

MEETING: CABINET  
DATE: Thursday 11th October, 2012  
TIME: 10.00 am  
VENUE: Town Hall, Bootle

**Member**

Councillor

Councillor P. Dowd (Chair)  
Councillor Cummins  
Councillor Fairclough  
Councillor Hardy  
Councillor Maher  
Councillor Moncur  
Councillor Tweed

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

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

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

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

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# AGENDA

Items marked with an \* involve key decisions

<u>Item No.</u>	<u>Subject/Author(s)</u>	<u>Wards Affected</u>
1.	<b>Apologies for Absence</b>	
2.	<b>Declarations of Interest</b> Members are requested to give notice of any disclosable pecuniary interest, which is not already included in their Register of Members' Interests and the nature of that interest, relating to any item on the agenda in accordance with the Members Code of Conduct, before leaving the meeting room during the discussion on that particular item.	
3.	<b>Minutes of Previous Meeting</b> Minutes of the meeting held on 13 September 2012	(Pages 5 - 18)
4.	<b>Local Policing Issues</b> Presentation by Chief Constable Jon Murphy of Merseyside Police and Superintendent Kevin Johnson of the Sefton Division	All Wards
5.	<b>Transformation Programme - 2012/13 Budget Update</b> Report of the Head of Corporate Finance and ICT	(Pages 19 - 30)
* 6.	<b>Transformation Programme 2012 - 2015</b> Report of the Head of Corporate Finance and ICT and Head of Transformation Services	All Wards (Pages 31 - 64)
* 7.	<b>Review of Library Services</b> Report of the Strategic Director – People to follow	All Wards

- |      |   |           |                 |
|------|---|-----------|-----------------|
| * 8. | <b>Housing Benefit Transition Funding and Establishing a Landlord Accreditation Scheme</b><br><br>Report of the Director of Built Environment and Head of Corporate Finance and ICT | All Wards | (Pages 65 - 70) |
| 9.   | <b>Capital Programme - Contaminated Land Capital Project Grant</b><br><br>Report of the Director of Built Environment   | Derby     | (Pages 71 - 74) |

THE "CALL IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON TUESDAY 25 SEPTEMBER, 2012. MINUTE NO's 54 (4) AND (9) AND 58 ARE NOT SUBJECT TO "CALL-IN."

## CABINET

### MEETING HELD AT THE TOWN HALL, SOUTHPORT ON THURSDAY 13TH SEPTEMBER, 2012

PRESENT: Councillor P. Dowd (in the Chair)  
Councillors Cummins, Fairclough, Hardy, Maher and Moncur

ALSO PRESENT: Councillors Ashton, Keith, McGinnity and Welsh

#### 51. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Tweed.

#### 52. DECLARATIONS OF INTEREST

No declarations of pecuniary interest were made.

The following declarations of personal interest were received:

<u>Officer</u>	<u>Minute No.</u>	<u>Reason</u>	<u>Action</u>
Mr. M. Fogg, Director of Corporate Support Services; Mr. B. Milburn, Strategic Director – Place and Mr. P. Morgan, Strategic Director - People	54 – Transformation Programme 2012 - 2015	Features of their posts are cited in the report	Stayed in the room and took no part in the consideration of the item relating to their posts.

#### 53. MINUTES OF PREVIOUS MEETING

RESOLVED:

That the Minutes of the Cabinet meeting held on 16 August 2012 be confirmed as a correct record.

# Agenda Item 3

CABINET- THURSDAY 13TH SEPTEMBER, 2012

## 54. TRANSFORMATION PROGRAMME 2012 - 2015

Further to Minute No. 36 of the meeting held on 16 August 2012, the Cabinet considered the report of the Head of Finance and ICT and the Head of Transformation which provided details of a package of potential savings options which could be progressed in order to move towards the achievement of a balanced budget in 2013/14 and 2014/15. At this stage the report sought approval to consult communities, partners, key stakeholders and employees, as appropriate, on the options prior to any consideration by Council.

The extent of the options identified in the report reflected the significant challenge of identifying a further £43.7 million of savings equivalent to an 18.5% reduction of the total net budget.

The report contained the following annexes:

- Annex A - Work Programme Timetable
- Annex B - Executive Summary of the Leisure Activity Review
- Annex C - Ongoing Business Efficiencies
- Annex D - Senior Management Structure
- Annex E - Options on which approval to commence internal consultation and engagement activity is sought
- Annex F - Options on which approval to commence consultation and engagement activity with the community is sought

The Chief Executive presented the report and indicated that the challenge of achieving £43.7 million of savings would present significant capacity issues and risks; that the options contained in the report would have implications for local communities; but that the Council would strive to mitigate such risks as far as possible. It would not be possible to mitigate all the risks. The Chief Executive concluded by stressing that at this stage of the process, approval was being sought to consult on the options and once the consultation was deemed to be complete that recommendations thereon would be submitted to future Cabinet meetings and meetings of the Council including the Council meeting on 22 November 2012.

Councillor Dowd mentioned the fact that all of the options contained in the report were not sufficient to meet the budget gap and that further options would need to be identified.

Members of the Cabinet raised questions on the following issues referred to in the report and Officers responded to the issues as referred to below:

Page / Paragraph in the Report	Question / Response
Page 122 Options C7.4 and C9.1  (Councillor	A number of items indicated that there would be "budget realignment", for example C7.4 and C9.1. Could officers confirm what this meant and what quality assurance work had the Finance Team undertaken with regard to these proposals?

<p>Cummins)</p>	<p>Response                  The Strategic Director – People commented that the items could be financed from alternative sources. Item C7.4 could be met from the Dedicated Schools Grant and C9.1 from the Drugs Action Team monies from Public Health.                  The Corporate Finance Manager commented that all budget proposals had been through a Quality Assurance process to confirm that the saving option was financially realistic and was feasible in the short and long term. He also stated that many of the items headed “Budget Re-alignment” were areas of underspend identified in 2011/12, that could continue as a budget reduction in future years.</p>
<p>Page 105                  Paragraph 7.9                    (Councillor Moncur)</p>	<p>In terms of the thematic option relating to Early Intervention and Prevention for the most vulnerable children and young people, he felt that the emphasis and direction of the option proposal in terms of early support was the right approach to be taken; and asked what would be the key principles we would use within the consultation and engagement process and who would be the key stakeholders.</p> <p>Response                  The Strategic Director - People responded by stating that an Early Intervention and Prevention approach had a moral imperative through preventing poor outcomes for children, young people and families, as well as a financial imperative of reducing high cost intervention when children were taken into care or were the subject of intensive child protection measures. In terms of the principles these would include:-</p> <ul style="list-style-type: none"> <li>- Working with families to reduce dependency and promote self reliance.</li> <li>- Sharing responsibility and responses amongst all integrated services to the needs of children, young people and their families.</li> <li>- Actively involving children, young people and families in terms of designing, planning and reviewing services.</li> <li>- Workforce development to support the development of multi-agency team working.</li> </ul> <p>The Strategic Director noted that the key stakeholders were the children, young people and families, as well as the range of partners represented in the Children’s Trust and Local Safeguarding Children’s Board.</p>

# Agenda Item 3

CABINET- THURSDAY 13TH SEPTEMBER, 2012

<p>Page 120 Option C3.3  (Councillor Hardy)</p>	<p>Regarding the deferral of the reinstatement of highways management funding of £800,000 from 2013/14 to 2014/15, how would this impact on highway safety and the programme of highway maintenance works next year?</p> <p>Response The Strategic Director – Place indicated that the deferment of the re-instatement of funding would not impact upon highway safety as work would always be prioritised to ensure the Council fulfilled its statutory highway safety duties. The main impacts would be seen in a reduction of routine and preventative maintenance particularly in residential side roads with maintenance priority being given to works on strategic routes. The department will maximise the use of all available resources, including external funding, to achieve the most cost effective delivery of the highway maintenance service.</p>
<p>Page 100 Paragraph 5.12  (Councillor Maher)</p>	<p>This paragraph indicated a saving of £1 million against integration. Were there any initial ideas as to how this would be achieved</p> <p>Response The Chief Executive indicated that the aim was to find the most cost effective and efficient way to co-ordinate services; that savings were anticipated to be made in management and staff costs by the integration of various teams; that resources would be targeted on the priorities identified by the Council; and that the £1 million figure was an estimate and would need to be reviewed and reported back to Cabinet.</p>
<p>Page 130 Option E1.1  (Councillor Fairclough)</p>	<p>Regarding the proposed savings in the Cleansing Service of £250,000 in 2013/14 and £50,000 in 2014/15, how could officers suggest that £300,000 could be taken from the service and there be little change in the cleanliness of any area noticed by the public?</p> <p>Response The Strategic Director – Place indicated that the impact from the reduction in funding would be minimised by:-</p> <ul style="list-style-type: none"><li>• reviewing the demand for service against the resources allocated</li><li>• the use of new technologies and working practices</li></ul>



	<ul style="list-style-type: none"> <li>• the integration of similar functions across different areas of Council activity</li> <li>• more spot picking of litter and less general sweeping</li> </ul> <p>Whilst this may result in a slight rise in general detritus (i.e. back of pavement dirt/soil) the public would not see a general increase in litter on the ground.</p>
<p>Page 175 Option F3.2  (Councillor Hardy)</p>	<p>Regarding the remodelling of Day Opportunities for vulnerable adults it was noted that there was a significant savings figure of £1.75m over the two financial years attached to this option. Councillor Hardy commented that the report mentioned a feasibility pilot that had commenced with Sefton New Directions (SND) to explore extending the range of Day Opportunities for these vulnerable adults and asked for more details about the pilot.</p> <p>Response The Strategic Director - People confirmed that a pilot was taking place utilising four Leisure Centres across the Borough. These were Dunes, Netherton Activity Centre, Meadows and Crosby Lakeside. Prior to the pilot visits had taken place to other areas where Day Opportunities were offered in Leisure Centres. It was explained that the pilot would take place over two months, with a view to the extension of the range of and quality of Day Opportunities available through the various services offered in each of these Centres. As Members were aware most Day Opportunities were currently offered in Day Centres with limited activities. This joint pilot with SND aimed to open a much broader range of activities, as well as increasing the choice and independence of adults accessing this provision.</p>
<p>Page 103 Paragraph 7.7  (Councillor Moncur)</p>	<p>The important role played by the Voluntary, Community and Faith (VCF) Sector in Sefton was acknowledged and the proposed reduction in funding for this sector was referred to. How could the Council ensure that any reductions in funding would not have unforeseen consequences?</p> <p>Response The Chief Executive stressed that Cabinet was being asked to agree the commencement of a conversation with the VCF sector, local people and interested parties on the role that they could play in assisting the community and Council to meet the challenges</p>

# Agenda Item 3

CABINET- THURSDAY 13TH SEPTEMBER, 2012

	ahead; and that the Council would work very closely with this sector on this crucial role to meet the challenges and reduce the reliance on public sector funding through consortia working.
Not applicable (Councillor Fairclough)	It was noted that the Overview and Scrutiny Committee (Performance and Corporate Services) at its meeting to be held on 18 September would consider the work programme and approach contained in the Transformation report and that any comments would be fed back to the next meeting of the Cabinet on 11 October 2012.

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

RESOLVED: That:

- (1) it be noted that all of the figures in the report were working assumptions of efficiencies and options to be considered and the figures should not be seen as predetermining any decisions. Many of these options would be subject to consultation and engagement, and any figures indicated, are being used to facilitate outline budgetary forecasting only;
- (2) the work programme timetable contained in Annex A of the report be approved;

## **Annex B – Leisure Activity Review**

- (3) the content of the Executive Summary of the Leisure Activity Review set out in Annex B of the report be noted;

## **Annex C - Business Efficiencies to progress immediately and MTFP updates**

- (4) the Council at its meeting on 22 November 2012 be recommended to approve the business efficiencies and changes to the Medium Term Financial Plan as described in Annex C of the report and mandate Officers to commence engagement and implementation processes with partners, key stakeholders, employees and Trade Unions as appropriate, with a view to achieving the agreed changes at the earliest opportunity;
- (5) it be noted that the proposed changes table contained in Annex C of the report are various technical changes to specification, renegotiated contracts, establishment vacancies and/or budget planning adjustments, and it be noted that there is no change to service delivery for service users. As a consequence there would

be no equality implications to consider. Where changes effect establishment, Human Resource processes would cover any equality implications;

- (6) it be noted that standard Council procedures would be observed in the instances where the Council are required to inform the public of the issues set out Annexes C, E and F of the report;

## **Options Requiring Internal Consultation**

- (7) Officers commence a consultation process with employees and Trade Unions (including but not limited to) to secure an agreement on terms and conditions options, including the issue of relevant statutory notifications, if appropriate;
- (8) the new senior management structure set out in paragraph 5.6 of the report be approved as the basis for consultation and the Chief Executive be given delegated authority to determine its implementation, together with the associated HAY Review including any potential equality implications;
- (9) the Council at its meeting on 22 November 2012, be recommended to give approval to the progression of the integration agenda as set out in paragraph 5.12 of the report and mandate Officers to commence 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 the changes at the earliest opportunity;
- (10) Officers be mandated to commence consultations with partners, key stakeholders, employees and Trade Unions on the options contained in Annex E of the report;
- (11) it be noted that Officers would comply with Human Resource policies and procedures and this would include regular Human Resource monitoring reports to the Cabinet Member - Corporate Services;

## **Annex F - Options Requiring Consultation, Engagement or Information**

- (12) approval be given to the commencement of a conversation with the community in relation to an increase in Council Tax that could provide a balance with the need to identify additional savings;
- (13) Officers be mandated to commence consultation and engagement processes with the community, partners, key stakeholders, employees and Trade Unions on the options contained in Annex F of the report;

# Agenda Item 3

CABINET- THURSDAY 13TH SEPTEMBER, 2012

- (14) it be noted that the equality implications would be assessed should Members agree that the proposed options be taken forward at a later date and this would be reported to the Cabinet when final recommendations are submitted for consideration;

## **Thematic Options Requiring External Consultation & Engagement**

- (15) approval be given to the commencement of a conversation with the community, employees and partners with regard to ways of working including service integrations as set out in paragraph 7.2 of the report;
- (16) approval be given to the commencement of a conversation with the community with regard to subsidies and charges referred to in paragraph 7.3 of the report, in order to understand the communities' views on which services they would be willing to pay for;
- (17) approval be given to the commencement of a process of communication to inform the public regarding the standards of service they can expect and those services that the Council cannot continue to provide, as indicated in paragraph 7.4 of the report;
- (18) approval be given to the commencement of a consultation with the community, partners and interested parties with regard to procurement and commissioning activities as indicated in paragraph 7.5 of the report;
- (19) approval be given to the commencement of a consultation with the private sector, local people and interested parties on the role that they could play in assisting the Council to meet the challenges ahead as indicated in paragraph 7.6 of the report;
- (20) approval be given to the commencement of a conversation with the voluntary, community and faith sector, local people and interested parties on the role that they could play in assisting the community and Council to meet the challenges ahead as indicated in paragraph 7.7 of the report;
- (21) approval be given to the commencement of a consultation with service users and all of our community partners to transform the way Sefton delivers the Social Care personalisation agenda as indicated in paragraph 7.8.3 of the report;
- (22) approval be given to the commencement of a consultation with those people who currently use day care services, including transport, and all of our community partners to transform the way the Council delivers day care opportunities in the future as indicated in paragraph 7.8.4 of the report;
- (23) approval be given to the commencement of a consultation with those people who currently use intermediate care services, and all

of our community partners to transform the way the Council delivers these services in the future as indicated in paragraph 7.8.5 of the report;

- (24) approval be given to the commencement of consultation and engagement on the early intervention and prevention agenda with communities, services users, their families and carers and providers of services as indicated in paragraph 7.9 of the report;
- (25) consultation and engagement processes be further developed to inform the public why an estimated £43.7 million had to be saved and to seek views as to how this shortfall could be met as indicated in paragraph 8.4 of the report;
- (26) Officers be authorised to consult on the options referred to in the report appropriately and where necessary to issue statutory notifications under Section 188 and issue form HR1 as indicated in paragraph 8.12 of the report; and
- (27) it be noted that the risks and mitigating actions identified in the annexes of this report had been taken into account when making delegated decisions and considering recommendations to Council.

## **55. PORT MASTER PLAN WORKING GROUP – FINAL REPORT**

The Cabinet considered the report of the Overview and Scrutiny Management Board Working Group on the review of the Port of Liverpool Master Plan.

Councillor McGinnity, the Lead Member of the Working Group attended the meeting and outlined the content and recommendations set out in the report and responded to questions from Cabinet Members.

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

RESOLVED: That:

- (1) the Director of Built Environment be requested to submit a monitoring report in relation to air quality to the Overview and Scrutiny Committee (Regeneration and Environmental Services) every six months;
- (2) the Director of Built Environment request Peel Holdings to review all its tenancy agreements with a view to including a "good neighbour" clause to minimise dust, dirt and noise pollution;
- (3) the Director of Built Environment be requested to approach Peel Holdings for a guarantee that Peel Holdings will recruit local residents, with the right attitude, to any additional job/post wherever possible;

# Agenda Item 3

CABINET- THURSDAY 13TH SEPTEMBER, 2012

- (4) the Director of Built Environment request Peel Holdings to continue to attract a potential operator to run a regular rail service to/from various origins/destinations at Seaforth, in order to minimise container traffic on the roads, and that a progress report be submitted six monthly to the Port Health Authority, of which Sefton MBC has representation on;
- (5) NHS Sefton be requested to report the results of the life style survey to the Overview and Scrutiny Committee (Health and Social Care) at their first opportunity;
- (6) NHS Sefton be requested to report the results of the Health Impact Assessment, to the Overview and Scrutiny Committee (Health and Social Care) at their first opportunity;
- (7) the Sefton Council representative(s) nominated to sit on the City Region Port Access Steering Group be requested to report progress regularly to the Cabinet Members for Communities and Environment, Regeneration and Tourism and Transportation in order that they may update the relevant Overview and Scrutiny Committees through their individual Cabinet Member Reports;
- (8) the Sefton Council representative(s) nominated to sit on the City Region Port Access Steering Group be requested to continue raising the concerns in relation to the increased traffic and increased pollution in order that a sensible long term highway solution may be considered, to include pedestrian safety;
- (9) the Director of Built Environment be requested to introduce a process whereby the relevant Agency (Environment Agency) communicate regularly to Sefton Council with regard to the monitoring of noise pollution and the results collected by the monitoring systems already in place at the Port;
- (10) the Director of Built Environment be requested to write to the Highways Agency, on behalf of the Council, requesting them to install a Horry Call System at appropriate points along the A5036 (Dunnings Bridge Road) to help in the plight to reduce pollution;
- (11) the Director of Built Environment be requested to manage, on behalf of the Council, the requests of expenditure from the Community Environment Fund, to Peel Ports;
- (12) the Director of Built Environment be requested to report progress on all areas of the Area Wide Study/Port Hinterland Study six monthly to the Overview and Scrutiny Committee (Regeneration and Environmental Services);

CABINET- THURSDAY 13TH SEPTEMBER, 2012

- (13) the Director of Built Environment be requested to send a representative to the Port Access Regulators Forum in order that the Council's concerns may be raised;
- (14) the Director of Built Environment request Peel Holdings to promote the guiding principles in relation to its Corporate Responsibility Report, to the companies operating on the Port in order that they create opportunities for the Community;
- (15) the Director of Built Environment be requested to advise Peel Holdings on the publication of a newsletter in order that the Community may be updated on progress of the Port Master Plan and understand the ways in which they can raise their concerns;
- (16) the Director of Built Environment be requested to review the arrangements, after 18 months, to determine progress and effectiveness of the actions; and
- (17) Councillor McGinnity, Working Group Members, officers and witnesses be thanked for their efforts and involvement in the production of the Port Master Plan Final Report.

## **56. TROUBLED FAMILIES PROGRAMME**

The Cabinet considered the report of the Strategic Director – People which provided details of the award of revenue funding by the Department of Communities and Local Government for work with troubled families in Sefton and sought approval to the inclusion of the funding in the Revenue Budget.

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

RESOLVED: That:

- (1) approval be given to inclusion of the £585,600 Troubled Families Programme funding in the Council's Revenue Budget for 2012/13; and
- (2) the Cabinet Member – Children, Schools, Families and Leisure receive updates on the delivery of the programme and successful outcomes of interventions.

## **57. EXCLUSION OF PRESS AND PUBLIC**

RESOLVED:

That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 6 of Part 1 of Schedule 12A to the

# Agenda Item 3

CABINET- THURSDAY 13TH SEPTEMBER, 2012

Act. The Public Interest Test has been applied and favours exclusion of the information from the press and public.

(The Chair agreed that the following item be considered as an urgent item under Section 100 B (3) (b) of the Local Government Act 1972 (as amended by the Local Government (Access to Information) Act 1985)

## **58. HAWTHORNES' FREE SCHOOL - UPDATE**

The Cabinet considered the report of the Director of Corporate Support Services and the Director of Young People and Families which provided details of the action been taken by Council officers to resolve the position relating to the former staff from St George of England and St Wilfrid's High Schools who do not have a job in the Hawthorne's Free School . The report also provided Counsel's advice and to sought the views of the Cabinet on whether steps should be taken to seek a High Court Declaration.

Prior to commencing deliberations on the matter a leaflet was distributed to Members that had been submitted by the Pals of St. Georges relating to request for hardship loans.

RESOLVED: That:

- (1) the legal advice provided by Counsel (dated 29 August 2012) appended to this report and in particular the 'on balance' conclusion reached by Counsel with respect to an application of TUPE law and to the application to the High Court seeking a Declaration be noted;
- (2) following consideration of Counsel's advice, the Head of Corporate Legal Services be authorised to apply to the High Court for a Declaration as to the applicability of TUPE to the former staff of both St Wilfrid's Catholic High School and St George of England Specialist Engineering College;
- (3) consistent with the Council's belief that TUPE applies, the Cabinet's view was that it is not appropriate to grant hardship loans in these circumstances;
- (4) the Cabinet notes the difficult circumstances that the staff are in and the dignified manner in which they are conducting themselves in relation to the matters raised;
- (5) it be noted that the proposal is a Key Decision but it has not been included in the Council's Forward Plan of Key Decisions. Consequently, the Leader of the Council and the Chair of the Overview and Scrutiny Committee (Children's Services) had given his consent under Rule 28 of the Access to Information Procedure Rules for these decisions to be treated as urgent on the basis that they cannot be reasonable deferred because the Council needs to instigate High Court proceedings as soon as is practicable; and



- (6) It be noted that the Leader of the Council and the Chair of the Overview and Scrutiny Committee (Children's Services) had given his consent under Rule 46 of the Overview and Scrutiny Procedure Rules for these decisions to be treated as urgent and not subject to "call in" on the basis that they cannot be reasonably deferred because they cannot be reasonable deferred because the Council needs to instigate High Court proceedings as soon as is practicable.

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# Agenda Item 5

**Report to:** Cabinet

**Date of Meeting:** 11 October 2012

**Subject:** Transformation Programme - 2012/2013 Budget Update

**Report of:** Head of Corporate Finance & ICT

**Wards Affected:** All

**Is this a Key Decision?** No

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

**Exempt/Confidential** No

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## **Purpose/Summary**

1. To consider the transfer of service underspends to earmarked reserves;
2. To note progress on the achievement of the approved savings for 2012/2013; and
3. To consider the utilisation of earmarked reserves as set out in the report to finance the non-achievement of specific budget savings.

## **Recommendation(s)**

Cabinet is recommended to: -

- a) Agree the transfer of specific areas of underspend in the revenue budget, as set out in the report, to earmarked reserves.
- b) Note the progress to date on the achievement of approved savings for 2012/2013; and
- c) Agree the utilisation of earmarked reserves, as set out in the report, to finance the non-achievement of specific budget savings.

## **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 5

## Reasons for the Recommendation:

To ensure Cabinet are informed of the latest position on the achievement of savings for the current financial year and to facilitate the achievement of the savings targets for 2012/2013.

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

### (A) Revenue Costs

Any under-achievement of the agreed savings will need to be financed from within any underspending identified within other areas of the 2012/2013 budget, or from the Council's earmarked reserves. The report recommends the utilisation of £3.169m of earmarked reserves to meet specific areas of non-achievement of savings.

Any usage of these reserves will reduce the amount available to support the phased introduction of savings in future years, unless they can be replenished from revenue savings achieved in the current financial year.

### (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>	None
<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 & ICT (FD1837/12) and Head of Corporate Legal Services (LD1155/12) have been consulted and any comments have been incorporated into the report.

## Are there any other options available for consideration?

None.

## Implementation Date for the Decision

Immediately following call-in.

**Contact Officer:** Margaret Rawding  
**Tel:** 0151 934 4082  
**Email:** Margaret.rawding@sefton.gov.uk

## Background Papers:

Budget monitoring working papers

## 1. Introduction

- 1.1 The report considers a number of issues regarding the 2012/2013 Budget: -
- a) The current projection of the year-end financial position (as at the end of August) for the Authority as a whole;
  - b) The potential transfer of identified underspending in specific budget areas within 2012/13 to central earmarked reserves;
  - c) The latest position with regard to the achievement of the individual approved savings; and
  - d) The proposed utilisation of resources from central earmarked reserves to meet the costs of the non-achievement of specific budget savings i.e. those items identified in red in Appendix 1.

## 2 Current Projection of the Year-End Financial Position for the Council

- 2.1 A detailed budget monitoring exercise is completed by service departments on a monthly basis. This process includes the position of the Council's wider budget, in order that a comprehensive picture is known.
- 2.2 The latest projection of the year-end position, based upon data as at the end of August, currently estimates a small overall surplus of £0.2m. This includes the non-achievement of saving proposals highlighted in section 4 below (£3.169m), and also includes a number of projected overspends in other areas e.g. Adult Social Care placements / care packages. In effect, at the present time, there are areas of underspending that are matching these additional costs and non-achievement of savings.

## 3 Potential Virement of Areas of Underspend to a Central Budget

- 3.1 It is relatively early in the financial year to have firm indications of the outturn position, especially with the volatile position of care packages costs. However, after excluding the non-achievement of saving proposals highlighted in section 4 below (£3.169m) the adjusted position is an overall projected underspend for 2012/2013 of £3.4m.
- 3.2 It is therefore appropriate to review current significant areas of projected underspending which are considered to be very likely to be achieved, and to consider the transfer of these resources to earmarked reserves. The areas of current underspend that are recommended to be transferred to earmarked reserves are as follows: -

	£m
• Employees Vacancy Management target	0.4
• Children's Services care package / inflationary uplift	0.8
• Government refund re excess deduction for Academy transfer	0.2
• Environment – Supplies and Services	0.1
• Capital Financing costs	0.1
• Health & Wellbeing – Utility costs	0.2
• Street Scene – Waste Recycling Credits	<u>0.1</u>
	<b><u>1.9</u></b>

# Agenda Item 5

3.3 This will leave a forecast net underspend position of £1.5m. This will be reviewed throughout the remainder of the year, to identify whether any further transfers to earmarked reserves can be made.

## 4 Approved savings for 2012/2013 – Current position

4.1 Council approved the 2012/2013 Revenue Budget on 1 March 2012. This included the requirement to achieve savings in excess of £20m; of this amount £2.5m was financed as a one-off from Council reserves. The remainder of the saving was comprised of a large number of amendments to individual service areas. In order for the Council to remain within its financial budget for the year, it is essential that as much of the identified saving areas are actually achieved during the year. It is therefore important that officers and Members are kept up to date on the achievement of the agreed savings.

The table at Appendix 1 identifies the current position of the agreed savings for 2012/2013. As with last year's update reports, they have been analysed into four categories

- Savings achieved to date (Blue);
- Progress is satisfactory (Green);
- Outcome is unknown and is at risk of not being fully achieved (Amber); and
- Known shortfalls, or significant risk of not being achieved (Red). Officers are currently reviewing whether there is a risk these savings will also not be achieved in future years. A report will be presented to the next Cabinet with the outcome of this review and detailing any impact this has on the MTFP.

This approach is designed to ensure complete transparency, effective risk management and improved consultation and engagement.

4.2 It should be noted that individual savings may be categorised into more than one area; for example, part of the work to achieve a required saving may be on track (and a value can be shown in Green), whilst another element is potentially at risk (and therefore shown as Amber).

4.3 A summary of the current position of the achievement of savings is shown below: -

	£m
Achieved to 31 July 2012	8.220
Progress is satisfactory (Green)	6.532
Review scheduled/risk of saving not being fully achieved (Amber)	2.852
Known shortfalls/significant risk of saving not being fully achieved (Red)	3.169
<b>Total Approved Savings</b>	<b>20.773</b>

## **5 Utilisation of Central Reserves**

- 5.1 The above statement identifies £3.169m of savings that are expected not to be achieved in 2012/2013. Whilst some service areas have areas of underspending in the current financial year (see above) that could be matched against the non-achieved budget savings, it is considered more appropriate to treat these items as corporate decisions. It is therefore proposed that resources from central earmarked reserves should be used in order to fully finance this budget gap. Consequently, Members are recommended to allocate £3.169m from the Transforming Sefton / Modernisation Reserve to support the balancing of the budget.
- 5.2 Future updates on the achievement of 2012/2013 savings will therefore include the currently identified “Red” items, in the “Blue” list of implemented savings.
- 5.3 Therefore, based on the transfers to and from earmarked reserves described above, there will be a net reduction in earmarked reserves of approximately £1.3m. Earmarked reserves were increased in 2011/2012 due to underspends across the Council which will offset this reduction. However, if the forecast outturn position of a further £1.5m underspend is maintained (see paragraph 3.3) then there will be no reduction required in earmarked reserves.

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APPROVED SAVINGS PROPOSALS TRACKING REPORT FOR CABINET 11 OCTOBER 2012

**A1 - SAVINGS ACHIEVED TO DATE**

Ref	Description	Owner	Value 2012/13	Progress	Comment
C1.3	Safeguarding Children	Marlyn Banham	£28,000	Blue	Saving already achieved
C2.1	Commissioned Services - Voluntary, Faith Sectors and Support to Carers	Robina Critchley	£130,000	Blue	Saving achieved from reduced payments to some vcf groups
C5.2	Legal Fees	Marlyn Banham	£21,000	Blue	Saving will be achieved - new legal agreements in place
	Graduated Leader Support Programme (Surestart) - Contract arrangements in place until 31st July 2011. Programme discontinued afterwards.	Olive Carey	£114,000	Blue	Saving already achieved activity ceased
C5.3	Graduated Leader Programme	Olive Carey	£114,000	Blue	Saving already achieved activity ceased
C5.4	Primary/ Secondary Strategy	Mike McSorley	£50,000	Blue	Saving already achieved budget reduced
C5.5	School Improvement Partners (SIPS)	Mike McSorley	£26,000	Blue	Saving already achieved budget reduced
C5.6	Teenage Adolescent Mental Health Grant (TAMHS)	Olive Carey	£67,000	Blue	Saving already achieved budget removed
C5.7	Regulatory Connexions	Mike McSorley	£700,000	Blue	Saving will be achieved reduced contributions to connexions service
C6.1	Sports & Recreation Service - Southport College	Steve Deakin	£14,000	Blue	Savings achieved
C6.2	Sports & Recreation Service - Repair & Maintenance at Sports & Leisure Centres	Steve Deakin	£25,000	Blue	Savings achieved
C7.1	Primary Pay Progression	Mike McSorley	£170,000	Blue	Savings achieved
C7.2	Secondary Pay Progression	Mike McSorley	£170,000	Blue	Savings achieved
C7.3	School Admission, Student Support and Choice Advice	Mike McSorley	£100,000	Blue	Savings achieved
C8.1	Finance - Debt Financing (2012/2013 and 2013/2014 only)	Margaret Rawding	£1,000,000	Blue	Debt charges budget reduced. Total debt charges currently forecast to be within budget
C8.5	Finance - Voluntary Aided Schools' NDR	Margaret Rawding	£160,000	Blue	Saving already achieved and budget reduced.
CS5	Post 16 Transport - Reduction in post 16 travel passes	Mike McSorley	£100,000	Blue	There was an underspend of £142k on this budget in 2011/12. This saving will be achieved in 2012/13.
CS7	Performing Arts - discretionary grant	Mike McSorley	£32,050	Blue	Saving already achieved activity ceased
E1.1	Family Centres	Olive Carey	£160,000	Blue	Savings will be achieved
E1.2	Short Break Overnight Respite Children's	Marlyn Banham	£100,000	Blue	Savings achieved
E1.4	Parenting Team - Think Family Grant	Olive Carey	£87,000	Blue	Saving already achieved budget removed
E1.5	Independent Reviewing Officers Service - Quality Assurance and Safeguarding	Marlyn Banham	£148,000	Blue	Savings achieved
E1.6	Education Psychologists	Mike McSorley	£48,000	Blue	Saving already achieved budget removed
E2.5	Assessment & Care Management - Reviewing Team	Robina Critchley	£38,000	Blue	Option not approved apart from existing VER/VR - savings already achieved
E3.10	Library Service - Community Cohesion Team	Steve Deakin	£33,000	Blue	Saving already achieved budget reduced
E3.11	Library Service - Facilities Team	Steve Deakin	£19,000	Blue	Savings already achieved budget reduced
E3.3	Sports & Recreation Service - Business Development Team	Steve Deakin	£25,000	Blue	Savings achieved
E3.6	Sports & Recreation Service - Staffing Review	Steve Deakin	£70,000	Blue	£49k achievable with £21k slippage to be funded from meadows income target
E3.7	Sports & Recreation Service - Litherland Sports Park - Coaching / Casual Staff	Steve Deakin	£15,000	Blue	Sports council funding secured
E4.9	Cease supply of hanging baskets	Jim Black	£30,000	Blue	Saving achieved with cessation of activity
E5.1	Highways / Environmental Enforcement	Alan Lunt	£25,000	Blue	Already being achieved through post reduction - budget reduced
E5.3	Planning - Senior Planner	Jane Gowing	£50,000	Blue	Restructure savings should be achieved
E6.3	Reduce Area Committees Budgets	Graham Bavliss	£26,000	Blue	Saving achieved through reduced budgets to the area committees
E6.8	Environmental Conservation & Coast Management - Minimum Level (part)			Blue	£50,600 saving achieved. Shortfall of £37,400. Underachievement has been dealt with as part of review of overall budget position

# Agenda Item 5

	Personnel, Admin Support and Workforce Development (part)	Mike Fogg	£65,000	Blue	Staffing saving of £65k has been achieved through not filling vacant posts.
	Assessment & Care Management - Community Care Practitioners	Robina Critchley	£196,000	Blue	Option not approved apart from existing VER/VR - savings already achieved
	New Homes Bonus	Margaret Rawding	£811,000	Blue	Saving will be achieved as grant is being received
	Treasury Management Additional Savings	Margaret Rawding	£300,000	Blue	Debt charges budget reduced. Total debt charges currently forecast to be within budget
	Connexions	Mike McSorley	£200,000	Blue	Saving will be achieved reduced contributions to connexions service
	Re-Alignment of Trade Union Facility Time	Mark Dale	£24,000	Blue	All relevant arrangements have been put in place to enable full savings to be achieved
	Use of One-Off Resources to fund Part Year Effect of savings (*)	Margaret Rawding	£2,500,000	Blue	Sufficient one-off resources are available to meet this saving
Tier 3	Duke of Edinburgh	Olive Carey	£26,000	Blue	This saving is achieved as the service (DoE) is being delivered within existing resources as described within the Youth Service savings above.
Tier 3	Under Eights Service	Olive Carey	£8,000	Blue	Saving already achieved activity ceased
Tier 3	Pupil Attendance	Mike McSorley	£48,000	Blue	Saving will be made in 2012/13 when the full year effect of savings achieved in 2011/12 will be realised. (£23k underspend in 2011/12)
Tier 3	Families and Schools Together (FAST)	Olive Carey	£59,000	Blue	Fast funding is now restricted to contributions from early years and DSG. Spend has been reduced accordingly and saving will therefore be made
	<b>Total</b>		<b>£8,220,050</b>		

# Agenda Item 5

## A2 - PROGRESS IS SATISFACTORY (e.g. Contractual notice periods are being observed)

Ref	Description	Owner	Value 2012/13	Progress	Comment
C1.4	Early Childhood Commissioned Services (part)	Olive Carey	£72,000	Green	£72,338 possible. Monitoring and a recalculation of costs has confirmed that the full savings of £82,000 will not be achieved.
C3.1	Sports & Recreation Service - Netherton Activity Centre Income	Steve Deakin	£50,000	Green	Income on target for achievement
C4.1	Vehicle Maintenance - Operation of Stores and Parts (part)	Jim Black	£50,000	Green	Delayed procurement exercise underway for possible implementation sept/oct. Savings to come from staffing / MOT income / parts savings
C5.1	Children in Care - Reduce Care Package Costs	Marlyn Banham	£396,000	Green	Saving on target but monitored regularly
C7.4	Environmental Health - further rationalisation	Alan Lunt	£70,000	Green	Saving will be achieved through staff and running expense savings within the dept
C8.4	Finance - Debt Financing - Cash Flow Management	Margaret Rawding	£100,000	Green	Debt charges budget reduced. Total debt charges currently forecast to be within budget
E1.7	Early Years Outcomes Monitoring & Quality	Olive Carey	£250,000	Green	Savings identified through VR/VER and running expense reductions - needs careful monitoring and management to achieve
E1.8	Administrative support to Children's Social Care Teams	Marlyn Banham	£135,000	Green	Savings being made by not filling vacancies - needs careful monitoring
E3.2	Sports & Recreation Service - Increase income targets - Active Sports Programmes	Steve Deakin	£10,000	Green	Monitored new charges implemented
E3.4	Sports & Recreation Service - Crosby Lakeside Adventure Centre (part)	Steve Deakin	£200,000	Green	Savings of £217k expected due to slippage. £200,000 is expected through additional income - on target
E4.1	Cleansing Administration and Running Costs - Review	Jim Black	£30,000	Green	Saving will be achieved
E4.2	Highways Maintenance	Alan Lunt	£400,000	Green	Savings will be achieved through careful planned spending on highways. Will be monitored carefully throughout the year
E4.4	Grass Cutting - Reduce Frequency	Alan Lunt	£50,000	Green	Savings will be achieved through reduced planned spending on highways grass cutting. Will be monitored carefully throughout the year
E4.5,10,11,12	Parks, Greenspaces, Coast & Countryside Redesign (part)	Jim Black	£250,000	Green	Saving to be achieved following Cabinet approval of re-engineering proposal
E5.2	Planning Services	Jane Gowing	£88,000	Green	Mix of savings should be achieved
E6.4	Voluntary, Community and Faith Review	Steph Prewett	£20,000	Green	Saving achieved from reduced payments to some VCF groups
E6.6	Public Conveniences - Market Test	Jim Black	£100,000	Green	Saving will come from staffing and running cost reductions. outsourcing still being investigated.
E6.7	Tourism - Reduction (part)	Mark Long	£90,000	Green	Budget saving achieved through removal of a post £22k and conference and running expense budgets £30k and use of event reserve (one off) £38k
Tier 3	Surestart (Dcatch Programme) (part)	Olive Carey	£85,000	Green	Savings will be achieved
	Domiciliary Personal Care for Vulnerable Adults	Robina Critchley	£733,000	Green	Savings should be achieved through revised rates being paid to domiciliary care providers in 2012/13, providing demand pressures on this budget remain the same or are less than in 2011/12
	Personnel, Admin Support and Workforce Development (part)	Mike Fogg	£100,000	Green	£100k saving from learning & development likely to be achieved.
	Saving on General Corporate and Departmental Support Services - Arvato / Capita	Margaret Rawding	£431,000	Green	Element of saving relating to capita (£112k) was deleted at March budget council. Arvato element will be achieved in 2012/13 with continued discussions to ensure achievement in future years.
	Voluntary, Community and Faith Sector Review	Steph Prewett	£67,000	Green	Saving relates to reductions in grants to voluntary groups.
	Finance Department - restructure	Margaret Rawding	£700,000	Green	All relevant arrangements have been put in place to enable full savings to be achieved
	CSF Demand Led Pressures	Marlyn Banham	£700,000	Green	Current forecasts are well within available budget (including £117k inflation allowance). Remaining uncommitted budget (currently estimated to be about £467k from within the total childcare budget) will be available for new cases throughout the rest of the year.
	Car Parks Contract Review (Retendering of Car Park Enforcement Contract from April 2012)	Alan Lunt	£100,000	Green	Being achieved through the new car parks contract
	Waste Recycling Contract	Jim Black	£1,125,000	Green	Already being achieved through the new kerbside collection contract
	Landscape Services - Grounds Maintenance Contract Renewal	Jim Black	£130,000	Green	Savings already negotiated through an extension of the grounds maintenance contract
	<b>Total</b>		<b>£6,532,000</b>		

# Agenda Item 5

A3 - Review is scheduled to commence at a later date (outcomes unknown and risk of savings not being fully achieved)

Ref	Description	Owner	Value 2012/13	Progress	Comment
C1.2	Social Care Commissioned Services (part)	Marlyn Banham	£55,000	Amber	Full amount identified for this and future years.
C4.1	Vehicle Maintenance - Operation of Stores and Parts (part)	Jim Black	£95,000	Amber	Delayed procurement exercise underway for possible implementation sept/oct. Savings to come from staffing / MOT income / parts savings
C4.2	Sefton Security - Additional Income Generation	Jim Black	£100,000	Amber	Achievement of full saving subject to expansion of business. Service confident
C4.4	Careline (£100k income, £5k rent)	Robina Critchley	£105,000	Amber	Achievement of saving subject to transfer of careline operation from St Johns House to Linacre Lane by September 2012
C6.3	Library Services - Charge for People's Network	Steve Deakin	£2,500	Amber	Monitored new charges implemented - indications are that target will not be met. Since charging was introduced in April 2012 and to mid July, the income achieved is £920 in total. Based on this figure it is estimated that the total annual income will be approximately £2,500. The Library review will also be examining Network charges and concessions to potentially bring in more income. For these reasons it is unlikely that any extra income will be achieved in future years.
C8.3	Finance - Housing Benefits (2012/2013 and 2013/2014 only)	Margaret Rawding	£200,000	Amber	Saving likely to be achieved.
CM23	Increase Charge to Schools for Energy Advice	Alan Lunt	£10,000	Amber	Saving will be achieved through use of the energy contract fund
CM24	Charge schools for Env Education or stop service	Alan Lunt	£17,500	Amber	Saving will be achieved through use of the energy contract fund
E2.1	Supporting People (*) (part)	Graham Bayliss	£750,000	Amber	Of the £3m saving for 2013/14 approximately 50% will come from Older People services and services for excluded groups (accommodation based and visiting/floating support), with the remaining 50% coming from care and support services. It was initially hoped that £2m of this saving could be realised in 2012/13, due to the combined effect of a maximum of half-year savings from Older People services and services for excluded groups, some ongoing consultation/discussions with providers and the implementation of savings for the care and support services requiring managed reviews of approximately 440 individual care and support packages followed by the integrated recommissioning of all supported/assisted living services (as advised in the July Cabinet report), this level of saving will not be achieved in 2012/13. It is expected that £450K will be saved in 2012 -2013. The full amount of savings is expected to be achieved in 2013-14.
E2.2	Supporting People Commissioning Functions	Robina Critchley	£43,000	Amber	Linked to SP review
E2.8	Area Finance / Finance Visiting Officers - Review	Robina Critchley	£100,000	Amber	Saving through the implementation of Liquid Logic. Dependent on achieving 'Go Live'
E3.12	Library Service - Local History & Information Services Team	Steve Deakin	£37,000	Amber	Achieved in part £30k due to slippage. Full amount will be saved in future years
E3.13	Library Service - Cease provision of Mobile Library Service	Steve Deakin	£39,000	Amber	Achieved in part £27k due to slippage on notice period and lease period. Full amount will be saved in future years
E3.8	Sports & Recreation Service - Review management arrangements	Steve Deakin	£50,000	Amber	Achieved in part £45k due to slippage in 12/13. Full amount will be saved in future years
E3.9	Library Service - Stock Services Unit / Stock Fund (part)	Steve Deakin	£122,000	Amber	£122k achieved due to slippage. Shortfall of £8k experienced. Full amount will be saved in future years
E4.6	Recharge sports users and allotment users the costs of provision of utilities	Jim Black	£26,000	Amber	Monitored new charges implemented
E4.7	Recharge formal sports users the costs of Grounds Maintenance	Jim Black	£39,000	Amber	Monitored new charges implemented
E5.4	Fairways Park and Ride - Figure Reduced from £20k	Alan Lunt	£15,000	Amber	Saving should be achieved through reduced operations/charges from Arriva
E5.5	Car Parks (including Management) - Blue Badges	Alan Lunt	£15,000	Amber	Monitored new charges implemented
E5.7	Cemeteries and Crematoria - Increased Income	Jim Black	£215,000	Amber	Monitored new charges implemented
E6.2	Committee Support - Reduce Level	Graham Bayliss	£61,000	Amber	Following advice from HR it is unlikely that this saving will be achieved in 2012/13.
E6.5	Building Cleaning - Reduction in Cleaning Schedules (part)	Jim Black	£150,000	Amber	Achievement of saving subject to reworking of staff terms and recipient departments' recharge mechanism
	Legal Department - charge to HMRI (part)	Mike Fogg	£50,000	Amber	Actual income from HMRI is likely to only be £25k, but shortfall is forecast to be offset by savings elsewhere within Legal Department.
	Saving on General Corporate and Departmental Support Services - Sefton	Margaret Carney	£55,000	Amber	This is a corporate saving to be considered as part of review of overall budget position
	Youth Services Review	Olive Carey	£500,000	Amber	£500k savings in 2011/12 achieved. Ability to achieve further £500k savings in full could be influenced by a decision on the roll forward of the 2011/12 underspend - approx £433k - through an earmarked reserve.
	<b>Total</b>		<b>£2,852,000</b>		

**A4 - Known shortfalls or significant risks that savings will not be achieved or a scheduled review is late in commencing**

Ref	Description	Owner	Value 2012/13	Progress	Comment
C1.2	Social Care Commissioned Services (part)	Marlyn Banham	£25,000	Red	Full amount identified for this and future years.
C1.4	Early Childhood Commissioned Services (part)	Olive Carey	£10,000	Red	£72,338 possible. Monitoring and a recalculation of costs has confirmed that the full savings of £82,000 will not be achieved.
E3.4	Sports & Recreation Service - Crosby Lakeside Adventure Centre (part)	Steve Deakin	£25,000	Red	Savings of £217k expected due to slippage. £200,000 is expected through additional income - on target
E3.9	Library Service - Stock Services Unit / Stock Fund (part)	Steve Deakin	£8,000	Red	£122k achieved due to slippage. Shortfall of £8k experienced. Full amount will be saved in future years
C6.3	Library Services - Charge for People's Network	Steve Deakin	£7,500	Red	Monitored new charges implemented - indications are that target will not be met. Since charging was introduced in April 2012 and to mid July, the income achieved is £920 in total. Based on this figure it is estimated that the total annual income will be approximately £2,500. The Library review will also be examining Network charges and concessions to potentially bring in more income. For these reasons it is unlikely that any extra income will be achieved in future years.
C8.2	Finance - Payment Cards	Margaret Rawding	£5,000	Red	P Cards currently shelved. This is because for suppliers to accept such cards, the supplier is required to invest in a certain minimum infrastructure for which there are associated charges, plus the supplier bears a transaction charge from the bank which would be passed onto the Council and negates any savings made..
E2.1	Supporting People (*) (part)	Robina Critchley	£1,250,000	Red	Of the £3m saving for 2013/14 approximately 50% will come from Older People services and services for excluded groups (accommodation based and visiting/floating support), with the remaining 50% coming from care and support services. It was initially hoped that £2m of this saving could be realised in 2012/13, due to the combined effect of a maximum of half-year savings from Older People services and services for excluded groups, some ongoing consultation/discussions with providers and the implementation of savings for the care and support services requiring managed reviews of approximately 440 individual care and support packages followed by the integrated recommissioning of all supported/assisted living services (as advised in the July Cabinet report), this level of saving will not be achieved in 2012/13. It is expected that £450K will be saved in 2012 -2013. The full amount of savings is expected to be achieved in 2013-14.
E2.6,7,9	Re- Commission Nursing and Residential Care (*)	Robina Critchley	£1,500,000	Red	Currently full saving unlikely to be achieved in 2012/13. Priority action was to establish care home fees for 2011/12 and 2012/13. A detailed report was provided for June 2012 Cabinet. Exploring alternative approaches involves complex issues, significant risks and no absolute certainty that savings "ambition" will be achieved - not a simple re-procurement/recommissioning of a service. Note that approximately 1,600 mostly elderly residents placed in care homes at any one time and that they are in their homes of choice - health and human rights implications of moving them plus capacity issues (limited spare bed spaces if care homes insisted residents were moved means that a change of provider is not an option as with domiciliary or day service.). A further Cabinet report will be available for September 2012 Cabinet.
	Establish Pay & Display parking on the coastal car parks in Crosby	Alan Lunt	£15,000	Red	Will not be achieved in 2012/13 - to be funded from one off resources. Likely to be achieved in 2013/14 subject to approval of car parking review
	Introduce Pay & Display at Crosby Civic Hall / Library Car Park	Steve Deakin	£23,500	Red	First full year of operation but indications are that full saving will not be achieved. Residents parking has not been introduced leading to car users avoiding parking charges by parking on side-streets.
	Elections	Graham Bayliss	£100,000	Red	No saving will be achieved in 2012/13 but £200k will be achieved in 2013/14
	Car Parks Fees and Charges (rising to £400K IN 2012/13)	Alan Lunt	£200,000	Blue	Will not be achieved in 2012/13 - met from one off resources in 12/13. Likely to be achieved in 2013/14 subject to approval of car parking review
	<b>Total</b>		<b>£3,169,000</b>		

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# Agenda Item 6

**Report to: Cabinet**

**Date of Meeting: 11<sup>th</sup> October 2012**

**Subject: Transformation Programme & Revenue Budget 2012 - 2015**

**Report of: Head of Transformation Services  
& Head of Finance & ICT**

**Wards Affected: All**

**Is this a Key Decision? Yes**

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

**Exempt/Confidential**

**No**

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## **Purpose/Summary**

To report the progress towards the establishment of the 2013/14 – 2014/15 budget plan, reviews of services and consultation processes being undertaken. In particular the report recommends a further package of savings proposals relating to internal consultation options.

The report contains a number of Annexes listed below for ease of reference:

Annex A Work Programme Timetable

Annex B contains a number of internal consultation options on which the first stage consultation is considered to be complete and Cabinet is asked to consider to make an appropriate recommendation to Council.

## **Recommendations**

### **Cabinet is recommended to**

- a) note the work programme timetable contained in Annex A
- b) note that consultation in respect of terms and conditions issues has commenced with the Trade Unions
- c) consider the change proposals in Annex B and note that the first stage of consultation on these is considered to be complete
- d) having due regard for the information contained in Annex B Cabinet is asked to consider these proposals and recommend their approval to Council and authorise Officers to prepare for implementation immediately, pending final decisions of Council including the issue of relevant statutory and contractual notifications, if appropriate to achieve change
- e) note that Officers will comply with HR policies and procedures and this will include regular HR monitoring reports to the Cabinet Member Corporate Services
- f) to note the risks and mitigating actions outlined in Annex B in making its recommendation to Council

# Agenda Item 6

## 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			√

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

**FD1831/2012**

### (A) Revenue Costs

The Council continues to forecast a significant budget gap over the period 2013/14 - 2014/15 requiring estimated savings of £43.7m. The Government is expected to announce the local government grant settlement for 2013/14 in December 2012. It remains unclear at this stage whether the position for 2014/15 will also be clarified at this point. The confirmation of external revenue support from Government will provide greater clarity of the Council's saving requirement for next year, but should hopefully give an indication of the issues to be addressed in 2014/15.

### (B) Capital Costs

N/A

### Implications:

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

#### **Legal LD 1149/2012**

There are no direct legal implications arising from the contents of this report. However in the course of each of the individual projects, consultations, options etc. to achieve the savings required detailed consideration should be given to the legal, human rights and equality implications. Such consideration will also need to be evidenced to ensure that the Council's decision making processes are defensible.



## Human Resources

The proposals contained within this report have a potential impact upon employees and the potential for both voluntary and compulsory redundancies. It will be necessary for the Authority to comply with the duty to consult with recognised Trade Unions and employees and to complete as necessary a notification under Section 188 of the Trade Union Labour Relations (Consolidation) Act 1992. Also form HR1 to the Department of Business Innovation and Skills notifying of redundancies may need to be filed dependent on numbers. Full and meaningful consultation should continue to take place with the Trade Unions and employees on the matters contained within this report.

## Equality

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

## Impact on Service Delivery:

Service implications as currently understood are described within the options in this report. The identification of further implications will form part of the budget, public engagement and consultation processes.

## 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 Corporate Personnel, Head of Corporate Legal Services and Trade Unions.

## Are there any other options available for consideration?

Additional budget savings and options will need to be identified over the coming months to ensure that future years' budgets can be balanced. It is a legal requirement to set a balanced budget and to ensure the medium term financial position is robust.

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.

## Implementation Date for the Decision

Following November 2012 Council.

## Contact Officers:

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# Agenda Item 6

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**Background Papers:**

## 1. Introduction/Background

- 1.1 The Council continues to face significant reduction in Government resources coupled with increased demographic and inflationary pressures. A budget gap of £43.7m is forecast over the next two years with further reductions anticipated in following years. Members will recall that the forecast of required savings is an estimate only. The Council will not receive its formula grant figure from Government until December 2012 and it is likely that this will cover 2013/14 only.
- 1.2 As part of the two year budget plan process September 2012 Cabinet recommended to Council a number of business as usual efficiencies totalling around £11.68m. In addition to this Cabinet approved the commencement consultation and engagement activity on a wider range of specific options with an estimated value of £14.4m.
- 1.3 Cabinet also approved the commencement of consultation and engagement activity on a range of other thematic options which are considered to be more complex with multiple implications and potentially have cumulative effects.
- 1.4 Whilst this approach seeks to ensure that the views of interested parties will be available for the Council prior to making its final decisions it must be acknowledged that the challenge of identifying further specific options for consideration is significant. At September 2012 Council it was moved by Councillor P. Dowd, seconded by Councillor Maher and resolved that

*“the Council has difficult decisions to face, and will continue to face, in relation to its finance and provision of services. Local Government has been harder hit than any other area of government spending. The figures provided by the present Government at the outset of the post emergency budget in June 2010 were misleading and grossly understated and whilst the Government promised fairness it has been lamentable in its delivery on this promise. Contrary to its claims, we are not “all in it together” and the most deprived areas have fared worse. The Council has had and will have to continue to make deep cuts to comply with the Government’s funding regime. The Council will have to consider the impact that such cuts may have on the most vulnerable, as a large proportion of our spending is on adult social care.*

*The all-Party Local Government Association paints a bleaker picture for the future if the Government continues on this path of financial retrenchment.*

*Whilst the Council acknowledges that public finances are strained, in no small measure as a result of the Government’s policies, nevertheless the Council will be lacking in its responsibilities not to inform the people of Sefton why it is having to make these difficult decisions, many of which are as a result of Government demands.*

*Given this, the Council agrees to ensure that as part of the public budget consultation process, it ensures that in its communications the public are aware of the size and nature of the cuts imposed by the Government on Sefton funding.”*

- 1.5 The Council has a legal responsibility to set a balanced budget by March 2013. Recommendations will continue to be made to reflect the relative priority of

# Agenda Item 6

services. However it is clear that reductions of this scale cannot be achieved without a significant impact on the services provided.

## 2. Work Programme & Approach

- 2.1 The work programme and approach were endorsed by Overview & Scrutiny (Performance & Corporate Services) at its meeting on the 18<sup>th</sup> September 2012. The Committee was satisfied that the approach would ensure that there will be adequate opportunity for the public and service users to be consulted and submit their views and be acknowledged.
- 2.2 The Committee had no further comments or observations to be referred to this meeting of the Cabinet.
- 2.3 Officers are continuing to scope and develop plans associated with the thematic options. These proposals will be presented to a future Cabinet and will be subject to appropriate consultation and engagement activity.
- 2.4 Annex A details the agreed work programme, it is important to note that these activities will be supplemented as required in order to ensure that timescales are maintained. Cabinet is asked to note the work programme timetable contained in Annex A (*recommendation a*).

## 3. Reviews

- 3.1 Members will recall that Officers are progressing a number of reviews and that these may identify further options.
- 3.2 **Libraries** – In February Cabinet agreed a review of Library Services. Options associated with this review appear elsewhere on this agenda.
- 3.3 **Street Lighting** – Consultation in relation to options capable of reducing energy use and thus minimise cost increases and potentially securing cost savings closed 28<sup>th</sup> September 2012. Analysis of the feedback is ongoing and the outcome of the review and potential savings options will now be presented to Cabinet during November 2012 for consideration.
- 3.4 As other reviews and thematic options progress they will be reported to future Cabinet meetings. Member will recall that these reviews include a number of integration opportunities that will require internal consultation.

## 4. Options Requiring Internal Consultation

- 4.1 Consultation with the recognised trade unions has commenced in respect of changes to employee terms and conditions. The options identified to date include £6m relating to this issue. The trade unions are considering matters and are in the process of responding. Cabinet will be kept updated on progress.
- 4.2 Cabinet is asked to note that consultation in respect of terms and conditions issues has commenced with the trade unions (*recommendation b*).

# Agenda Item 6

- 4.3 Members will recall that the timescales for the consultation and engagement will vary depending on the option and whether it is predominantly internal or external consultation.
- 4.4 Annex B contains a number of internal consultation options on which the first stage of consultation is considered to be complete. Cabinet is asked to consider the change proposals in Annex B and note that the first stage of consultation on these is considered to be complete (*recommendation c*).
- 4.5 These options have been amended in the light of the consultation and are now presented for Cabinet to make the appropriate recommendation to Council, should further related opportunities and or significant issues arise between now and November Cabinet Officers will advise Members accordingly. Having due regard for the information contained in Annex B Cabinet is asked to consider these proposals and recommend their approval to Council and authorise Officers to prepare for implementation immediately, pending final decisions of Council including the issue of relevant statutory and contractual notifications, if appropriate to achieve change (*recommendation d*). These proposals total £3.309m.
- 4.6 Cabinet is asked to note that Officers will comply with HR policies and procedures and this will include regular HR monitoring reports to the Cabinet Member Corporate Services (*recommendation e*).

## **5. Consultation and Engagement**

- 5.1 As mentioned earlier in the report an initial package of potential budget options was approved by Cabinet, 13<sup>th</sup> September 2012, to commence consultation and engagement. In relation to these, consultation and engagement activity continues with the community, service users, partners, key stakeholders, employees and Trade Unions.
- 5.2 The public engagement and consultation plans for the budget options that impact on the public were presented to and endorsed by the Public Engagement and Consultation Panel on 21<sup>st</sup> September 2012.
- 5.3 Media briefings and media releases continue to be issued to sign-post interested parties to the full range of options.
- 5.4 Weekly meetings continue to take place with the Trade Unions. The consultation with all Trade Unions provides a good opportunity for an exchange of views and clarification on issues which affect employees.
- 5.5 In addition to the collective situation, individual consultation is taking place as necessary to inform employees that they are at risk and to invite consultation and the consideration of alternatives.

## **6. Equality Act 2010 Duty and Impact Assessments**

- 6.1 As the Council puts actions into place to set a sustainable budget plan for 2013/15 there is a need to be clear and precise about our processes, and impact assess potential change options, identifying any major risks and mitigating these as far as possible. The impact assessments, including any feedback from consultation or

# Agenda Item 6

engagement where appropriate, will be made available to Members when final recommendations are presented for a decision. This will ensure that Members make decisions in an open minded balanced way showing due regard to the impact of the recommendations being presented in compliance with the Equality Act 2010.

## 7. Risk Management

- 7.1 As part of budget planning process the Council will continue to regularly review strategic and operational risks and put in place measures to manage those risks.
- 7.2 All options contained in Annex B have been risk assessed by the relevant senior officers with mitigating actions identified where possible.
- 7.3 Cabinet is asked to note the risks and mitigating actions outlined in Annex B in making its recommendation to Council (*recommendation f*).
- 7.4 Officers will continue to monitor risks and issues, escalating significant risks and issues to Cabinet as appropriate.

## 8. Conclusion

- 8.1 In September, the Cabinet identified options totalling £26 million for consideration and consultation. Assuming the recommendations in this report are accepted, proposals totalling £15 million will be considered by Council on 22<sup>nd</sup> November. Assuming all other options are approved at their current estimate at the conclusion of the consultation the gap remaining is still in excess of £17 million. This is a very optimistic scenario. Further options are currently being developed based on the ongoing consultation and a further assessment of all services. These will need to be considered over the next two Cabinet cycles if a two year budget plan is to be achieved.
- 8.2 The challenge faced by the Council cannot be underestimated. Implementation of all options would need to take into account appropriate consultation requirements and the possible financial impacts of part year delivery. The plan also needs to be flexible to cope with any variations in the level of Government Grant once formal notification is received.

It is still considered essential that the Council aims for a two year plan. This will ensure timely implementation of proposals and release capacity from options identification to transformation and overall redesign of services.

- 8.3 Consultation will continue over the coming months and standard Council procedures will be observed in the instances where we are required to inform the public. Recommendations for changes will be made once the consultation on specific options is considered to be finalised.
- 8.4 The decisions facing the Council over the coming months will require a fundamental rethink of service provision and standards. It will be important that these changes are effectively communicated to ensure that the expectation of our communities can be managed.

## Annex A

<b>Timetable Strategic Leadership Team (SLT) 2012/13</b>		
13 <sup>th</sup> September	Cabinet	<ul style="list-style-type: none"> <li>• Consider               <ul style="list-style-type: none"> <li>○ budget changes not requiring consultation with the public nor containing employee redundancy implications</li> <li>○ options requiring internal consultation only</li> <li>○ public engagement feedback</li> <li>○ options requiring external consultation</li> </ul> </li> </ul>
18 <sup>th</sup> September	Overview & Scrutiny (Performance & Corporate Services)	<ul style="list-style-type: none"> <li>• Progress report</li> </ul>
11 <sup>th</sup> October	Cabinet	<ul style="list-style-type: none"> <li>• Consider               <ul style="list-style-type: none"> <li>○ feedback from Overview &amp; Scrutiny (Performance &amp; Corporate Services)</li> <li>○ proposals (internal)</li> <li>○ Libraries Review options</li> <li>○ and recommend any budget savings to Council for implementation</li> </ul> </li> </ul>
6 <sup>th</sup> November	Overview & Scrutiny (Performance & Corporate Services)	<ul style="list-style-type: none"> <li>• Progress report</li> </ul>
8 <sup>th</sup> November	Cabinet	<ul style="list-style-type: none"> <li>• Feedback on any consultations which have been completed</li> <li>• Identify any further options for consultation</li> <li>• Recommend any budget savings for implementation</li> </ul>
22 <sup>nd</sup> November	Council	<ul style="list-style-type: none"> <li>• Consider Cabinet recommendations</li> </ul>
6 <sup>th</sup> December	Cabinet	<ul style="list-style-type: none"> <li>• No budget activity scheduled</li> <li>• Update on Government Grant if available</li> </ul>
15 <sup>th</sup> January	Overview & Scrutiny (Performance & Corporate Services)	<ul style="list-style-type: none"> <li>• Progress report</li> </ul>
17 <sup>th</sup> January	Cabinet	<ul style="list-style-type: none"> <li>• Feedback on any consultations which have been completed</li> <li>• Recommend any budget savings for implementation</li> </ul>
24 <sup>th</sup> January	Council	<ul style="list-style-type: none"> <li>• Feedback on any consultations which have been completed</li> <li>• Recommend any budget savings for implementation</li> </ul>
31 <sup>st</sup> January	Cabinet	<ul style="list-style-type: none"> <li>• Feedback on any consultations which have been completed</li> </ul>

# Agenda Item 6

		<ul style="list-style-type: none"><li>• Recommend any budget savings for implementation</li></ul>
14 <sup>th</sup> February	Cabinet	<ul style="list-style-type: none"><li>• Recommend any budget savings for implementation</li></ul>
19 <sup>th</sup> February	Overview & Scrutiny (Performance & Corporate Services)	<ul style="list-style-type: none"><li>• Proposed Revenue Budget for 2013/15 for comment</li></ul>
28 <sup>th</sup> February	Cabinet	<ul style="list-style-type: none"><li>• No budget activity scheduled</li></ul>
28 <sup>th</sup> February 2013	Budget Council	<ul style="list-style-type: none"><li>• Approval of Budget and Council Tax</li></ul>



## Annex B

This Annex contains a number of internal consultation options on which the first stage consultation is considered to be complete. These options have been amended in the light of the consultation and are now presented for Cabinet to make the appropriate recommendation to Council. Having due regard for the information contained in this Annex Cabinet is asked to consider these proposals and recommend to Council that Officers are to continue with consultation and authorised to prepare for implementation immediately, pending final decisions of Council including the issue of relevant statutory and contractual notifications, if appropriate to achieve change.

### Place

<u>Ref</u>	<u>Service Area</u>	<u>Change option</u>	<u>Proposed Change £000</u>
E1.1	Cleansing	Review of Service	300
<b>Sub Total</b>			<b>300</b>

### People

<u>Ref</u>	<u>Service Area</u>	<u>Change option</u>	<u>Proposed Change £000</u>
E2.1	Children's Social Care	Review Commissioning of all residential beds for children	1,000
E2.2	School Admissions Service	Improved access to service, restructuring and income	40
E2.3	Educational Psychology	Team re-structure and budget re-alignment	50
E2.4	Early Intervention & Prevention	Service re-design	332
E2.5	Health & Wellbeing	Review of operational and management arrangements	2013/4 320 2014/15 -125
E2.6	Commissioning	Restructure of Service Development & Support	350
E2.7	Vulnerable People	Reconfiguration of Care Management Teams	270
<b>Sub Total</b>			<b>2,237</b>

### Commissioning

<u>Ref</u>	<u>Service Area</u>	<u>Change option</u>	<u>Proposed Change £000</u>
E3.1	Communications	Integration of Communications (employees )	100
E3.2	Democratic Services	Review of Civic Support	60
E3.3	Democratic Services	Cessation of Room Booking Service	20
<b>Sub Total</b>			<b>180</b>

# Agenda Item 6

## Corporate Support Services

<u>Ref</u>	<u>Service Area</u>	<u>Change option</u>	<u>Proposed Change</u> <u>£000</u>
E4.1	Corporate Services	Learning and Development redesign and improved use of technology	150
E4.2	Corporate Services	Review of support services	362
E4.3	Finance	Review of risk management inc externally commissioned services	80
<b>Sub Total</b>			<b>592</b>
			<b>3,309</b>

## Place

### Direct Services E1.1

#### **Service Description: Cleansing Services**

The Cleansing Services Section is responsible for both Street Cleansing and Refuse Collection. It provides a comprehensive cleansing service for residential, retail, tourist and visitor areas, as well as all highways, pavements and litter bins. In addition, the service provides an Alternating Weekly Collection service for wheeled bins and a Sack Collection for other properties, as well as commercial waste and skip services, and civic amenities and clinical waste collections.

Every road and pavement in the Borough is cleansed over a twelve month period. Cleansing operatives using manual carts clean 3km each per day and each of the five mechanical sweepers we have cover some 15km per day. The night time arterial route cleansing programme cleans 15km per night on both sides of the carriageway.

There are 1,275 litter bins in the Borough and we utilise 3 Rapid Response teams to deal with graffiti, fly tipping, and cleansing problems in three zones across the Borough.

#### **It is proposed to continue with consultation with a view to implementing the following change –**

A borough wide review has been undertaken across the Cleansing Services Section as a whole to identify, quantify and develop an operational model which will deliver necessary outputs, but do so using fewer resources. This approach has also sought to concentrate resources on areas of greatest need as opposed to all areas receiving a similar amount of attention over a year.

It is also planned to reposition operational responsibility for various functions so that savings can be generated from economies of scale, new technologies, and new working practices.

#### **Rationale for service change proposal –**

The rationale for the proposals fall under a number of categories.

#### **New Technologies:**

There are areas in the borough where population and housing density is less, which in turn leads to less concentration of litter, fly tipping and blown waste. In these areas we currently utilise the same resource to cleanse the area, and yet the volumes collected are substantially less than the more dense areas. As such, it is possible utilise new technologies, such as electric vehicles, to cover far wider areas and litter pick on a 'spot' basis. It has also proved possible to amend practices relating to litter bin collection. New bin utilising standard 'wheelie bins' inside provide a larger capacity and also enable the collection to be undertaken by refuse wagons as opposed to a small 'cage tipper'. This further allows existing resources to be amended to produce further savings.

#### **Operational Responsibilities:**

There have previously been distinct operational boundaries between a number of services offered by the Council, which in the main relate to the operation and

# Agenda Item 6

presentation of similar functions. The presentation of public facilities and areas currently involves street cleansing, landscaping, highways, tourism, parks, repairs, network services, refuse, and a range of 'external' functions such as maintenance contractors. By merging some of these functions it is possible to do at least the same with less resource.

## **Staffing Issues:**

The introduction of new technologies and working practices will result in a reduction in the number of personnel to deliver the services. There are currently a large number of staff from across different sections within the Cleansing Service who wish to be considered for VR/VER. It is proposed to allow some 15 members of staff to leave the organisation which will in turn provide additional savings. The remaining workforce will be re-trained and/or upskilled as required to undertake the tasks required. This process will be funded in 2013/14 from savings from the staffing costs of those who leave. This in turn will provide an additional saving in 2014/15.

## **The following activity will change, stop or significantly reduce –**

Cleansing functions will still be undertaken across the Borough. However, the remaining resources will be utilised across all residential areas, and will also be targeted to areas of high demand and areas of 'special consideration', such as commercial sectors, visitor destinations, etc. It is also proposed to enhance the 'rapid response' section of the service to provide additional resource and flexibility during periods of peak demand or areas requiring additional input due to local problems.

In addition to the proposed reductions, a new 'volunteer scheme' is being implemented. This will allow residents and groups to organise 'litter picks' or adopt specific areas to assist with cleansing function. Equipment will be provided free of charge on a loan basis to individuals and groups.

## **Impact of Service Change –**

**Service Users –** There should be little change in the cleanliness of any area in the Borough in relation to litter assuming that public behaviour in relation to dropping litter remains as it is now and does not deteriorate further. However, the combination of 'spot cleansing' practices and a reduction of staffing resource will reduce the amount of physical sweeping of pavements which is currently undertaken. To the untrained eye the effect of the changes may be minimal. However, there may be a rise in detritus found in some areas. As the changes are introduced the service will be adapted to deal with areas where the amount of detritus is rising. However, this can only be determined after the proposed changes are made. In the meantime, residents may see an increase of detritus in their local area.

**Partners –** N/A

**Council –** The Council will still meet its requirements under the Environmental Protection Act. However, perceived levels of cleanliness may be affected, especially in the short term.

## **Communications, Consultations & Engagement –**

Type Inform  Consult internal

**Proposed Timeline -** This proposal is based upon accepting a number of VR/VER requests from staff and remodelling the services around those left via retraining and reorganisation. As such, all interested staff have so far applied for VR/VER. Any additional requests arising from staff meetings and consultation meetings will be

# Agenda Item 6

considered accordingly.	
<b>Equality Impact Assessment</b> – The Quality Assurance group in looking at this proposal recognises that it is a change to working practices and is satisfied that there is no change to service delivery for service users. As a consequence there will be no equality implication to this change. Officers will continue to comply with HR policies and procedures. This will include regular HR monitoring reports to Corporate Services.	
<b>Legislation Considered</b> - The requirements of the Environmental Protection Act 1990 have been considered in the development of this proposal.	
<b>Risks &amp; Mitigating Actions</b> – There is a risk that levels of cleanliness across the Borough will be noticeably poorer, especially in relation to detritus. However, during the implementation phase of 2013/14 additional resource will be allocated to the ‘rapid response’ services to allow areas of concern to be dealt with. As detritus build up patterns are identified and established it may be possible to further amend cleansing regimes to reflect the higher demand in certain areas.	
<b>2012/13 Service Budget:</b> £3,872,150	<b>Saving 2013/14 (#):</b> £250,000 Full Year
<b>Staffing:</b> 129	<b>Additional Saving 2014/15 (#):</b> £ 50,000 Full Part Year
<b>Other Resources used:</b>	<b>Investment Required:</b> None
	<b>Staff at Risk:</b> 15 (All VR/VER)

# Agenda Item 6

## People

### Children & Young People

#### E2.1

#### **Service Description: Children's Social Care**

Reduction in the use of Children's residential care beds and increase in the number of foster care places for adolescents. Implementation of Early Help models of service delivery to reduce over time the numbers of children entering costly social care services.

#### **It is proposed to continue with consultation with a view to implementing the following change –**

Review of the commissioning of all residential care beds both in-house and commissioned from a 3<sup>rd</sup> party to reduce the absolute number of residential beds by 11 by 2013 to bring Sefton more in line with statistical neighbours.

Seek permission to recruit three additional fostering social workers from the existing placements budget approx. £150,000 to accelerate the recruitment of new foster carers for adolescents to ensure that by 2014/15 the majority of adolescents are placed in foster care and not significantly more expensive residential care. The cost of these posts to be realised from the placements budget.

#### **Rationale for service change proposal –**

The overall reduction of residential care beds will produce a cashable saving, to be determined, by the end of 2013/14 financial year, assuming the absolute number of care places does not rise above the current 410.

With agreed recruitment to additional social work posts in the fostering service the emphasis will shift to recruiting carers for adolescents.

If by 2015 the number of children in care has fallen in line with statistical neighbours then we can expect to realise further savings by also assessing the commissioned packages of care at optimum and efficient levels.

On the current trajectory this number will not reduce without a shift in the way we work. If we are to support families earlier in their difficulties care must be taken to ensure sufficient resource within early intervention services to prevent increased referrals to children's social care where intervention costs are higher at each stage of the process.

#### **The following activity will change, stop or significantly reduce –**

There will be a positive drive to reduce the number of young people placed in residential provision. It will always be the case that residential care is the correct, preferred option for some children so it cannot be assumed that numbers can continue to shift until there are no residential beds.

#### **Impact of Service Change –**

**Service Users** – Positive impact for young people who have increased chance of family life.

**Partners** – N/A

**Council** – Reduction in costs improved Ofsted profile.

<p><b>Communications, Consultations &amp; Engagement –</b>  <b>Type Inform</b> <input checked="" type="checkbox"/> <b>Consult</b> <input checked="" type="checkbox"/></p>	
<p>Internal consultation with workforce in accordance with HR procedures</p> <p><b>Proposed Timeline:</b> Consultation on residential services commissioning completed by November 2012. Council needs to agree a strategy for early intervention that is agreed by Cabinet, the Children’s Trust Board, Local Safeguarding Children Board to ensure a shared understanding and commitment from partner agencies. Agreed strategy December 2012. Implementation plan including disestablishment and re- establishment of reconstructed generic workforce April 2013</p> <p>Workforce informed and consulted through a series of meetings and workshops covering the option and its relationship to early intervention service redesign</p> <p>Standard Council procedures will be observed in the instances where the Council are required to inform the public</p>	
<p><b>Equality Impact Assessment –</b> The Quality Assurance group in looking at this proposal recognises that it is a technical change and is satisfied that service user needs will continue to be met. Each service user is subject to regular assessment and this assessment meets the requirements of the Equalities Act.</p> <p>Officers continue to comply with HR policies and procedures. This will include regular HR monitoring reports to Corporate Services.</p>	
<p><b>Legislation Considered -</b> Ofsted Inspection of child protection including early help provision.</p>	
<p><b>Risks &amp; Mitigating Actions –</b>            Early intervention identifies children as yet, ‘below the radar’ who need to enter into child protection or looked after provision. Mitigation – recruitment of three additional Fostering Social Workers.</p>	
<p><b>2012/13 Service Budget:</b>            £ 12,272, 600 (placements only)</p> <p><b>Staffing:</b></p> <p><b>Other Resources used:</b></p>	<p><b>Saving 2013/14 (#):</b> £500k</p> <p><b>Additional Saving 2014/15 (#):</b> £500k</p> <p><b>Investment Required: £ Nil</b></p> <p><b>Staff at Risk: Nil</b></p>

# Agenda Item 6

## E2.2

<p><b>Service Description: School Admissions, Appeals and Student Support</b> School admissions.</p>	
<p><b>It is proposed to continue with consultation with a view to implementing the following change</b> – Implement efficiency saving by increasing online admissions and include income from services for Academies.</p>	
<p><b>Rationale for service change proposal</b> – There are efficiencies to be made through restructuring once the new admissions code comes into force and by increasing on-line applications. The restructuring may involve reduction in staff, re-grading or changes in contracts.</p>	
<p><b>The following activity will change, stop or significantly reduce</b> – Direction and encourage users to access on-line.</p>	
<p><b>Impact of Service Change</b> – <b>Service Users</b> – Minimal <b>Partners</b> – None <b>Council</b> – None</p>	
<p><b>Communications, Consultations &amp; Engagement</b> – Type Inform <input checked="" type="checkbox"/> Consult internal <input checked="" type="checkbox"/></p> <p>Proposed Timeline Consultation continues to take place in accordance with HR procedures. An initial meeting with staff was held 5<sup>th</sup> September; those unable to attend were informed by alternative methods. Staff were invited to ask questions and discussions covered ideas for implementation of the savings. A further meeting is planned for 30<sup>th</sup> October 2012 and any remodelling of the service will be taken forward jointly with all staff.</p> <p>Standard Council procedures will be observed in the instances where the Council is required to inform the public</p>	
<p><b>Equality Impact Assessment</b> – Other access channels will remain available for those without access to the internet, including telephone and face to face contact. Officers will comply with HR policies and procedures. This will include regular HR monitoring reports to Corporate Services.</p>	
<p><b>Legislation Considered</b> - School Standards and Framework Act 1998; School Admissions Code and School Admission Appeals Code 2012; Education Act 1996; Education and Inspections Act 2006; Education Act 2011.</p>	
<p><b>Risks &amp; Mitigating Actions</b> – This is a demand led service so Officers will continue to prioritise the workload of the team. Other access channels will remain available. Should the additional income from Academies reduce or cease the service may be reconfigured to reflect the change in workload.</p>	
<p><b>2012/13 Service Budget:</b> £314,000</p> <p><b>Staffing:</b></p> <p><b>Other Resources used:</b></p>	<p><b>Saving 2013/14 (#):</b> £ 40,000 (includes £10,000 income) Full Year</p> <p><b>Staff at Risk: 2</b></p>



## E2.3

<p><b>Service Description: Education Psychology Team</b> Statutory requirement for any new and reviewed statement to have an Educational Psychologist statement.</p>	
<p>It is proposed to continue with consultation with a view to implementing the following change – Partial budget re-alignment of funding for the above service.</p>	
<p><b>Rationale for service change proposal</b> – Further efficiencies identified through restructuring service and budget re-alignment to Dedicated Schools Grant (DSG). The saving is being made via a restructure across vulnerable pupil support services – and it is expected that there will be no redundancy within the EP service.</p>	
<p><b>The following activity will change, stop or significantly reduce</b> – None</p>	
<p><b>Impact of Service Change</b> – <b>Service Users</b> – None <b>Partners</b> – None <b>Council</b> – None</p>	
<p><b>Communications, Consultations &amp; Engagement</b> – Type Inform <input checked="" type="checkbox"/> Consult <input checked="" type="checkbox"/></p> <p><b>Proposed Timeline:</b> An initial meeting with staff was held 5<sup>th</sup> September; those unable to attend were informed by alternative methods. Staff were invited to ask questions and discussions covered ideas for implementation of the savings. Further meetings is planned for all future staff meetings already scheduled and any restructure of the service will be taken forward jointly with all staff. Standard Council procedures will be observed in the instances where the Council is required to inform the public</p>	
<p><b>Equality Impact Assessment</b> – The Quality Assurance group in looking at this proposal recognises that it is a budget re-alignment and is satisfied that there is no change to service delivery for service users. As a consequence there will be no equality implication to this change. Officers continue to comply with HR policies and procedures. This will include regular HR monitoring reports to Corporate Services.</p>	
<p><b>Legislation Considered</b> - Statutory requirement for any new and reviewed statement to have an Educational Psychologist statement. Education Act 1996, amended by Education Act 1997, School Standards and Framework Act 1998 Special Education Needs and Disability Act 2001. (2001 legislation was amended in January 2002.) Education Act 2011 - New requirement for all exclusion hearings to have input regarding SEN.</p>	
<p><b>Risks &amp; Mitigating Actions</b> – All statutory responsibilities will continue to be met as this proposal is a recharge against the DSG and a re-organisation of work therefore no risks. The saving will be made through a restructure of the Vulnerable Pupils team which will reduce the cost on the DSG and will enable funding to be re-aligned.</p>	
<p><b>2012/13 Service Budget:</b> £575,000</p> <p><b>Staffing:</b></p> <p><b>Other Resources used:</b></p>	<p><b>Saving 2013/14 (#):</b> £50,000 Full Year</p> <p><b>Staff at Risk: 1 VR</b></p>

# Agenda Item 6

## E2.4

### **Service Description: Early Intervention & Prevention Services (EIP) 0-19**

The current EIP services are under review and it is proposed to redesign a fully integrated model that will deliver specific targeted and specialist interventions.

**It is proposed to continue with consultation with a view to implementing the following change** – Restructure the management and administration of services across the current universal/disability/targeted and statutory provision. This includes Aiming High Service, Common Assessment Framework Team, 11+ Team and general management and admin.

**Rationale for service change proposal** – Integrated leadership and support services will produce a culture change in both vision and practice. Reduction at this stage will still enable the remodelling of Early Intervention and Prevention to take place. Potential developments within the service that have been suggested by staff include:

- Private / commercial funding of our work supporting young offenders involved in Reparation activity
- Shared services....youth service, YOT across Merseyside
- Reduce management costs by merging Youth Service, YOT, ASB and create IYSS

**The following activity will change, stop or significantly reduce** – Management and administrative structures will be rationalised across services to foster full integrated practices.

### **Impact of Service Change –**

**Service Users** – operational arrangements related to this service will change but should improve practice long term.

**Partners** – May impact on current relationships and historical practice.

**Council** – Initially reduce management capacity but in the long term will lead to better integration.

### **Communications, Consultations & Engagement –**

Type Inform  Consult

**Proposed Timeline:** Staff consultations regarding option, role and structure continued throughout September 2012. Work has started to examine job descriptions, team structure, and identification of the staff at risk. This will be complete by 31st October with a draft to Trade Unions by 10th Oct.

Staff will be consulted with regarding job descriptions in November 2012 and if applicable appointments confirmed in December 2012. The new structure and roles will commence in January 2013 with notice periods, if applicable, from January to March 2013.

Standard Council procedures will be observed in the instances where the Council is required to inform the public

**Equality Impact Assessment** – The Quality Assurance group in looking at this option recognises that it is a positive change and is satisfied that service user needs will continue to be met. Officers will comply with HR policies and procedures. This will include regular HR monitoring reports to Corporate Services.

**Legislation Considered** – N/A

**Risks & Mitigating Actions** – We will need to maximise leadership for remaining staff in order to deliver the significant statutory early help change agenda whilst reducing cost. Limited capacity to support inspections and improve quality - All statutory responsibilities will continue to be met.

# Agenda Item 6

Restructure may identify skills gap which will be addressed through an agreed training programme.	
<b>2012/13 Service Budget:</b> <b>£8,232,900</b>	<b>Saving 2013/14 (#):</b> £140,000 Full / Part Year
<b>Staffing:</b>	<b>Additional Saving 2014/15 (#):</b> £192,700 Full / Part Year
<b>Other Resources used:</b>	<b>Investment Required: £TBC</b> <b>Staff at Risk: TBC</b>

# Agenda Item 6

## Health & Wellbeing

### E2.5

**Service Description: Recreation & Cultural Services – Review all operational and management arrangements (Leisure Activity Review)**

**It is proposed to continue with consultation with a view to implementing the following change –**

Review all management arrangements within the Recreation & Cultural service, to include operations and development functions and remodel where appropriate and identify further efficiencies. This includes freezing the recruitment against vacancy posts. As detailed as follows:

- Delete posts of Head of Library and Information (£65,000)
- Delete post of Principal manager Community Cohesion (£36,000)
- Delete post of Principal manager in Service Development (£44,000)
- Freeze (for one year) the vacant posts for Wellbeing Service Manager and Service Manager for Recreation and Culture (£62,000 and £59,000)
- General management functions in Sport and Recreation to remodel following the Leisure Activity Review (£50,000)

**Rationale for service change proposal –** Look to further streamline all operational and management arrangements. This will also include exploration of achieving further income generation to offset savings required.

**The following activity will change, stop or significantly reduce –** Until remodelling has been identified it is difficult to determine what service activities will be effected.

**Impact of Service Change –**

**Service Users –** Longer response times from Management to issues raised, less operational management presence at Leisure Centres/ sports events.

**Partners –** N/A

**Council –** Efficiency saving, with the consequence that the ability to respond to requests for service, complaints, councillor enquiries, corporate deadlines will be significantly reduced.

**Communications, Consultations & Engagement –**

Type Inform  Consult internal staff  Engage  Partnership

**Proposed Timeline:** Consultation continues to take place in accordance with HR procedures.

A series of initial meetings were held on 4<sup>th</sup> September at Merton House, 5<sup>th</sup> September at Dunes Leisure Centre and 6<sup>th</sup> September at Meadows and Bootle Leisure Centres. Follow up meetings will be held within week commencing 8th October.

**Equality Impact Assessment –** The Quality Assurance group in looking at this option and is satisfied that there will be no impact service users. Officers continue to comply with HR policies and procedures. This will include regular HR monitoring reports to Corporate Services.

**Legislation Considered -** N/A

**Risks & Mitigating Actions –**

Risk – Potential increase in risks for the Council with a further reduced Management

# Agenda Item 6

presence. i.e.: Increase in complaints, potential failure to apply procedures etc.

Mitigations – undertake a review of duties and responsibilities of staff that remain to mitigate some of the operational risks.

<b>2012/13 Service Budget:</b> £	<b>Saving 2013/14 (#):</b> £ 320,000 Full Year
<b>Staffing:</b>	<b>Additional Saving 2014/15 (#):</b> £ Reduced by £125,00 if frozen posts recruited against
<b>Other Resources used:</b>	<b>Staff at Risk: Combination of VR's and vacancies</b>

# Agenda Item 6

## E2.6

<p><b>Service Description: People Directorate Service Support &amp; Development Services</b>          Service Development &amp; Support Services includes the following teams:          Business intelligence &amp; planning; business/administrative support; ICT support; strategic support; Direct Payments support; Social Care Customer Access; Adult Safeguarding; Children's Policy; Management &amp; Admin P.A's; Children's and Adults administration; Reception Services; Family Information Service; Children with Disabilities/Adults with Learning Disability information services; Financial Visiting Officers; Complaints/Advocacy; LSCB admin; Access to Files and Court Liaison . A review of these services will be undertaken to identify efficiency savings and more economical/effective ways of working.</p>		
<p><b>It is proposed to continue with consultation with a view to implementing the following change</b> – A review and restructuring of all Service Development &amp; Support services to deliver a £350,000 reduction in costs.</p>		
<p><b>Rationale for service change proposal</b> –          The majority of these functions, within the People Directorate, were brought together in 2011/12 through the senior management restructure. Together with the ongoing update of ICT and business support systems, this enables a further review of the functions and resultant efficiency savings.</p>		
<p><b>The following activity will change, stop or significantly reduce</b> – The review will encompass all areas listed above. Activity to change, stop or reduce to be confirmed.</p>		
<p><b>Impact of Service Change</b> –  <b>Service Users</b> - Some support services do interact directly with service users and might be considered front-line services (e.g. area finance and direct payments). Other support services interact heavily with service providers (e.g. commissioning &amp; contracts).  <b>Partners</b> – Reduced capacity in business development &amp; support services may impact on partners where they are reliant upon those services for information.  <b>Council</b> – Reduced capacity in business development &amp; support services may impact on other parts of the Council where they are reliant upon those services for information.</p>		
<p><b>Communications, Consultations &amp; Engagement</b> –          Inform <input checked="" type="checkbox"/> Consult (internal) <input checked="" type="checkbox"/></p> <p><b>Proposed Timeline: Proposed Timeline:</b> Initial meeting with staff was held 5<sup>th</sup> September; those unable to attend were informed by alternative methods. All staff were invited to ask questions and to offer ideas for implementation of the savings. Following the publication of the report further discussions were held with individuals and teams between the 14<sup>th</sup> and 21<sup>st</sup> September. On the 26<sup>th</sup> September correspondence sent to all staff offering further opportunity to discuss any questions that they may have and inviting ideas on how the saving could be made, that may reduce the risk to staff. Further meetings are planned throughout the year and any remodelling of the service will be taken forward jointly with all staff.          Standard Council procedures will be observed in the instances where the Council is required to inform the public.</p>		
<p><b>Equality Impact Assessment</b> – Officers continue to comply with HR policies and procedures. This will include regular HR monitoring reports to Corporate Services.</p>		
<p><b>Legislation Considered</b> – N/A</p>		
<p><b>Risks &amp; Mitigating Actions</b> – NA</p>		
<p><b>2012/13 Service Budget:</b></p> <p><b>£tbc Staffing:</b></p> <p><b>Other Resources used:</b></p>	<p><b>Saving 2013/14 (#): £350,000</b></p> <p><b>Investment Required: £</b></p> <p><b>Staff at Risk: TBC</b></p>	<p>Full Year</p>

**Vulnerable People**

**E2.7**

<p><b>Service Description: Care Management</b> There are currently 98 social workers within Adult Social Care Teams.</p>	
<p><b>It is proposed to continue with consultation with a view to implementing the following change</b> – A reconfiguration of care management teams</p>	
<p><b>Rationale for service change proposal</b> – To re-assess and refocus social work posts as part of a phased approach to ensure continuous improvement and value for money within Adult Social Care.</p>	
<p><b>The following activity will change, stop or significantly reduce</b> – A reconfiguration of care management teams, workloads and the implementation of Integrated Adults Systems (IAS) will negate the need to replace these posts.</p>	
<p><b>Impact of Service Change</b> –  <b>Service Users</b> – Implementation of IAS will mitigate the reduction of social workers.  <b>Partners</b> – None.  <b>Council</b> – Minimal reconfiguration of case loads and the implementation of IAS will assist to mitigate losses.</p>	
<p><b>Communications, Consultations &amp; Engagement</b> –  Type Inform <input checked="" type="checkbox"/> Consult (internal) <input checked="" type="checkbox"/></p> <p><b>Proposed Timeline:</b> Reconfiguration to commence September 2012 with a completion date of March 2013. Internal consultation continues in accordance with HR procedures. Initial meetings held on 5<sup>th</sup> and 6<sup>th</sup> September 2012 with a standard item on all staff meeting agendas – next full specific meeting will be held in November 2012. Standard Council procedures will be observed in the instances where the Council is required to inform the public</p>	
<p><b>Equality Impact Assessment</b> – The Quality Assurance group in looking at this option and is satisfied that service user needs will continue to be met. Officers will comply with HR policies and procedures. This will include regular HR monitoring reports to Corporate Services.</p>	
<p><b>Legislation Considered</b> – The Council will continue to meet statutory requirements.</p>	
<p><b>Risks &amp; Mitigating Actions</b> – Reconfiguration and reconfiguration of care management teams will go some way to mitigate this change. The reconfiguration will involve changing the way people access assessments and reviews of their on-going care and support. This will involve on-line assessments, larger generic social work teams and more flexible recording through the use of technology.</p>	
<p><b>2012/13 Service Budget:</b> £2,728,000</p> <p><b>Staffing:</b></p> <p><b>Other Resources used:</b></p>	<p><b>Saving 2013/14 (#):</b>                      £ 270,000                      Full</p> <p><b>Staff at Risk: 8-10 (VER/VR)</b></p>

# Agenda Item 6

## Commissioning

### E3.1

#### **Service Description: Communications (Integration of Communications Staff)**

##### **Categorisation:**

The principle that all the communications/marketing officers within the Council will be integrated under one management structure to create a core team has been agreed.

**It is proposed to continue with consultation with a view to implementing the following change** – That a reduction of the number of staff working under the new integrated service could be achieved to meet the needs of a changing Council.

##### **Rationale for service change proposal –**

As the new Communications Strategy will deliver a comprehensive and targeted communications, marketing and advertising function for the entire council it is envisaged that activity will be co-ordinated in such a way which could lead to a possible reduction in the number of people currently delivering activity in service-areas.

As the integration is not yet complete it is difficult for the true efficiencies to be revealed but it is estimate that a revised structure could drive savings of around £100k in staff costs.

No firm details of how this saving can be achieved have yet been finalised, however a new integrated structure is currently being drawn up to reflect a £100k reduction in staffing costs. This structure will be shared with the communications staff involved in the process and any potential for VR/VER or changes to working practices will be explored ahead of compulsory redundancies.

**The following activity will change, stop or significantly reduce** – Reduced capacity to market and advertise council services – although potential mitigation through new working methods and tighter co-ordination of activity.

##### **Impact of Service Change –**

**Service Users** – Potential reduction in the amount of information available about council services.

**Partners** – Potential reduction in the amount of information available about council services.

**Council** – Potential reduction in the amount of information available about council services.

##### **Communications, Consultations & Engagement –**

Type Inform  Consult (Internal)   
Partnership

**Proposed Timeline:** 6 months Consultation will take place in accordance with HR procedures Implementation: (April 1, 2013)

Updates on the integration process have been ongoing with staff and there have been two meetings with service-managers ahead of direct face-to-face updates on the process, including a soft-consultation meeting. A presentation has been made to the regular union update meeting and individual union and employee issues have been responded to. The draft structure has been compiled and initial discussions with HR colleagues have taken place. The process of discussing the structure with service-managers and the staff is ongoing.

Standard Council procedures will be observed in the instances where the Council is required to inform the public

**Equality Impact Assessment** – The Quality Assurance group in looking at this option is satisfied that there is no impact on service users. Officers continue to comply with HR policies and procedures. This will include regular HR monitoring reports to Corporate



# Agenda Item 6

Services.	
<b>Legislation Considered</b> – Statutory guidance on public/legal notices etc. The 2011 Government Guidelines for Local Authority Publicity.	
<b>Risks &amp; Mitigating Actions</b> – Loss of information streams for residents, partners etc – mitigated by looking at delivering comms activity in a different way – e.g. digital by default. Risk of under achieving potential saving as further work is needed to identify all funding streams for existing staff. Saving may already be identified elsewhere in service areas.	
<b>2012/13 Service Budget:</b> £	<b>Saving 2013/14 (#):</b> £ 100,000 Full / Part
<b>Staffing:</b>	Year
<b>Other Resources used:</b>	<b>Staff at Risk: TBC</b>

# Agenda Item 6

## E3.2

<p><b>Service Description: Review of Civic Support</b> To restructure the office which supports the Mayor.</p>			
<p><b>It is proposed to continue with consultation with a view to implementing the following change –</b> To restructure the Service in conjunction with savings option E3.3 (Use of Council meeting rooms) – this is a linked savings option as the income derived from room bookings is used to supplement the budgets for Mayoral activity.</p>			
<p><b>Rationale for service change proposal –</b> To reduce costs.</p>			
<p><b>The following activity will change, stop or significantly reduce –</b> There will be less resource available for civic hospitality and twinning. Reconfiguration of staffing structure. Greater reliance on the Mayor’s Charity Committees would be needed to organise the Mayoral Ball, support for the charity fund would be reduced, cancellation of twinning programme, reduction of mayoral hospitality programme.</p>			
<p><b>Impact of Service Change –</b>  <b>Service Users –</b> None.  <b>Partners –</b> None.  <b>Council –</b> A decision of the Council on the budget would be sufficient to reduce the civic hospitality programme, although engagement with partners and twinned towns would need to take place regarding reduced involvement.</p>			
<p><b>Communications, Consultations &amp; Engagement –</b></p> <p>Type Inform <input type="checkbox"/> Consult (Internal) <input checked="" type="checkbox"/></p> <p><b>Proposed Timeline:</b> Consultation with staff will commence immediately after the option is accepted. Consultation will take place in accordance with HR procedures</p> <p>Implementation: <i>Implementation will take place following the 3 month consultation period.</i></p> <p>Soft consultation with staff regarding budget option, with view to their views on proposals and any alternatives to budget savings. Explanation of process should budget option be chosen and probable timescales for implementation.</p> <p>Trade unions informed of option and implications to staff.</p> <p>Standard Council procedures will be observed in the instances where the Council is required to inform the public</p>			
<p><b>Equality Impact Assessment –</b> Officers will comply with HR policies and procedures. This will include regular HR monitoring reports to Corporate Services.</p>			
<p><b>Legislation Considered -</b> s 2 of the LGA 1972</p>			
<p><b>Risks &amp; Mitigating Actions –</b></p>			
<p><b>2012/13 Service Budget:</b> £ £417,000</p> <p><b>Staffing: 2</b></p> <p><b>Other Resources used:</b></p>	<p><b>Saving 2013/14 (#):</b> Year <b>Staff at Risk: 1</b></p>	<p><b>£60,000</b></p>	<p><b>Full</b></p>

## E3.3

<p><b>Service Description: Cessation of Room Bookings Service</b> To cease the provision of a room bookings service for Bootle, Southport and Waterloo Town Halls.</p>			
<p><b>It is proposed to continue with consultation with a view to implementing the following change –</b> To cease the provision of a room bookings service – no external organisations will be able to book meeting rooms at the above venues and internal meetings will be booked using an Outlook diary.</p>			
<p><b>Rationale for service change proposal –</b> The costs of providing a room bookings service have outweighed the external income generated for 2 years. Income from other council departments (together with a profit element) has been achieved. This income has been used to supplement the Mayor’s hospitality programme. It is therefore essential that this option is considered in conjunction with Option E3.2 (Review of Civic Support).</p>			
<p><b>The following activity will change, stop or significantly reduce –</b> No external organisations will be able to book meeting rooms at Bootle, Waterloo and Southport Town Halls. Weddings and Civil Partnerships will still be conducted there but organised by the Registration Service.</p>			
<p><b>Impact of Service Change –</b>  <b>Service Users –</b> No external bookings will be taken for meetings  <b>Partners –</b> No external bookings will be taken for meetings  <b>Council –</b> Internal meetings will be booked using an Outlook diary system.</p>			
<p><b>Communications, Consultations &amp; Engagement –</b></p> <p>Type Inform <input type="checkbox"/> Consult (Internal) <input checked="" type="checkbox"/></p> <p><b>Proposed Timeline:</b> Consultation continues to take place in accordance with HR procedures  Implementation: <i>Implementation will take place following the 3 month consultation period.</i></p> <p>Soft consultation with staff regarding budget option, with view to their views on proposals and any alternatives to budget savings. Explanation of process should budget option be chosen and probable timescales for implementation.</p> <p>Trade unions informed of option and implications to staff.  Standard Council procedures will be observed in the instances where the Council is required to inform the public</p>			
<p><b>Equality Impact Assessment –</b> The Quality Assurance group in looking at this option and is satisfied that there are other venues available to meet community need through the voluntary sector. Officers continue to comply with HR policies and procedures. This will include regular HR monitoring reports to Corporate Services.</p>			
<p><b>Legislation Considered - NA</b></p>			
<p><b>Risks &amp; Mitigating Actions –</b> Service Users will be signposted to other community facilities within the voluntary sector which in turn will support the voluntary sector to generate income from new bookings.</p>			
<p><b>2012/13 Service Budget:</b> £ £417,000</p>	<p><b>Saving 2013/14 (#):</b> Year</p>	<p>£20,000</p>	<p>Full</p>
<p><b>Staffing: 2</b></p>	<p><b>Staff at Risk: 2</b></p>		
<p><b>Other Resources used:</b></p>			

# Agenda Item 6

## Corporate Support Services

### E4.1

<b>Learning &amp; Development</b>
<p><b>It is proposed to continue with consultation with a view to implementing the following change</b> – To reassess and refocus the Learning &amp; Development Service to ensure that the Council continues to demonstrate value for money in this area and secure continuous improvement throughout the organisation. By doing this we will seek to build capacity and capability across the service to better support the organisation in the delivery of the Council's priorities.</p> <p>This will include challenging existing spending levels focusing on the identification of achievable and sustainable financial savings through a range of approaches including new ways of working, service re-configuration, structural change and opportunities for improved business processes and efficiencies, through better use of e-learning and effective commissioning.</p>
<p><b>Rationale for service change proposal</b> - The most basic reasons for providing learning and development are to ensure that Council employees are able to effectively carry out their current role and are prepared for change. It is recognised that employees are more aware of Council strategies and objectives and the need for learning and development opportunities to support delivery of these.</p> <p>A mixture of potential voluntary redundancies/voluntary early retirements, reduction in hours have been identified and are being considered plus known employee departures. Officers have also identified reductions in the supplies and services budget. Officers will continue to explore income opportunities.</p>
<p><b>The following activity will change, stop or significantly reduce</b> There is potential to reduce the current levels of face to face service deliver in areas of Learning &amp; Development activity.</p>
<p><b>Impact of Service Change –</b></p> <p><b>Service Users</b> – N/A</p> <p><b>Partners</b> – Changes to delivery methods may impact on external providers this will be managed through normal Council procedures.</p> <p><b>Council</b> – Change in delivery mechanisms for Learning &amp; Development.</p>
<p><b>Communications, Consultations &amp; Engagement –</b></p> <p>Type Inform <input type="checkbox"/> Consult (Internal) <input checked="" type="checkbox"/></p> <p><b>Proposed Timeline:</b> Initial briefings with staff have taken place and consultation will continue in accordance with HR procedures. In terms of Learning and Development, savings options are as follows:</p> <p>It is anticipated that the first £75,000 saving will be taken by one vacancy which will not be filled), voluntary redundancies and a saving in supplies and services. The further £75,000 saving achievement is under further consultation.</p> <p>Standard Council procedures will be observed in the instances where the Council is required to inform the public.</p>
<p><b>Equality Impact Assessment</b> – The Quality Assurance group in looking at this option and is satisfied that there is no impact external service users. Officers will comply with HR policies and procedures. This will include regular HR monitoring reports to Corporate Services.</p>
<p><b>Legislation Considered</b> – N/A</p>
<p><b>Risks &amp; Mitigating Actions</b> – Options are still being developed across the Council so this change will need to be managed in parallel to the ongoing decision making process.</p>

# Agenda Item 6

Effective programme management will support the risk management process.	
<b>2012/13 Service Budget:</b> £1.246M <b>Staffing:</b> 17.73 FTE's	<b>Saving 2013/14:</b> £ 75,000 Full Year <b>Additional Saving 2014/15 :</b> £ 75,000 Full Year <b>Investment Required:</b> Potential <b>Staff at Risk:</b> As detailed above

## E4.2

<b>Service Description: Corporate Support Services</b>
<b>It is proposed to continue with consultation with a view to implementing the following change</b> – To reorganise support services across Corporate Support Services.
<b>Rationale for service change proposal</b> - To ensure that the Council continues to demonstrate value for money in this area. Consultation has taken place with all Corporate Support Services employees and trade unions briefed on 26 <sup>th</sup> September 2012.
<b>The following activity will change, stop or significantly reduce</b> –To be determined, administrative support processes will change. Departments losing posts will see reduction in activity which will affect departments supported.
<b>Impact of Service Change –</b> <b>Service Users</b> – External N/A <b>Partners</b> – N/A <b>Council</b> – To be determined
<b>Communications, Consultations &amp; Engagement –</b>  Type Inform <input type="checkbox"/> Consult (Internal) <input checked="" type="checkbox"/>  <b>Proposed Timeline:</b> Consultation has commenced. Consultation will take place in accordance with HR procedures  Implementation: April 2013 Continued consultation to seek if applicable authorised in November 2012. Implementation is that of potentially ceasing the administrative Corporate Support Services involving all support apart from 2 drivers. Personnel to table some VR/VER in time for 2013/14 and one further HAY post VER/VR in 2014/15. Legal to save in budget by £23,000 with Finance savings dealt elsewhere.  Standard Council procedures will be observed in the instances where the Council is required to inform the public
<b>Equality Impact Assessment</b> – Officers continue to comply with HR policies and procedures. This will include regular HR monitoring reports to Corporate Services.
<b>Legislation Considered</b> – N/A
<b>Risks &amp; Mitigating Actions</b> – At present the risks are unknown. However, these will be determined as if possible mitigated as part of the assessment of activities and consultation.

# Agenda Item 6

<b>2012/13 Service Budget:</b> £	<b>Saving 2013/14:</b> £ 248,000 Full Year
<b>Staffing:</b>	<b>Additional Saving 2014/15:</b> £114,000 Full / Part Year
<b>Other Resources used:</b>	<b>Staff at Risk: As detailed above</b>

## E4.3

<p><b>Service Description: Finance</b>  <b>Review Risk Management including health and safety</b>  <i>Retendering insurance premiums and claims handling and Insurance service review including staffing restructure for Risk &amp; Resilience Service including Health &amp; Safety, Insurance &amp; Risk Management</i></p>
<p><b>It is proposed to continue with consultation with a view to implementing the following change –</b>          To undertake a review of the Risk &amp; Resilience Teams including Insurance, Health &amp; Safety, Emergency Planning and Risk Management. This includes a review of the working practices / methodologies of the Insurance Team and review of work streams / levels of the Health &amp; Safety Team to rationalise resource / capacity, this is partly due to the VR/VER of 2 members of staff, 1 within Insurance and 1 within Health &amp; Safety but also to ensure the Teams are delivering effective and efficient services based on current demand.          The review commenced mid September with a report and options to be produced for the end of October, Consultation will then begin on a revised structure mid November with implementation for January. The Health &amp; Safety post to be deleted is to be with effect from 31<sup>st</sup> October 2012 and the effective date for the Insurance post is to be agreed.</p>
<p><b>Rationale for service change proposal –</b> The review of Insurance was agreed to following as part of the consultation process in respect of the major recent Finance &amp; ICT restructure in order to ensure that the requirements of the service are taken into account in any downsizing, due to the request of the Health &amp; Safety Advisor to take VR / VER it was decided to review all the Risk &amp; Resilience Service to ensure all potential efficiencies are realised, to modernise / update the working methodologies and to create improved delivery of effective services.</p>
<p><b>The following activity will change, stop or significantly reduce –</b>          Some reduction in short term health and safety but replaced with more sustainable longer term structure; some reduction in Insurance service delivery but replaced with more effective sustainable structure and improved service delivery for health &amp; safety and Insurance</p>
<p><b>Impact of Service Change –</b></p> <p><b>Service Users –</b> None on external service users, improved service delivery for internal users and more effective Risk Service including H&amp;S and Insurance  <b>Partners –</b> None  <b>Council –</b> Improved effective service, reduction in claims and improved H&amp;S</p>
<p><b>Communications, Consultations &amp; Engagement –</b>          Type Inform <input type="checkbox"/> Consult (External) <input type="checkbox"/> Consult (Internal) <input checked="" type="checkbox"/> Engage <input type="checkbox"/>          Partnership <input type="checkbox"/></p>

# Agenda Item 6

<b>Equality Impact Assessment</b> – The Quality Assurance group in looking at this proposal recognises that it is a change to working practices and is satisfied that there is no change to service delivery for service users. As a consequence there will be no equality implication to this change. Officers continue to comply with HR policies and procedures. This will include regular HR monitoring reports to Corporate Services.			
<b>Legislation Considered</b> - None			
<b>Risks &amp; Mitigating Actions</b> – <i>Short term changes to be embedded. Risk arising for change in processes</i>			
<b>2012/13 Service Budget:</b> £	<b>Saving 2013/14 (#):</b>	£ 80,000	Full /
<b>Staffing:</b>	Part Year		
<b>Other Resources used:</b>	<b>Staff at Risk:</b> 2(VR/VER)		

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# Agenda Item 8

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**Report to:** Cabinet **Date of Meeting:** 11 October 2012

**Subject:** Housing Benefit Transition Funding and Establishing a Landlord Accreditation Scheme

**Report of:** Director of Built Environment  
Director of Corporate Finance & ICT **Wards Affected:** All

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

**Exempt/Confidential** No

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## **Purpose/Summary**

To seek approval to the use of Housing Benefit Transition Funding, including it's use to help establish a new Private Landlord Accreditation Scheme in Sefton

## **Recommendation(s)**

That Cabinet:

1. Approve the use of Housing Benefit Transition resources to fund: a) the establishment of a Landlord Accreditation scheme, and b) enhance financial advice services to assist clients adversely affected by changes to housing benefit regulations
2. Enter into an Agreement with Wirral Council to help establish a Landlord Accreditation scheme, at an estimated cost of £28,000.

## **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		X	
2	Jobs and Prosperity		X	
3	Environmental Sustainability		X	
4	Health and Well-Being	X		
5	Children and Young People		X	
6	Creating Safe Communities		X	
7	Creating Inclusive Communities		X	
8	Improving the Quality of Council Services and Strengthening Local Democracy	X		

# Agenda Item 8

## **Reasons for the Recommendation:**

While there is a clear need for, and justification for establishing an Accreditation scheme, there are resource implications. While potential HB Transition Fund resources have been identified to help establish a scheme, Officers need to alert Members to the resource implications which would arise in future years in retaining and operating a scheme. Officers do not have authority to enter into such a commitment.

The Government's intention is that the HB Transition Fund is used to target support to help meet housing needs of claimants affected by HB changes. It is recommended that funding will be used to enhance financial advice services to assist clients adversely affected by changes to housing benefit regulations. A holistic service will be provided in One Stop Shops in Bootle and Southport by training selected staff to provide advice on benefits, money and debt and finding employment.

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

**(A) Revenue Costs** The recent Landlord Accreditation feasibility report suggests that to establish an Accreditation scheme would require additional funding of at least £28,814. Once established, the future running cost would be at least £28,814 per annum, possibly rising to as much as £96,145 p. annum, depending on the size of membership of the scheme and any additional staffing required. While HB Transition funds could help pay for establishing a scheme over its first year, there is no identifiable funding for its future on-going operation. Therefore, from 2013/14 onwards, a minimum of £28,814 would need to be identified to fund the service, with an additional and equivalent saving required from within the Council's budget in order to make headroom with which to fund the accreditation scheme.

### **Arvato costs and legacy scheme**

Funding of £45,000 will be used to recruit a money/debt advice specialist **and** to provide training to Customer Service Advisors based in the One Stop Shops in Bootle and Southport.

The skills and expertise of the specialist would be used to further develop staff and also to put in place robust working procedures so that Customer Service Advisors would be able to provide appropriate help and support to clients. This approach will realise long term sustainable benefits as a result of this funding and providing training to existing Customer Service Advisors will benefit the community in future.

**(B) Capital Costs** Not applicable

## **Implications:**

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

### **Legal**

There is no legal duty placed on Local Authorities to establish Landlord Accreditation schemes.

Part 7 of the Localism Act 2011 amends the statutory provisions relating to homelessness in the Housing Act 1996 in that local authorities will be able to meet their homelessness duty by offering suitable accommodation in the private rented sector

### **Human Resources**

Establishing a landlord Accreditation scheme would require an additional member of

staff. It is proposed to enter into an Agreement with Wirral Council to help establish a Landlord Accreditation scheme. Once a scheme is up and running it would also require an additional member of staff, plus some existing staff assisting in the management of a scheme in the early years of operation. Depending on the future size of the membership of a scheme, further additional staff may be required in future years.

## 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:

Establishing an Accreditation scheme would likely have positive service implications. It would allow the Council to work positively, and in collaboration with private landlords who join a scheme. This would allow the Council to work towards improving physical housing conditions and housing management standards in the private rented sector (PRS). It would also open up opportunities for the Council to seek re-housing of homeless clients into the PRS, or OVH to advertise accredited landlord properties to clients on the Councils housing register.

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

The Head of Corporate Finance & ICT Strategy (FD1796/12) has been consulted and comments have been included in the report.

Head of Corporate Legal Services (LD1117/12) have been consulted and any comments have been incorporated into the report.

The Landlord Accreditation Feasibility exercise involved consultation with private landlords and with stakeholders. This is summarised in the Feasibility report.

## Are there any other options available for consideration?

There is no obligation on the Council to establish a Landlord Accreditation scheme. Hence the options are to pursue establishing a scheme or not. If the Council chose to pursue establishing a scheme, the Feasibility report provides further options on how this could be taken forward.

## Implementation Date for the Decision

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

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## Background Papers:

None

# Agenda Item 8

## 1. Introduction/Background

1.1 The Department for Works and Pensions (DWP) has allocated £15M transitional funding nationally, for 2012/2013; the purpose of the funding is to ease the transition of clients affected by the following Housing Benefit (HB) changes:

- Local Housing Allowance (LHA) calculation changing from median to 30<sup>th</sup> percentile of rents
- LHA bedroom caps
- LHA restriction to 4-bedroom rate
- Shared accommodation rate restriction for 25-34 year olds

The Government's intention is that these funds are used to target support to help meet housing needs of claimants affected by HB changes.

## 2 Establishing a Landlord Accreditation Scheme

2.1 Increasingly the Council's Housing Options Team is using PRS accommodation to house applicants who are 'under threat' of homelessness. As a result of Housing Benefit & LHA changes, officers predict that more households may have to turn to the private rented sector to meet their housing needs. The Localism Act 2011, introduces reforms to Homelessness Legislation and enables local authorities to meet their homeless duties by placing households into good quality private rented accommodation. This would provide greater re-housing options, and could lead to less use of expensive bed and breakfast accommodation. To allow the Council to use this new law, it will need to have a ready supply of verified good standard PRS accommodation available. An Accreditation Scheme could be designed to fulfil the criteria attached to this law change.

2.2 There is currently no Landlord Accreditation Scheme in Sefton. The lack of a scheme was identified as a weakness by the Audit Commission Inspection of Strategic Housing Services in 2009. The Council subsequently adopted a new Private Sector Housing Strategy (2009-12), which included a commitment; "The Council will look to develop an Accreditation scheme, either alone or in combination with neighbouring local authorities".

2.3 In the summer of 2011, One Vision Housing (OVH) offered to fund a study to look at the feasibility of establishing a Landlord Accreditation scheme in Sefton, and they appointed Wirral Council to undertake this study. (Wirral have a long established and well regarded Accreditation scheme). Cabinet Member Regeneration and Tourism considered the Landlord Accreditation scheme feasibility report in July, and decided:

### *Landlord Accreditation Feasibility Report*

- *continue a dialogue with Landlords about the design of a scheme;*
- *explore the option of a Liverpool City Region Accreditation scheme*
- *and related funding issues, submit a further report to the Cabinet Member on any options available to support such a scheme.*

# Agenda Item 8

- 2.4 Funding of £28K would be required to provide staff resource to set up and run the accreditation scheme, for 1 year. However, the risk is that there is currently no resource in place to sustain an Accreditation scheme beyond the 1<sup>st</sup> year. If Landlords opt to join an Accreditation scheme, there would certainly be an expectation that it would be a longer term scheme, and its success could be dependent upon that guarantee. However, the Council could use the first year as a 'pilot' to test the viability of an Accreditation scheme through use of the DWP one-off funding identified above. It would however need to find additional permanent resources should the scheme prove to be successful beyond year one, and this would have budgetary implications for the Council..
- 2.5 The feasibility study was based upon a stated purpose that a scheme would be open and aimed at as many landlords as possible to join. The main purpose of a scheme would still be to work with as many landlords as possible to improve the physical conditions of properties and management practices generally, and to ensure they at least conform to Localism Act Guidance. However, to satisfy the HB Transition fund, the Council would need to look at giving greater emphasis to identifying landlords willing to let their properties to households in need, and/or at risk of losing their current home as a result of adverse HB changes. The Council may also have to look to design into a scheme some incentives to landlords to encourage them to let their properties to Housing Options clients, i.e. those adversely affected by HB changes. It could also look to monitor the scheme to see how many private lets are made to housing options clients.
- 2.6 Wirral Council remain interested in helping the Council set up a scheme, and it is considered advantageous to use the Transition funding to enable the Council to enter into an agreement with Wirral to provide resources to do this. This would remove the need, and time, to recruit a member of staff, who might be at immediate risk of redundancy after the year. The Council would also benefit from the experience and expertise of the Wirral officers. After the first year, the Council would then need to review both the operation of a scheme, and its future funding, if it were likely to prove a success, and also possibly consider options about whether it could afford to run the scheme on its own, or continue with support from Wirral and/or operate in partnership with the other Liverpool region Councils to share both costs and resources.

If the Council chose to deploy Wirral to help establish a scheme, it would be a requirement for them to assist to undertake further consultation work; to complete the design of a scheme; to market it; identify suitable landlords willing to join, and also identify those willing to let their properties to households which the Housing Option Service are seeking to help, and matching landlords/properties with those households.

- 2.7 Beyond the first year's establishment of a scheme, the feasibility report clearly states that any scheme would require adequate staff resources to ensure it operates effectively. Whether the Council were to establish a stand alone Sefton scheme, or collaborate in a sub-regional scheme, there would clearly be the need to establish a post for a Scheme Manager as well as a Sefton based Technical Officer and administrative support. During the early years of any scheme however, it would more than like take time to establish landlord membership, which would limit the volume of technical and administrative work. Over this period it is likely that, as a short term measure, the workload could be shared among existing

# Agenda Item 8

technical officer and admin staff across teams within the Investment Programmes and Infrastructure Division, assuming there are no reductions to existing staffing levels. This would delay the need to find immediate year two resources.

- 2.8 **Staffing would be the main resource requirement and costs could vary after year one, subject to whether the Council were to approve a stand alone service, or choose to share one with partners. The scheme could also grow in future years and resources, possibly as high as £96k pa, might be required to sustain a scheme.**

## 3. Provide Holistic Advice services

- 3.1 Arvato is proposing to provide a holistic service in One Stop Shops in Bootle and Southport by training selected staff to provide advice on benefits, money and debt and finding employment. This approach would supplement existing service delivery. Funding would be required by Arvato to:
- recruit a money/debt/employment advice specialist, and
  - to provide training in money/debt advice to selected Customer Service Advisors.

This approach would mean that the One Stop Shops were providing a service to customers affected by Housing Benefit reductions over and above that which is currently provided. The funding for training to selected existing staff will ensure that the provision of money/debt advice is sustainable.

- 3.2 Arvato is requesting funding of £45,500 to recruit a money/debt advice specialist and to provide training in this area to Customer Service Advisors. The skills and expertise of the specialist would be used to further develop staff and also put in place robust working procedures so that Customer Service Advisors would be able to provide appropriate help and support to customers.

Arvato is keen to see long term sustainable benefits as a result of this funding and believes that providing training to existing Customer Service Advisors will achieve this and benefit the community in future.

## 4 Conclusion

- 4.1 Members are asked to agree the use of the HB Transition fund for the 2 purposes set out above. Officers are confident that this conforms to the purposes required by DWP as part of their funding criteria.
- 4.2 Establishing a Landlord Accreditation scheme for Sefton is clearly desirable, and could be initially funded for 12 months, from the HB Transition resources. However, the full establishment of a scheme beyond year one, would have resource and financial implications for the Council.. Given the Council will need to consider how it manages with a projected deficit of £43m over the next two financial years, it is unclear how the additional costs of continuing to operate a scheme could be met or indeed, if the scheme would feature as a service priority in the future, and this would be for Members to decide.

# Agenda Item 9

**Report to:** Cabinet Member - Communities & Environment  
Cabinet Council

**Date of Decision** 5 September 2012

**Date of Meeting** 11 October 2012  
22 November 2012

**Subject:** Capital Programme - Contaminated Land Capital Project Grant

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

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

**Exempt/Confidential** No

## Purpose

To accept the allocation of DEFRA grant funding of £30,803 to undertake further investigation into potentially contaminated land and to include the fund in the 2012/13 capital programme.

## Recommendation(s)

That Cabinet accepts the DEFRA Contaminated land investigation grant of £30,803 and recommends that Council agree to include the grant in the Council's 2012/13 capital programme.

That Council agrees to include the DEFRA contaminated land investigation grant for £30,803 in the Council's 2012/13 capital programme.

## 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:** Acceptance of the grant funding and undertaking the investigation will assist the Council in discharging its statutory duty in relation to managing contaminated land in an appropriate manner.

# Agenda Item 9

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

### (A) Revenue Costs

**(B) Capital Costs :** The capital cost will be £30,803 which will be financed completely by grant funding from Defra.

### 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 Council's statutory duty to inspect its area under Part 2A of the Environmental Protection Act 1990 is referred to in the body of the report	
<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:

Assistance in discharge of the Council's contaminated land statutory duty that otherwise would fall to the Council to fund.

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

The Head of Corporate Finance (FD 1740) and Head of Corporate Legal Services (LD 1065) have been consulted and any comments have been incorporated into the report.

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

Not to accept the time related grant and to fund further investigation from core resources.

### Implementation Date for the Decision

Following the decision of Council.

### Contact Officer: Iain Robbins (Contaminated Land Team Leader)

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### Background Papers:

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

1. Sefton Council's Contaminated Land Inspection Strategy (Revised August 2010)
2. Scope of Works for the site investigation of Vaux Crescent, Bootle



## 1. Background

- 1.1 Under Part 2A of the Environmental Protection Act 1990, each local authority has a statutory duty to inspect their areas to identify land that meets the statutory definition of contaminated land and ensure that it is managed in an appropriate manner.
- 1.2 Sefton Council's Contaminated Land Inspection Strategy (Revised August 2010) sets out how the council proposes to implement its inspection duties under Part 2A and adopt a strategic risk based approach to identify land which presents unacceptable risks to human health or the wider environment.
- 1.3 The Environment Agency (EA) manage the Contaminated Land Capital Projects Programme to help local authorities to cover the capital cost of implementing the contaminated land regime under Part 2A of the Environmental Protection Act 1990. The programme is funded by DEFRA.
- 1.4 The programme funds two types of work:
  - Intrusive site investigations, which aim to find out whether a site is contaminated and if so, to inform how it should be remediated.
  - Site remediation, which aims to ensure that contamination at a site will no longer pose a significant risk to people or the environment.
- 1.5 The project site in the vicinity of Vaux Crescent has been identified for further detailed inspection on the basis of the previous use of part of the site as an Insulating Works and preliminary site investigation data obtained as part of a wider site assessment. The available data has recorded contaminants at levels that may pose an unacceptable risk, but given the limited data it is not possible to determine whether there is a significant possibility of harm to residents.
- 1.6 A scope of works for an intrusive investigation was prepared free of charge by the environmental consultancy Atkins and a bid for £44,588 was submitted to the EA to fund the site investigation in the vicinity of Vaux Crescent. The EA assessed the project that included consideration of the technical merit and value for money and offered an approved grant of £30,803. The reduced amount is due to amendments to the proposed scope of works.
- 1.7 The funding provides an opportunity to perform our statutory function and investigate a site that potentially may pose a risk. If the site investigation identifies that further investigation works are required or if remediation is required, we will be in a position to apply for funding through the (EA) Capital Projects Programme. Whilst there is no guarantee that funding will be provided for future works, priority scores are given to ongoing projects which have previously received capital funding as part of the assessment of the bid.
- 1.8 The funding offer has been preliminarily accepted. However, a Council decision is required to include the fund in the Councils 2012/13 Capital Programme to meet corporate constitutional requirements. The allocation must be spent by 31 March 2013.

# Agenda Item 9

## **2.0 Financial Implications**

- 2.1 The Head of Corporate Finance and ICT comments that the financial implications of the report for the Council are that capital expenditure of £30,803 will be incurred in 2012/13 for detailed inspection of land at Vaux Crescent, as indicated above, and will be fully financed from DEFRA grant once approved in the Capital Programme.