ICT be authorised to undertake the actions detailed in section 3 of the report;
- (2) 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 (Performance and Corporate Services) has been consulted under Rule 15 of the Access to Information Procedure Rules of the Constitution, to the decision being made by the Committee 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 of the timescales and confidentiality involved; and
- (3) it be noted that the Chair of the Overview and Scrutiny Committee (Performance and Corporate Services) had given his consent under Rule 17 of the Scrutiny Procedure Rules for these decisions to be treated as urgent and not subject to "call-in" on the basis that the decision cannot be reasonably deferred because of the timescales and confidentiality involved.

Councillor P. Dowd  
Leader of the Council

This page is intentionally left blank