

MEETING: CABINET
DATE: Thursday 14th February, 2013
TIME: 10.00 am
VENUE: Town Hall, Southport

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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A G E N D A

Items marked with an * involve key decisions

<u>Item No.</u>	<u>Subject/Author(s)</u>	<u>Wards Affected</u>	
1.	Apologies for Absence		
2.	Declarations of Interest 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.	Minutes of Previous Meeting Minutes of the meeting held on 31 January 2013		(Pages 5 - 28)
* 4.	Review of Library Services Report of the Strategic Director – Place Prior to the consideration of the report, the Cabinet will hear representations from the following lead petitioners (maximum of 5 minutes for each petition) who have submitted petitions requesting the Council to keep the following libraries open: <ul style="list-style-type: none"> • Ainsdale – Ms M. Horridge • Ainsdale, Birkdale and Churchtown – Councillor Dawson • Aintree – Mr W. Honeyman • Birkdale – Mrs M. McQueen • College Road, Crosby – Councillor Tonkiss 	All Wards	(Pages 29 - 226)
* 5.	Transformation Programme 2012/13 -Budget Update Report of the Head of Corporate Finance and ICT	All Wards	(Pages 227 - 236)
* 6.	Transformation Programme and Revenue Budget 2012 - 2015 Report of the Head of Transformation Services and Head of Corporate Finance and ICT	All Wards	(Pages 237 - 260)

*	7. Treasury Management Policy and Strategy 2013/14 Report of the Head of Corporate Finance and ICT	All Wards	(Pages 261 - 288)
*	8. The Prudential Code for Capital Finance in Local Authorities - Prudential Indicators 2013/14 Report of the Head of Corporate Finance and ICT	All Wards	(Pages 289 - 300)
*	9. Housing in Multiple Occupation and Flats Supplementary Planning Document Report of the Director of Built Environment	All Wards	(Pages 301 - 306)
*	10. Red Rose Park Report of the Director of Built Environment	Ravenmeols	(Pages 307 - 312)
*	11. High Street Innovation Fund Report of the Director of Corporate Commissioning	Blundellsands; Cambridge; Church; Dukes; Manor; Park; Sudell; Victoria	(Pages 313 - 318)
	12. Nominations to One Vision Housing Board Report of the Director of Corporate Support Services	All Wards	(Pages 319 - 326)
*	13. Vehicle Stores and Parts Procurement Tender Results Report of the Director of Street Scene	All Wards	(Pages 327 - 332)

THE "CALL IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON FRIDAY 8 FEBRUARY 2013. MINUTE NOS 94 AND 95 ARE NOT SUBJECT TO "CALL-IN".

CABINET

MEETING HELD AT THE TOWN HALL, BOOTLE ON THURSDAY 31ST JANUARY, 2013

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

ALSO PRESENT: Councillors Booth, Papworth and Weavers.

91. APOLOGIES FOR ABSENCE

No apologies for absence were received.

92. DECLARATIONS OF INTEREST

No declarations of interest were received from Members of the Cabinet. Mr P. Morgan (Strategic Director – People) declared an Other Interest in Minute No. 94 as he is a Director of the Connexions Charity.

93. MINUTES OF PREVIOUS MEETING

Decision Made

That the Minutes of the Cabinet meeting held on 13 December 2012 be confirmed as a correct record.

94. TRANSFORMATION PROGRAMME AND REVENUE BUDGET 2012 - 2015

Further to Minute No. 82 of the meeting held on 13 December 2012, the Cabinet considered the report of the Head of Transformation Services and Head of Finance and ICT which:

- provided an update on the recently announced local government settlement and concluded that the Council now faced a budget gap of £50.8 million over the next two years. This compared to the previous forecast of £43.7 million.
- provided details of a number of grants which the Council had been notified about after the settlement announcement which helped to mitigate some of the budget gap;

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- provided an update on the outcome of consultation on options previously approved for consultation and recommendations on what should now be included in the final two year Budget Plan;
- identified further new budget options and assumptions for consideration and consultation; and
- illustrated how the two year Budget Plan could be balanced within available resources assuming the options identified were approved and implemented.

The report was arranged in a number of parts with associated annexes as indicated below:-

		Annexes	Potential Financial Impact
			£m
Part 1	Provisional Local Government Settlement and impact on the funding gap.	A	7.100
Part 2	Consultation and Engagement Overview	B	-
Part 3	Options previously approved for Consultation	C & D	1.490
Part 4	New Options for Consideration by Cabinet	E	-13.791
Part 5	Two year Budget Plan	F	-
Part 6	Robustness and Risk	-	-
Part 7	Next Steps and Conclusions	-	-

The Leader referred to the revised version of Annex F to the report previously circulated to Members and to the addendum note, setting out the various amendments to the content of the report which had been circulated prior to the start of the meeting.

The Chief Executive indicated that the report was a major milestone in the budget setting process. The resolutions to be made would form the basis of the report to Budget Council on 28 February 2013, which would enable the Council to set its budget. She requested the Cabinet to take into account amongst other things, the consultation and engagement activity to date and the impact and risk associated with each option.

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

Page/Paragraph in Report	Question/Response
Page 114 (Councillor Moncur)	Over the last couple of years, the Council has undertaken extensive consultation. Have any other methods used proven to have particular success and what lessons have we learned? Response: The Director of Corporate Commissioning indicated that a number of lessons had been learned over the last few years.

	<p>This year, we had been proportionate and more targeted. All methods have their place and the telephone survey had proven to be very successful. Interest groups had been consulted on the principles of the budget options, with the majority of them being supported. Consultations had been held on issues relating to the Sefton Strategic Needs Assessment with the Voluntary, Community, Faith Sector, who had indicated that they fully understood the issues and problems the Council was facing in dealing with the budget gap.</p> <p>The press had been briefed throughout the budget process and overall, there had been a balanced coverage. The trade unions and staff had been consulted on different issues and the consultation had been and would continue to be robust.</p>
<p>Page 116 (Councillor Moncur)</p>	<p>Can you outline the impacts of the proposed changes to terms and conditions that the Cabinet has been asked to agree?</p> <p>Response: The Director of Corporate Support Services indicated that the changes would impact 3,500 employees. 800 were at the top of their grade; 2,700 at a point within the grade and 1,200 were previously on spot salaries.</p> <p>The Equality Impact Assessments had been shared with the trade unions to demonstrate a gender balance.</p>
<p>Page 117 (Councillor Cummins)</p>	<p>Can you update me on the consultation that has taken place to date with regard to the strategic review of parking services?</p> <p>Response: The Director of Built Environment indicated that consultations had been held with businesses and the retail sector in the North of the Borough and lessons had been learned from that exercise and</p>

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	<p>best practice.</p> <p>Officers would liaise with the Sefton Chamber of Commerce and Industry to ensure that businesses throughout the Borough were consulted and consideration would be given in due course to the impact on residents and also the footfall in respect of rented and employment zones as part of the of the comprehensive strategic review.</p>
<p>Page 127 (Councillor Cummins)</p>	<p>Will there be further information provided regarding robustness and risk? If so, will this outline the financial risks that the Council faces and whether the Council has sufficient balances to cover this risk?</p> <p>Response: The Chief Executive indicated that the Council had a legal obligation to consider the report of the Chief Financial Officer (Head of Corporate Finance and ICT) on the robustness of the Council's budget.</p> <p>One of the key issues of risk was the deliverability of the revised services and whether the Council had the capacity to deliver those services. These issues would be fully covered in the Robustness Report.</p> <p>The Chief Executive also indicated that she was confident that the Council would have sufficient balances to manage any future risks. The External Auditor would assess those balances, based on an assessment of risk.</p>
<p>Page 211 (Councillor Tweed)</p>	<p>We currently spend £3.5m on providing support for children with additional needs. How is this money spent? (Option E2.1).</p> <p>Response: The Strategic Director – People, indicated that the complexity of managing the budget of £3.5m was increasing. In addition, support is also provided by the Dedicated Schools Budget.</p>

	<p>The majority of the expenditure was on residential placements, respite care, including overnight stays at two centres and on a range of short breaks. All of the service provided would be personalised to meet the needs of the individual concerned with Direct Payments provided as appropriate.</p> <p>Consultation had been held with young people, families and careers, on the services last year and that consultation would continue and be ongoing.</p>
<p>Page 172 (Councillor Hardy)</p>	<p>Will all Day Care Centres close and what will happen to the Day Centre buildings if the service is remodeled? (Options F3.2/D1.39/D1.41).</p> <p>Response: The Strategic Director – People indicated that the Council commissions a range of services and some of those services were delivered through day centres.</p> <p>Consultations have been held with a representative group of 131 service users who had taken part in the pilot scheme last year and had enjoyed the range of services provided.</p> <p>The level of complexity varied and the Council and service users were looking at different ways of meeting needs. Officers are looking at providing opportunities in a broader range of services and it was anticipated that this would meet the needs of a significant number of service users.</p> <p>Some of the day centre buildings are old and in need of investment. The pilot scheme had indicated that people were not prioritising the day centres due to the environmental problems in the buildings and the range of other services available elsewhere. The Council would work with Sefton New Directions with regard to the future use of the buildings.</p>

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<p>Page 183 (Councillor Fairclough)</p>	<p>Given the option to cease the provision of Adult Social Care Community Meals (Option F1.6), how are we working with service users and their carers to support them to access alternative meal provision?</p> <p>Response: The Strategic Director – People indicated that consultations were being held with service users and carer groups. Letters had been sent to all current users of the service and a high percentage had already responded with regard to their individual needs. The Council was working with social care providers to provide direct support to service users.</p>
<p>Page 200 (Councillor Fairclough)</p>	<p>What impact will the changes to the reablement service have on new and current service users (Option D1.43)</p> <p>Response: The Strategic Director – People indicated that the changes to the service would have a beneficial impact. Investment had been made nationally to enhance services which would enable people to regain previous skills they had lost and allow them to cope in their own homes and remain independent. This would reduce the number of people who were dependent on social care.</p>
<p>Page 141 (Councillor Maher)</p>	<p>Option D1.16 – this Option will remove a further 34% for the Schools' Targeted Intervention Service. Are we confident that the service can be delivered with what is left?</p> <p>The Director of Young People and Families indicated that the School Improvement Service was previously targeted at all schools within the Borough, but the Council now, only works with those schools that need targeted support.</p> <p>Due to Government changes, the Council is no longer responsible for Academies and that a third of our secondary schools</p>

	<p>are now Academies. The Chief Inspector of Schools had recently reported that Sefton was the third highest performing local authority nationally with more than 85% of its primary aged pupils attending good/outstanding schools. As a consequence, he was confident that the remaining budget would meet the needs of any schools that required intervention for targeted support.</p>
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The Leader of the Council (Councillor P Dowd) referred to the proposals set out in Paragraph 4.4 of the report relating to the introduction of a Transition Fund / Invest to Save initiative of £1m, aimed at creating capacity within the community to reduce the reliance on Council resources and services. The Leader also expressed concerns that Government Ministers and a local MP had claimed that local authorities had large balances to finance the budget savings. He called upon all the local MP's to vote against the Government's proposals which affect Sefton's financial settlement.

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

Decisions Made:

Part 1 - Provisional Local Government Settlement and impact on the funding gap

- (1) it be noted that the funding announcements for 2013/14 are subject to Parliamentary approval and that the 2014/15 funding is based on the announcement and the Autumn Statement of 5 December 2012 but is the best available information available and would be subject to change over the coming year;
- (2) it be noted that figures and phasing in the annexes to the report are working assumptions of options to be considered and the figures should not be seen as predetermining any decisions. Some of these options remain subject to consultation, engagement and Public Sector Equality Duty assessment, and any figures indicated were being used to facilitate outline budgetary forecasting only;
- (3) it be noted that the report to Council on 28 February 2013 would include the estimated phasing of the budget options to ensure that the budget can be balanced in 2013/14 and 2014/15;

Part 2 and Annex B – Consultation & Engagement Overview

- (4) the consultation and engagement feedback outlined in Annex B of the report be noted;

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Part 3 - Options previously approved for consultation

Public Sector Equality Duty

- (5) it be noted that the detail within the equality analysis report, the consultation feedback and the mitigating actions within each option had been taken into account;

Option F.3 – Recharging grounds maintenance/utility costs for organised junior sports activities

- (6) that option F1.3 be not progressed at this point;

Option D1.26 - Governance & Civic Services – Mayoral services - reduce the function of Mayor to the statutory minimum (that is to Chair the Council meeting)

- (7) that option D1.26 be not progressed at this point;

Terms & Conditions

- (8) that the total savings from the terms and conditions option be reduced from £6m to £3m;
- (9) approval be given to the following measures (subject to further consultation with all recognised trade unions) to achieve a £3m saving over the 2 year period:
- (i) There would be no incremental progression for any employees of the Council (with the exception of any employees who are employed on statutory contracts, i.e. teachers who are centrally employed). All NJC, JNC – HAY, Red Book, Youth Workers - JNC and Soulbury would therefore not have any form of incremental progression in 2013/2014 or 2014/15. This measure would deliver a projected saving of £1.69m in 2013/14 and a further £1.5m in 2014/15. This measure would not apply in schools whose Governing Body controls such matters.
 - (ii) The 4 day shutdown over the Christmas period continues on the current basis, i.e. deductions would continue to apply to employees and management reserves the right for the employee not to work over a shutdown period. This would become a permanent feature within employee contracts; however, the Council retains a discretion to make employees work over the period if needed. The concessionary day no longer applies in any form;
- (10) that authority be given to the Head of Corporate Personnel in consultation with the Trade Unions to utilise the sum of £190k, raised from the freeze in increments, to try and mitigate some of the effect of continuing incremental freezes on the lower paid workers;

Option F1.1 - Non Cancelling PCN for Incorrect Display, D1.31 Parking – Car Parking – On and Off street parking charge increases and the introduction of new on street parking charges

- (11) that a strategic review of parking services be undertaken and the outcome reported to the Cabinet by September 2013;
- (12) it be recommended to the Council that the working assumption associated with the strategic review for budget planning would have a positive impact on the budget gap of £300k and this would not be effective until 2014/15;

Voluntary, Community, Faith Options

- (13) the approach outlined in paragraph 3.5 of the report be approved and it be noted that the working assumption for budget planning would have a positive impact on the budget gap of £940k over the two year period;

Double Rating

- (14) approval be given to the commencement of consultation, as outlined in paragraph 3.6 of the report and it be recommended to the Council that the budget plan includes a working assumption associated with this third option of £180k in 2014/15 i.e. the saving option’s original assumptions have been reduced;

Annex C

- (15) the Council be recommended to give approval to the following actions being taken on the following Options set out in Annex C of the report and Officers be authorised to prepare for the implementation immediately pending final decisions:

Service Area	Ref	Option	Recommended Action
Early Intervention and Prevention	D1.16	Healthy Schools – transfer the function of co-ordination and consultant role to schools	<ul style="list-style-type: none"> • note that officers would continue with consultation and engagement processes with employees and Trade Unions • Budget reduction of £60.2k
Children’s Social Care	D1.17	Social Care – Central Management & Support Costs – A restructure and a re-alignment of duties to remaining posts.	<ul style="list-style-type: none"> • note that officers would continue with consultation and engagement processes with employees and Trade Unions • Budget reduction of £100k

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Learning & Support	D1.18	Reduce the School Targeted Intervention team	<ul style="list-style-type: none"> • note that officers would continue with consultation and engagement processes with employees and Trade Unions • Budget reduction of £260k
Street Scene	D1.19	Building Cleaning – change of frequency in office cleaning	<ul style="list-style-type: none"> • note that officers would continue with consultation and engagement processes with employees and Trade Unions • Budget reduction of £100k
Environment	D1.20	Trading Standards – staffing restructure	<ul style="list-style-type: none"> • note that officers would continue with consultation and engagement processes with employees and Trade Unions • Budget reduction of £50k
Investment & Infrastructure	C3.1	Re-integration, recommission and restructuring of services	<ul style="list-style-type: none"> • note that officers would continue with consultation and engagement processes with employees and Trade Unions • Budget reduction of £500k
Communications	D1.21	Communications – staffing restructure	<ul style="list-style-type: none"> • note that officers would continue with consultation and engagement processes with employees and Trade Unions • Budget reduction of £40k
Home Improvements	C3.2	Housing Improvement Agency service brought in house	Budget reduction of £37k
Grounds Maintenance	F1.2	Recharging grounds maintenance/utility costs for adult football/sports users/bowlers	<ul style="list-style-type: none"> •to note and agree the contents of the Equality Analysis report • approve that all users of paid-for facilities

			(except juniors) fund the full actual costs of grounds maintenance and utilities associated with their use of the facilities <ul style="list-style-type: none"> • note that formal facilities would be withdrawn if costs are not met • Budget reduction of £85k
Cemeteries and Crematoria	F1.4	Increase burial and cremation charges	<ul style="list-style-type: none"> • note and agree the contents of the Equality Analysis report • approve the increase in the charge for burials, cremations and associated services as described in the report • Budget re-alignment of £400k
Commissioning	F4.3	Double Rating	<ul style="list-style-type: none"> • note and agree the contents of the Equality Analysis report • Budget reduction of £33k
Built Environment	D1.30	Pest Control	<ul style="list-style-type: none"> • note the consultation feedback • approve the introduction of a charge as set out in the report • Budget adjustment of £30k

Annex D - Options previously approved for consultation - Adult Social Care

(16) the Council be recommended to give approval to the following action being taken on the following Adult Social Care Options set out in Annex D of the report and Officers be authorised to prepare for implementation immediately pending final decisions:

Ref	Option	Recommended Budget Saving
D1.14	Assessment & Care Management Teams - Reconfigure teams / skill mix	£208k
D1.15	Reconfiguration of the Supporting People commissioning team.	£186k

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F1.6	Community Meals Subsidy	£200k
F3.2	Remodel day care opportunities	£5.99m
D1.39	Remodel all current day care and transport	
D1.41	Review of Respite Provision	
D1.35	Section 117 After Care Funding	£200k
D1.36	Community Health - Prioritise and undertake reviews of service users to ensure appropriate support	£400k
D1.37	Assistive Technology - Increase use of equipment to ensure users are able to remain in their homes with minimal outside support	£200k
D1.38	Increase charges for a range of services	£564k
D1.40	Recover surplus / unspent direct payment funds at regular and earlier intervals and cease the first year one-off workplace insurance payment	£752k
D1.42	Revise Re-enablement model. Investment of one-off payment of £900,000 from Health will enable more users to go through a re-enablement process, thereby reducing levels of admission to short & long term care	£1.2m
D1.43	Further incremental reductions in housing related support	£500k

Part 4 - New Options for Consideration

Financing Options

- (17) approval be given to the use of the Learning Disabilities and Health Reform and the Small Business Rate Relief Grant to support the financing of the budget;
- (18) approval be given to the use of capital resources to fund the Disabled Facilities Grant contribution of £1m for each of the two years. This use to be the first call on available capital resources in both years;
- (19) that officers continue to identify ways of reducing the expenditure relating to integrated transport and recycling and waste management, including a review of the levy mechanisms for the joint bodies;
- (20) approval in principle be given to the introduction of an opt-in charge for Green Waste collections in 2014, based on the changes in the levy mechanism, referred to in resolution (19) above;
- (21) the Council be recommended to approve an income assumption of £1m in respect of Green Waste collections be made;

Other Adjustments

- (22) the Council be recommended to make a budget planning adjustment of £70k to cover membership of the Local Government Association and

the North West Employers Organisation in 2013/14 and subsequent years;

Service Options

- (23) the Council be recommended to give approval to the following actions being taken on the options set out in Annex E of the report and officers be authorised to prepare for the implementation immediately following final decisions:

Service Area	Option	Recommended Action
Learning & Support	To effect a further saving from the retained element of the Connexions Grant. This will include redefining the service provided in terms of information, advice and guidance to young people in context of required legislation.	Budget reduction of £400k
Children's Services	To review the pathway of support for children with additional needs to ensure that it is more effective and efficient.	<ul style="list-style-type: none"> • mandate officers to commence consultation and engagement processes with service users, families, carers, employees and Trade Unions • Budget reduction of £400k in 2014/15 • note that should further related opportunities and/or significant issues arise they will be reported back to Cabinet
Health & Wellbeing	Management fee reduction - Formby Pool Contract	Total budget reduction of £50k
Public Health Substance Misuse	Reduced service specification	Total budget reduction of £500k
Investment & Infrastructure	Increase income coming from Network Management	Total budget re-alignment of £50k
Economy & Tourism	Southport Theatre Complex	<ul style="list-style-type: none"> • note the intention to invite tenders • note the intention to explore an in-house management option • Budget reduction of £100k in 2014/15

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Economy & Tourism	Withdraw financial support from Southport's Christmas Lights and Christmas trees across the borough	<ul style="list-style-type: none"> • mandate officers to commence engagement processes with the community • Budget reduction of £30.2k
Corporate Support	Further savings from Learning and Development (including departmental budgets)	Total budget reduction of £50k
	Further savings from public health integration	Total budget reduction of £100k
Democratic Services	Reduce the number of Area Committees from 7 to 3	<ul style="list-style-type: none"> • mandate officers to commence consultation and engagement processes with the employees, Trade Unions and the community representatives • Total budget reduction of £20k
	Stop servicing all non-member meetings and those non-standing committees without decision-making powers. Reduce frequency of meetings and review of Overview and Scrutiny Committees	<ul style="list-style-type: none"> • mandate officers to commence consultation and engagement processes with the employees and Trade Unions • Total budget reduction of £51k
Council Tax	Charge 100% on empty properties from month 2	<ul style="list-style-type: none"> • note that extensive consultation has taken place as part of the Council Tax Reduction Scheme • Total budget adjustment of £400k

- (24) approval be given to the introduction of a Community "Transition Fund" and to the use of "Invest to Save" initiatives initially for £1m;
- (25) approval be given to the commencement of consultation with the community, partners, employees and Trade Unions with regard to the provision of the Local History service and the volunteer co-ordination activity in parks;
- (26) approval be given to the commencement of a conversation with schools regarding the School Crossing Service;

Part 6 - Robustness and Risk

- (27) that the risks and mitigating actions outlined in the Annexes of the report be noted and taken into account;
- (28) the Head of Corporate Finance and ICT in consultation with the Head of Corporate Legal Services be given delegated authority in appropriate cases to negotiate a settlement within the existing provision held within the accounts; and
- (29) the budget proposals and the two year plan be incorporated into the budget to be recommended to the Council on 28 February 2013.

Reasons for the Decisions:

The recommendations in this report are a significant step in agreeing the 2013/14 budget and a two year budget plan. Despite the increase in the forecast budget gap there are sufficient options and assumptions to meet the forecast budget gap.

Alternative Options Considered and Rejected

Any new options identified by Members, Officers, public or partners would be assessed for feasibility and financial implications and be reported to future meetings as appropriate.

95. COUNCIL TAX BASE FOR 2013/14 AND NATIONAL NON-DOMESTIC RATES RETURN 1 2013-14

The Cabinet considered the report of the Head of Corporate Finance and ICT which sought approval to the submission of the National Non-Domestic Rates Return 1 for 2013/14 to the Department for Communities and Local Government. The report also sought approval of the Council Tax Base for the authority for 2013/14 which would be used to calculate the level of Council Tax in Sefton once the Council's budget for 2013/14 had been determined by the Council on 28 February 2013.

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

Decisions Made:

- (1) approval be given to the submission of the National Non-Domestic Rates Return 1 2013-14 as set out in Annex B of the report to the Department for Communities and Local Government;
- (2) that, in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 1992 as amended, the amount calculated by Sefton Council as the Council Tax Base for Sefton and for each Parish Area for 2013-14 shall be as follows:

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In the Metropolitan Borough of Sefton	76,516.20
In the Parish of Aintree Village	1,953.05
In the Parish of Formby	8,756.63
In the Parish of Hightown	832.29
In the Parish of Ince Blundell	158.05
In the Parish of Little Altcar	262.31
In the Parish of Lydiate	1,951.38
In the Parish of Maghull	6,256.29
In the Parish of Melling	942.90
In the Parish of Sefton	220.73
In the Parish of Thornton	725.13

- (3) approval be given to the following payments being made to Parish Councils in 2013/14 to compensate them for the cost of the Council Tax Reduction Scheme:

Parish	£
Aintree Village	12,972
Formby	3,070
Hightown	246
Ince Blundell	311
Little Altcar	226
Lydiate	19,959
Maghull	77,638
Melling	2,470
Sefton	721
Thornton	505
	118,118

- (4) It be noted that the Leader of the Council and the Chair of the Overview and Scrutiny Committee (Performance and Corporate Services) had given their consent under Rule 46 of the Overview and Scrutiny Procedure Rules, for the decision to be taken by the Cabinet at its meeting on 31 January 2013 on the Council Tax Base, to be treated as urgent and not subject to "call in", because legislation requires local authorities to notify the Department for Communities and Local Government and precepting bodies of the Council Tax Base by no later than 31st January 2013.

Reasons for Decision:

The Council is required to set its Council Tax Bases for 2013/14 and approve its National Non-Domestic Rates Return 1 for submission to the Government by 31 January 2013.

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Alternative Options Considered and Rejected:

None.

96. WELFARE REFORM

The Cabinet considered the report of the Strategic Director – People which provided details of the implications of the Welfare Reform Act 2012; how Sefton Council working with key partners can develop a response to Welfare Reform to mitigate where possible any impacts on our communities; and an update on progress so far on looking at the impacts of Welfare Reform.

Members of the Cabinet expressed their concern at the impact of the Welfare Reform changes upon the local community and thanked officers of the Council and partner organisations for their endeavours in mitigating the impact within the limited budgetary resources available.

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

Decisions Made:

- (1) the partnership Action Plan approach be endorsed;
- (2) the progress to date on the themes in the Action Plan be noted;
- (3) that further specific workshops on themes and neighbourhoods be held with partners;
- (4) progress reports be submitted to the Cabinet every six months;
- (5) the real energy and commitment from partners and within the Council to mitigate impact where possible be noted and encouraged; and
- (6) a small reference group comprising of the Cabinet Members – Children, Schools, Families and Leisure; Older People and Health and Communities and Environment be established to oversee the direction of Welfare Reform mitigation.

Reasons for the Recommendation:

- (i) To ensure that the Cabinet is fully aware of the potential impacts of Welfare Reform;
- (ii) To enable the Council to set a clear direction and focus for efforts to mitigate impacts of Welfare Reform; and

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- (iii) To put in place any mitigating actions if possible and work with partners to do so.

Alternative Options Considered and Rejected:

The proposed mitigation measures have been developed in partnership with key organisations such as JobCentre Plus, Citizens Advice Bureau, One Vision Housing and the community, voluntary and faith sector. Various options were suggested through the vibrant and well attended partner workshops and these have been considered for both deliverability and viability. The options put forward in the Action Plan are considered to be those that can be progressed with a practical outcome.

97. SOCIAL FUND

The Cabinet considered the report of the Strategic Director – People which indicated that the Government had introduced major changes to the welfare environment through the Welfare Reform Act 2012 and that from April 2013, elements of the discretionary Social Fund budget – Community Care Grants and Crisis Loans would be devolved to upper tier authorities who would then be able to determine how the funding was spent.

The report also set out proposals for the utilisation of the two year funding in Sefton.

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

Decisions Made:

- (1) the contents of the report and the options for delivering a Crisis Fund in Sefton, be noted;
- (2) the available grant and the associated expenditure be included in the 2013/14 budget;
- (3) a local scheme be established in accordance with the principles set out in Section 6 of the report;
- (4) approval be given to the utilisation of a proportion of the grant available to establish a number of posts to deal with additional administration and to develop the Voluntary, Community, Faith (VCF) Sector in respect of alternative support; and
- (5) that a reference group comprising of the Strategic Director – People, in consultation with the Cabinet Member – Children, Schools, Families and Leisure, Cabinet Member – Older People and Health and Cabinet Member – Communities and Environment be given delegated authority to allocate £200,000 of the Social Fund to enable resilience and capacity in our communities.

Reasons for Decisions:

To enable the utilisation of the discretionary Social Fund budget – Community Care Grants and Crisis Loans.

Alternative Options Considered and Rejected:

The Council does not have to produce a Crisis Scheme.

98. SECTION 75 PARTNERSHIP AGREEMENT BETWEEN SEFTON COUNCIL AND MERSEY CARE NHS TRUST

The Cabinet considered the report of the Director of Older People on proposals for the Council to enter into a new Section 75 Agreement with Mersey Care NHS Trust for the provision of mental health services in the Borough and continue the partnership arrangement that already exists and was well established for the joint delivery of these services locally. Re-entering into the agreement would continue to formalise this within legal agreements under the National Health Services Act 2006. The draft agreement was appended to the report as Appendix 1.

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

Decisions Made:

- (1) approval be given to the dissolving of the current agreement; and
- (2) the Director of Older People be authorised in consultation with the Cabinet Member – Older People and Health and subject to the final approval of relevant senior officers within Mersey Care NHS Trust, to enter into a new formal agreement for the joint delivery of Mental Health Services as outlined in the report.

Reasons for Decision:

A new Section 75 Agreement between the Council and Mersey Care NHS Trust would provide an updated agreement that would continue to contribute to the Council's Vision of partnership working, most particularly through assisting the Council in achieving its Community Priorities.

Alternative Options Considered and Rejected:

None.

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99. PUBLIC HEALTH TRANSITION

The Cabinet considered the report of the Director of Public Health which provided an update on the public health allocation and the transition process being undertaken to prepare the Council for taking on its new statutory duties for public health from April 2013. It sought approval for the extension of contracts that would be included in the statutory transfer scheme from NHS Sefton, subject to approval by the North West Strategic Health Authority, and for the establishment of the public health structure and transfer of staff in substantive posts through the statutory transfer scheme.

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

Decisions Made:

- (1) approval be given to the inclusion of the ring-fenced public health allocation into the 2013/14 and 2014/15 budget;
- (2) the proposed budget profile for 2013/14 be approved;
- (3) approval be given to the submission of a proposal to extend a range of current PCT contracts as outlined in the report and the Head of Corporate Legal Services be authorised to confirm the same to the Strategic Health Authority;
- (4) approval be given to the establishment of the public health structure as outlined in Appendix D of the report;
- (5) approval be given to an application being made for recognition as a training location for the specialist public health training scheme;
- (6) the Head of Corporate Personnel and Director of Corporate Support Services be given delegated authority to make any appropriate arrangements for the transfer of public health employees as required in accordance with the transfer of the public health function which includes, but is not limited to, confirming the Director of Public Health's appointment and all other employees, at a time deemed appropriate by the Head of Corporate Personnel; and
- (7) the final sign-off of the transfer scheme be delegated to the Cabinet Member - Older People and Health.

Reasons for Decisions:

To enable the Council to take on its new statutory duties for public health from April 2013.

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Alternative Options Considered and Rejected:

None.

100. SEFTON HOME ENERGY CONSERVATION ACT (HECA) PLAN

The Cabinet considered the report of the Director of Built Environment on the provisions of the Home Energy Conservation Act 1995 (HECA) which require all local authorities with a housing obligation to prepare a baseline HECA Plan by 31 March 2013.

The HECA Plan must set out the energy conservation measures and ambitious priorities that the Department for Energy and Climate Change considers practicable, cost-effective and likely to result in a significant reduction in the energy consumption of all tenures of residential accommodation in our communities.

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

Decisions Made:

That approval be given to the submission of the Sefton HECA Plan to the Secretary of State for Energy and Climate Change.

Reasons for Decision:

The Home Energy Conservation Act 1995 (HECA) presents a statutory duty upon the Council to reduce energy consumptions, carbon emissions and reduce fuel poverty. The first period of HECA reporting ended in 2010. The Secretary of State issued revised guidance to Energy Conservation Authorities in July 2012 using powers under section 5(1)(b) of the Act, requiring further plans to be drawn up by March 2013. The further Sefton HECA Plan (2010-2027) meets the requisite policy framework response by setting out long term priorities for Sefton and requires Member Approval.

Alternative Options Considered and Rejected:

None.

101. BUSINESS IMPROVEMENT DISTRICTS

The Cabinet considered the report of the Director of Built Environment on the economic, financial and legal feasibility of establishing Business Improvement Districts (BIDs) in Sefton and proposals for further development work being focussed on Southport, as the first tourism/retail Business Improvement District in the Borough.

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Decisions Made:

- (1) the appraisal of potential Business Improvement Districts (BIDs) set out in paragraphs 11-13 of the report be accepted;
- (2) that further BID development work be focussed on the Southport Town Centre/Seafront area, as defined in Appendix 3 to the report;
- (3) that in-principle support be given for the development of a BID in Southport;
- (4) the private sector-led Southport BID Development Group be invited to prepare a Business Plan and submit it to the Council in due course;
- (5) approval in-principle be given to the use of part of Sefton's allocation of £100,000 High Street Innovation Fund for (a) local authority BID start-up costs that cannot be absorbed in any other way by the Council or its contractors, (b) approved development costs of the BID Development Group, and (c) the fixed-term salary and on-costs of a BID Development Officer within the Economy and Tourism Division of the Built Environment Department;
- (6) the Director of the Built Environment be authorised to co-ordinate further research and preparations into a BID for Southport, and a further report with a refined statement of costs to the Cabinet, including a request for High Street Innovation Fund;
- (7) the need for a wider vision and investment prospectus to guide the broader development of Southport be noted; and
- (8) it be noted that the proposal was a Key Decision but had 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 (Regeneration and Environmental Services) had been consulted under Rule 26 of the Access to Information Procedure Rules of the Constitution, to the decision been made as a matter of urgency on the basis that it was impracticable to defer the decision until the commencement of the next Forward Plan, because in February 2013, the Cabinet would be receiving a Business Plan for a Business Improvement District in Southport, and Members must have made a prior assessment of the value and importance of BIDs to Sefton in order to determine the application. This assessment had just been completed and is now available for Members to consider.

Reasons for Decision:

To allow preparations for a Business Improvement District Campaign and ballot to commence.

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Alternative Options Considered and Rejected:

Not to proceed with a Business Improvement District.

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Report to: Cabinet

Date of Meeting: 14th February 2013

Subject: Review of Library Service

Report of: Strategic Director – Place

Wards Affected: All

Is this a Key Decision? Yes

Is it included in the Forward Plan? Yes

Exempt/Confidential No

Report Summary

The report provides an update on the Library Service Review, including the outcomes from the consultation exercise, and outlines options for consideration emerging from the review and consultation.

Any resolutions made will be reported to Budget Council on 28th February 2013 to assist the Council in setting its budget. In reaching decisions the Cabinet and Council must take into account amongst other things the consultation and engagement activity to date and the impact assessments and risk associated with each option.

If option B is progressed it will require the implementation of major change and appropriate capacity will need to be dedicated to ensure deliverability. The report is arranged in a number of sections with associated annexes as indicated below:

	Annex
Petitions	A
Analysis of questionnaires	B
Analysis of consultation in addition to questionnaires	C
Sefton CVS letter	D
Birkdale Library Action Group letter	E
Public Sector Equality Duty – Analysis Report	F
List of Background documents and reports	G

Recommendations

That Cabinet:

- a) Considers the report, associated documentation and public consultation response, and refers further consideration and determination of this issue to Budget Council on 28th February 2013.
- b) Instructs officers to pursue the activities, discussions and lines of enquiry referred to in paragraphs 2.29, 2.30-2.32, 2.33, 2.34 and 2.35 of the Report and to report back to the Cabinet in due course.

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c) instructs officers to develop a Strategic Plan for Libraries as mentioned in paragraphs 2.1 - 2.3 of the report and to report back to Cabinet in due course.

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			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

What will it cost and how will it be financed?

(A) Revenue Costs.

The recent provisional Government announcement on the Revenue Settlement for 2013/14 and 2014/15 has identified a further reduction in resources for the Council. As a result, the previously identified budget gap of £43.7m has now increased to £50.8m. As part of the budget forecasting process an indicative saving of £400,000 has been included in relation to the Library Review. This indicative saving is for budget forecasting purposes only and is not intended to prejudge the outcome of the Review. If options are agreed that achieve a saving of less than £400,000 then specific alternative savings will need to be identified by the Council, that compensate for any shortfall. If Option B is adopted the cost of operating the Library service at the end of the implementation process will reduce from a total cost of £3.25m to £2.85m.

(B) Capital Costs.

Potential capital costs are identified within the report however these cannot be fully quantified at this time. An estimate of capital costs are identified at paras 4.4 and 4.8.

Implications:

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

Legal

Under Section 7 of the Public Libraries and Museums Act 1964, Library authorities [i.e. local authorities who exercise Library functions] have a statutory duty to provide a “*comprehensive and efficient*” Library service for all persons desiring to make use thereof. Under Section 1 of that Act, the Secretary of State has a duty to secure the proper discharge by local authorities of their functions in relation to libraries. In addition, the provisions of the Equality Act 2010 must be taken into consideration in relation to the way in which an authority plans and delivers Library services. In particular, an authority must comply with the Public Sector Equality Duty to eliminate discrimination and advance equality of opportunity in accordance with Section 149 of the Equality Act 2010, the full text of which can be found at:

<http://www.legislation.gov.uk/ukpga/2010/15/section/149>.

Cabinet has agreed the definition for a comprehensive and efficient library service in relation to Sefton which is set out in paragraph 1.4 of the report.

Human Resources

If Option B is approved, it will be necessary for the Authority to comply with the duty to consult with recognised Trade Unions (and as necessary 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 take place with the Trade Unions and employees on the matters contained within this report.

Equality

In relation to compliance with the Equality Act 2010, Section 149, Members need to make decisions in an open minded balanced way showing due regard to the impact of the recommendations being presented. Members need to have a full understanding of any risks in terms of people with protected characteristics and any mitigation that has been put in place. Equality Impact Assessments, including consultation, provide a the basis upon which Council has the necessary information to enable it to take into account this duty when making any decision.

Impact on Service Delivery:

Consideration of service delivery implications will form an integral part of the budget, public engagement and consultation processes described within the report and will be dependent on the option finally adopted. If Option B is implemented the service will continue to offer its current range of services. The level of provision will change i.e. the number of service points delivering the service will reduce. This will lead to further travel for a number of residents. These service delivery impacts have been assessed as part of the Equalities Analysis Report.

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What consultations have taken place on the proposals and when?

The first stage of the Library review as outlined at para 1.1 did not require any public consultation.

The second stage of the Library review started in February 2012 and reported to Cabinet on 11th October 2012. This stage included a public engagement exercise to seek information about how libraries are used. Further details of this are at paras at paragraphs 3.1- 3.3.

For the third stage of the review extensive public consultation took place from 5th November 2012 to 14th January 2013. This built upon the findings from the public engagement exercise undertaken in stage two of the Library review, the outcomes from which were reported to Cabinet on 11th October 2012. A range of methods for consultation were utilised for this third stage to ensure that all interested parties could express their view. The outcomes from the consultation and engagement are presented within this report. They are contained at Paragraphs 3.1 – 3.42.

The Head of Corporate Finance & ICT (FD2097/13) and Head of Corporate Legal Services (LD1413/2013) have been consulted and any comments have been incorporated into the report.

Are there any other options available for consideration?

Members have previously considered options for consultation only. This report seeks to provide Members with sufficient information on the outcome of that consultation to allow them to come to a decision on a sustainable, comprehensive and efficient Library Service for Sefton for future years.

Implementation Date for the Decision

Immediately following Council approval.

A comprehensive implementation plan will be developed in consultation with all stakeholders, particularly staff and Trade Unions and will be submitted to Cabinet for approval at a later date.

Contact Officers:

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Relevant reports

Overview and Scrutiny (Regeneration and Environmental Services) Report 13th April 2010

Cabinet Report 16th February 2012

Cabinet Report 11th October 2012

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Overview and Scrutiny (Regeneration and Environmental Services) 1st November 2012

Full details of the relevant reports will be accessible via the Council's website at www.sefton.gov.uk/libraries. It will contain links to the above reports. This website will contain all underpinning information, including maps of the population, usage data, and socio-economic data. It will also include links to national reports, background documents and websites considered relevant to this review.

A list of this documentation, as identified at the time of finalising the report, is at Annex G.

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1. Background

1.1 Stage one of a Library review was undertaken by Overview and Scrutiny Committee in 2009/10. This stage was an asset management review, did not result in any changes to service delivery, and therefore did not require public consultation. The Committee made thirteen recommendations and conclusions. These included:

- A working group to finalise the work and report to Overview and Scrutiny in October 2011
- Concern at the low level of funding for the routine maintenance of libraries and poor staff accommodation
- The development of a strategic plan for the delivery of Sefton's libraries over the forthcoming 10-15 years be supported
- Officers to further investigate any opportunities for joint working or the development of joint facilities with partners, for example via "*Building Schools for the Future*" or the Primary Care Trust, and examine any alternative sites or premises for use by the Library Service

The next stage of the review was suspended until 2012 to allow the Council the opportunity to consider other Library reviews that were being undertaken across the country and the legal challenges that had come forward. It also allowed the opportunity to extend the review to include services and buildings in relation to Sefton's local need.

1.2 In February 2012 Cabinet approved terms of reference for the next stage of the Library review to deliver sustainable Library services in Sefton for the foreseeable future. The review did not have a savings target but was set against an estimated budget gap for the next two years of £43.7m (now £50.8m). It recognised the savings already achieved by the Library service of £0.86m over the previous two years.

1.3 The key tasks undertaken in stage two were:

- A public engagement exercise to seek information about how libraries are used
- Data mapping using existing usage, financial and comparative data
- A detailed local needs analysis based on a community profile for each Library
- To define the understanding of a "*comprehensive and efficient*" Library service for Sefton to meet the requirements of the Public Libraries and Museums Act 1964
- The development of consultation options for consideration by Elected Members, including indicative costs and potential mitigating actions
- A risk analysis
- A pre-assessment equality analysis
- An initial assessment of alternative options

- 1.4 The report to Cabinet on 11th October 2012 proposed a definition for Sefton of a “comprehensive and efficient” Library Service as:

“A comprehensive and efficient Library service introduces and sustains a public appreciation and participation in reading and information, for leisure and personal development, formally and informally supporting individuals and groups through lifelong learning journeys.

The Council’s service is universal and will continue to be for all ages, encompassing the widest spheres of public interest and usership. It continues to be comprehensive insofar as it will not exclude any person who lives, works or studies in Sefton from accessing or benefiting from its services; it will do so efficiently by responding to trends in technology and customer interaction, changes in lifestyles and customer requirements, by providing services which may be less efficiently provided elsewhere and being set in the context of whole Council resource.

It should be noted that the service will continue to be delivered in welcoming, safe, democratic, social spaces, which the public generally choose to access rather than have to access. In addition to this the service will look to maximise the use of new technologies, where a business case can be evidenced, provide services in the most efficient and effective manner whilst continuing to develop a culture of reading and literacy across all ages.”

- 1.5 The report to Cabinet on 11th October 2012 contained all the information identified as part of the stage two key tasks and outlined three consultation options. They were:

- Option A: The future Library service would comprise of three libraries in existing co-located facilities
- Option B: The future Library service would comprise of six libraries, one in each of the 5 main townships of Bootle, Crosby, Maghull, Formby and Southport plus the co-located facility at Netherton
- Option C: The future Library service would retain all thirteen existing libraries and significantly reduce their opening hours by approximately 50%

- 1.6 Cabinet, at its meeting on 11 October 2012, agreed to consult on option B and resolved that:

- 1) the petition be noted;
(Chair reported that 172 petition forms, containing 262 names, had been submitted “calling upon Sefton Council to make sure that Churchtown Library stays open following the review of the library service. Churchtown Library is an efficient, friendly library and is a vital part of our community.” In accordance with the Council and Committee Procedure Rules, Councillor Ashton made a statement on behalf of the petitioners.)
- 2) the outcome of the local needs analysis, including the results from the public engagement exercise, resulting in options for a new model of delivery for a modern, sustainable, comprehensive and efficient Sefton Library Service be noted

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- 3) it be noted that all figures in this report are working assumptions in relation to the options to be considered and the figures should not be seen as predetermining any decisions.
- 4) it be agreed that the review process described in the report has been a robust process
- 5) the general definition of a “*comprehensive and efficient*” Library service for Sefton described in paragraph 2.3 of the report (repeated in para 1.4 above) be approved
- 6) the risks identified within the report be noted
- 7) the option appraisal criteria set out in the report be approved and it be noted that they are influenced by previous Secretary of State/Judicial Review considerations and intervention;
- 8) **Option B set out in the report be approved as the basis for consultation and engagement with the community, staff, partners, including businesses, voluntary, community and faith sectors, to transform the way Sefton delivers its Library service;**
- 9) it be noted that the equality implications would be thoroughly assessed in line with the Council’s Equality Impact Assessment process, should Members agree the proposed option be taken forward at a later date; and
- 10) the potential mitigating actions identified to date be noted and that further work on Sefton’s Library Service offer, including the possible mitigating actions be developed

1.7 The decision to approve Option B for consultation was subject to a “*call in*”, and this was heard at the Overview and Scrutiny (Regeneration and Environmental Services) meeting on 1st November 2012.

The Committee resolved that:

- (1) this Committee is not concerned about the decisions made by the Cabinet in relation to this matter; and
- (2) the matter be not referred back for further consideration.

1.8 The Overview & Scrutiny Committee did not therefore have concern over the process in developing options for consultation and did not express any view on the potential outcome of the review.

1.9 Following the decision by Overview and Scrutiny Committee, the following key tasks were undertaken:

- A consultation exercise
- Detailed costs analysis of potential savings
- Detailed review and costs of potential mitigations
- Risk analysis
- Equalities analysis report

1.10 Since the publication of the Cabinet report on 11th October 2012 there have been a number of developments affecting libraries across England:

1.11 The House of Commons Culture, Media and Sport Select Committee report on Library closures was published on 6 November 2012. It made 12 conclusions and recommendations. Many of these were aimed at Government Departments, the Secretary of State and other bodies such as Arts Council England. Those of particular relevance to Sefton are:

- *The key to ensuring that an adequate – and preferably a good – Library service is available to the whole local population appears to be the retention of a distributed service, in accessible locations, but with flexibility over whether the service is provided in dedicated Library buildings, in other locations, via mobile libraries, or in any other that best fits local needs.*
- *Local authorities must ensure that they retain enough experience and professionally qualified staff to develop the services on offer to the public to reflect changing needs, and to support the growing number of volunteers both within their core Library service and in any community libraries that may be established locally.*
- *Local authorities must ensure that they maintain and improve co-operation, both across boundaries and nationally, as this will free money for front-line Library services.*

(The North West region has a strong record of co-operation and innovation and Sefton actively participates in this. It is part of the North West and Yorkshire purchasing consortium for stock, the regional and national interlibrary loans and a regional reader development programme. Nationally, it participates in promotions such as the summer reading challenge and is “signed up” to the national offers that have just been launched. Information about shared services is contained at paragraph 4.16)

- *.....It is not clear how sustainable some of these community libraries may be, nor what impact the change will have on some of the outreach work conducted by libraries, particularly in relation to children and reading. It is clear, however, that community libraries will fail unless given at least some support by the local authority in terms of access to stock (including new stock), retaining computer equipment and IT support, and access to the advice and assistance of professional Library staff.*
- *.....We believe, however, that all those involved in providing this service to the public – local authorities, Arts Council and the Secretary of State – need to work harder to demonstrate that it is still much-valued and has a promising future.*

1.12 The Government has issued a response to the Select Committee recommendations. Those that are considered directly relevant to Sefton’s Library Review are listed below and include Sefton’s response where relevant to Option B. They are:

- *“The 1964 Public Libraries and Museums Act does not seek to be overly prescriptive but instead anchors the delivery of a local service to*

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the needs of the local community. The closure of one or even a number of Library branches does not necessarily signify a breach of the 1964 Act

- *The Government has no intention of returning to defined Public Library Service Standards (PLSS). Between 2001 and 2008 the Standards helped to define a “comprehensive and efficient” service but were withdrawn along with other Government imposed performance targets in a move towards increased local autonomy*

(Sefton has addressed this by setting out its own definition of what this means locally (see paragraph 1.4)

- *As the Select Committee highlights, the provision of a comprehensive and efficient Library service is not necessarily dependent on the retention of individual Library buildings – it is the provision of the service which is key. But libraries are recognised as trusted spaces, and many authorities are rightly looking at ways of combining a range of their services with Library buildings often at the heart of the offer.....*

(In proposing Option B Sefton is seeking to continue with the co-located library and sports services at Meadows and Netherton, and develop a further co-located service at the Atkinson in Southport. The interest in the Crosby Library/Civic Hall site provides further opportunity to co-locate with a voluntary sector provider, whilst Formby Parish Council is located within Formby library).

- *Staff costs are a significant and have been an increasing proportion of Library costs and, if the service is losing up to 35% of its budget some staff cuts are inevitable. As with other cuts, however, local authorities need to give careful consideration to how to do least damage to the service provided to the public now and for the future. They must ensure that they retain enough experience and/or professionally qualified staff to develop the service on offer to the public to reflect changing needs, and to support the growing number of volunteers both within their core Library service and in any community libraries that may be established locally*

(Sefton has reduced its staff costs. If Option B is implemented there will be further staff cuts but it will still retain experienced/professionally qualified staff. The service already uses volunteers to support it, and these volunteers are recruited and trained by experienced/professionally qualified staff. Any future proposals involving a significant increase in the number of volunteers or the establishment of community libraries would consider the staff that would be needed to support them as part of the implementation and costs required for delivery).

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- *Any authority should have a strategic plan in place for delivering their Library service, based on local need and within available resources to fulfil their comprehensive and efficient duty.....*

(A strategic framework for Sefton is contained at paragraph 2.2 . This is the first stage of a strategic plan and the plan will be further developed as part of the implementation process and reported back to Cabinet.)

- 1.13 In November 2012, an expert advisor on the Public Library Service was appointed to a part-time role at the Department for Culture, Media and Sport (DCMS), and will work with Library authorities who are identified as being “*at risk*” of falling short of their statutory duties.
- 1.14 Procurement exercises elsewhere have resulted in two London boroughs announcing a preferred supplier to outsource the delivery of their Library services. Detailed information is commercially sensitive and not available. However, neither authority has yet concluded its procurement process, with reports that one is for a £30million contract for 13 libraries over eight years and the other local authority expects to save £500,000 (it is not stated over how long a period or the total value of the contract). During the consultation period Sefton was approached by a commercial service provider and further details of this are contained at paragraph 3.29.
- 1.15 Since the Cabinet report of 11th October 2012 the Secretary of State has made no further “*will*” or “*mindful to intervene*” statements. No new Judicial Reviews have been announced. Doncaster has been given the right to appeal in its Judicial Review. This legal challenge is based on issues related to the balance of power between the Elected Mayor and the Council and as such has no direct relevance to Sefton.
- 1.16 There continues to be concern about libraries across the country and a number of questions have been asked of the Secretary of State and the Minister. At a House of Commons debate on 10th January 2013 *Oral Answers to Questions for Culture, Media and Sport: -public libraries-* questions were asked about Library closures and the role of the Arts Council. Specifically, John Pugh MP (Southport) asked “*In my constituency, Sefton is proposing to close all the branch libraries, radically reducing access. Does the Minister think that this is the only or best way to deal with the budgetary squeeze and will he look into that particular case?*” The Minister replied “*We always keep an eye on proposals by local authorities to reorganise their Library services and we will certainly keep an eye on those proposals.*” The DCMS advisor has since contacted Sefton to find out what is happening and what process the Council is following.
- 1.17 At the time of writing this report a number of other local authorities have announced proposals to close libraries e.g. Newcastle is proposing to close 10 of its 18 libraries, and Sheffield with up to 14 out of 27 libraries to be closed or passed to volunteers. Tameside closed 5 out of 13 libraries

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in October 2012 with some investment in the remaining libraries. Liverpool has just announced that they are proposing to close 10 of their 19 libraries as part of their budget savings.

- 1.18 Arts Council England (ACE) acts as a development agency for libraries. It published *“Community libraries. Learning from experience: guiding principles for local authorities”* on 22nd January 2013. It presents the findings of new research about the different ways communities have been involved with their libraries, drawing on actual experiences and attempts to identify factors which local authorities might find helpful when considering how best to design and manage their own Library services. The research involved a national mapping of community supported, managed and commissioned libraries and there are ten in-depth case studies. The report documents the different approaches, with varying involvement and support from local authorities.
- 1.19 The National Federation of Women’s Institutes also published a report in January about volunteers and community run libraries, based on a small-scale study with volunteers *“On permanent loan? Community managed libraries: the volunteer perspective”*. It outlines the significantly different experiences of assistance and support received from local authorities. It also stressed the amount of work that was required by volunteers to ensure the continued existence of many of the community run libraries. More information about interest in community run libraries is contained at paragraph 4.13

2 Strategic framework for Sefton’s Library Service

- 2.1 As part of the consultation exercise outlined in para 3 respondents were asked whether they agreed with some guiding principles for a sustainable library service for Sefton. The majority of respondents did agree with them (see Annex B for further details). These principles have been used to form an outline strategic framework for the current and future development of the service.
- 2.2 The outline framework is below.

Sefton’s Library Service should:

- Be for all ages and for anyone who lives, works or studies in Sefton
- Be accessible through various channels such as the Internet and other Council facilities
- Be available to our most vulnerable residents, including those that are housebound
- Be efficient, of good quality and accessible through co-location with other services or agencies where this brings benefits to communities
- Carry a broad range of books, audio, online services and activities in the community
- Be sustainable through reasonable and appropriate charges

- Exploit new technologies to deliver cost effective, quality and inclusive Library services for the future
- Support volunteers and communities to play their role in the delivery of Library services to the future

2.3 This framework will be expanded to form a strategic plan as part of the implementation process. The implementation will consider the mitigation and opportunities that will result from decisions. The framework and plan will be reviewed and monitored at regular intervals to ensure that it takes both local needs and national developments into account, and the need to have the staff/resource to continue to develop the service and strategic plan.

3 Consultation

Consultation Methodology

- 3.1 As part of the initial information gathering exercise, the Library review team undertook a local needs analysis using information from the public engagement exercise and from data of the demographics of Sefton, usage of libraries, geographic spread.
- 3.2 The public engagement exercise was the first part of a consultation process that sought information from both users and non users of the Library service as part of stage two of the Library review, and as reported to Cabinet on 11th October 2012. The information gathered during this stage included:
- which libraries people use
 - how often
 - why they use them
 - what other Council services they use and
 - why they do not use the Library service.
- 3.3 The public engagement was not a consultation on any future Library closures or service changes, rather a consultation to inform the development of a series of options to put forward to Elected Members. In total over 6,700 responses were received and analysed. The report on the outcomes of this engagement process is available on-line and in hard copies at Libraries and One-Stop shops. The details of the responses to each question, and a summary of other comments were used to develop the range of options for Elected Members to consider in coming to a decision about which option to move forward for consultation.
- 3.4 As a result, three consultation options were considered by Cabinet at its meeting on 11th October 2012. Whilst the Cabinet on 11th October 2012 approved Option B for consultation, in order for the Council to consult on Option B we asked, in the consultation questionnaire, for the views of consultees on the other Options i.e. Options A and C or none of the Options.

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3.5 A consultation and engagement plan was agreed by the Consultation and Engagement Panel on 2nd November 2012 for this formal stage of consultation. It set out how the consultation would be promoted to residents, ensuring that as many people as possible had the opportunity to get involved and have their say. The approach used ensured that feedback could be gathered to inform the guiding principles of the methodology. The consultation formally commenced on 5th November, 2012 and closed on 14th January, 2013. The key principles for this stage of consultation and engagement were in line with the Council's consultation principles, to:

- Ensure every resident has the opportunity to have their say, particularly those most affected
- Inform residents how they can have their say
- Engage with partner organisations to support residents to have their say
- Ensure Sefton Council staff have the opportunity to have their say
- Identify affected groups and work with these to have their say

3.6 The review team ensured that the consultation was written and communicated in plain English and available in accessible formats, if required, so that all residents would understand the key issues and potential impact as well as having the opportunity to have their say

3.7 The consultation was consistently communicated ensuring residents understood

- a) why the Council has to make these difficult decisions
- b) how to have their say; and
- c) what the options are and their potential impact.

3.8 The main methods used were as follows:

- Online and paper survey (separately for over and under 16 year olds) with an accompanying background document summarising the Library review
- Easy read questionnaire
- Face to face meetings/workshops/focus groups with identified groups. A list of the meetings that took place is at Annex C
- A dedicated mailbox and postal address were established and well used, with 180 responses from individuals, groups and forwarded by Elected Members

3.9 It was publicised via:

- Attendance at public meetings, including Area Committees and Parish Councils, and with identified groups to raise awareness of the consultation and discuss the process
- Information on notice boards at libraries, with printed background documents available to browse
- Information about the consultation and/or consultation documents and links were sent to groups including schools, equality and community groups with the additional opportunity to comment by freepost, telephone and email

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- Use of Social media i.e. Twitter and Facebook
 - Extensive media coverage including information in local newspapers; press releases and various media
- 3.10 Approximately 10,000 paper questionnaires were handed out at libraries, One Stop Shops, Bootle and Southport Town Halls and at public meetings.
- 3.11 It seems unlikely, bearing in mind the extent of the activities described above, that any resident with an interest in libraries or local affairs would have been unaware of the Library review and the consultation.
- 3.12 As well as the response from the questionnaires, information analysed includes comments and views from letters & e-mails, petitions and representations, during the consultation period.
- 3.13 Copies of the questionnaires can be viewed via www.sefton.gov.uk and in hard copies at libraries.

Consultation Response and Analysis

- 3.14 All Library consultation responses received, by whatever method have been analysed and included as part of the overall analysis. The numbers of responses received are:

Questionnaires – printed and on-line responses	Total 3026
On-line	1036
Paper	1990
Letters and e-mails to Council Officers *	128
Letters and e-mails sent to Elected Members and subsequently forwarded to Council Officers *	52
Petitions under 25 names	1
Petitions 25 to 2749 names	5
Petitions 2750 and above names	4
E-petitions on Council's website under 25 names	2
E-petitions on Council's website 25 to 2749 names	5

* Letters and e-mails copied to more than one person are counted as one response. Letter and e-mails identified above include all those received from date of publication of Cabinet Report (4th October 2012) until 25th January 2013.

Letters and e-mails copied to Council Officers and Elected Members have been counted in the total for Elected Members
47 of the 128 letters were individual letters from pupils at one primary school.

- 3.15 Petitions included in this report are those received by Democratic Services as of the date of publication of this report.

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Questionnaires

- 3.16 The analysis of the questionnaire and details of the responses to each question is contained at Annex B. A summary of written comments is contained in Annex C
- 3.17 Key responses to questions within the questionnaire are shown below, *(the percentages given relate to the number of responders to the relevant question, the number of responses to each questions varies as not all responders answered every question and some questions generated multiple responses):-*

TABLE 1 – Who responded?

95% (2339)	Members of the public
51% (1247)	Retired
18% (460)	In full time work
13% (324)	In part time work
60% (1356)	Female
40% (899)	Male
38% (906)	60-74 years old
29% (706)	40-59 years old
18% (435)	75+ years old
11% (277)	25-39 years old
2% (49)	16-24 years old

TABLE 2 – Where from (Postcode)?

26% (714)	PR8
17% (484)	L23
13% (343)	PR9
8% (231)	L37
8% (223)	L22
7% (205)	L20
6% (178)	L10
5% (131)	L21

TABLE 3 – Which Libraries are used most often by respondents?

17% (494)	Crosby Civic
12% (344)	Ainsdale
12% (333)	Birkdale
10% (277)	College Road (Carnegie)
10% (273)	Churchtown
9% (251)	Formby
8% (214)	Aintree

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5% (145)	Southport
5% (132)	Bootle
5% (127)	Orrell
2% (70)	Maghull (Meadows)
2% (68)	Litherland
2% (59)	Netherton

TABLE 4 – Support for Options A, B, & C

43% (1225)	Supported Option B
41% (1171)	Supported Option C
14% (417)	Did not support any Option
2% (51)	Supported Option A

TABLE 5 – 56% (1588) thought that Option B would result in a significant gap in Library provision. – Where would that gap most affect the respondents?

25% (362)	Ainsdale
24% (359)	Birkdale
19% (280)	Churchtown
15% (221)	Aintree
9% (127)	Orrell
8% (114)	Litherland

TABLE 6 – Which location would you go to if your Library closed under Option B?

26% (712)	None
20% (536)	My Library remains open
19% (523)	Southport
15% (409)	Crosby
7% (198)	Bootle
5% (133)	Formby
4% (107)	Maghull
3% (96)	Netherton

TABLE 7 – If your Library closed under Option B would you use any of the mitigating services?

45% (709)	None
16% (258)	e-books
15% (231)	Collection & Delivery Points
10% (162)	Neighbourhood Collections
9% (142)	Home Visit Service
5% (75)	Carer's Ticket

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TABLE 8 – Would you be willing to Volunteer & if so doing what?

46%(1428)	No
21% (664)	General volunteering
7% (223)	Assisting with children’s activities
6% (202)	Home Visits Service
6% (198)	Helping People to Learn (e.g. I.T.)
5% (156)	Assisting with Older People’s activities
5% (148)	Local History
4% (120)	Promotion & fundraising

TABLE 9 – How often would you be willing to Volunteer?

43% (417)	Once a week
20% (196)	Once a month
19% (181)	Once a fortnight
12% (114)	2-3 times a week
5% (49)	Less than once per month
1% (9)	Daily

TABLE 10 – Would you be interested in being involved in running a Community Library?

80% (1956)	No
20% (493)	Yes

TABLE 11 – Sustainable, comprehensive and efficient criteria and the guiding principles for the Library service

Overall, an average of 78% of respondents agreed with the 6 criteria (<i>para 7.3</i>) used to define a sustainable, comprehensive and efficient Library service.
Overall, an average of 91% of respondents agreed with the 8 guiding principles (<i>para 7.4</i>) of Library service provision

Letters and e-mails

3.18 Of the 180 letters and e-mails received from 4th October 2012 until 25th January 2013, 163 were from individuals and 17 were from groups and organisations including schools, Parish Councils, and community organisations. A summary of key points from the letters and e-mails includes:

- Concerns about individual libraries
- The difficulties of travel and transport plus the increased time that would be needed to reach the nearest Library

- The potential impact on children and young people and libraries' role in supporting reading for education and recreation
- The potential impact on older people, the need for a local service and the risk of social isolation
- The importance of access to computers in libraries for information, ability to complete forms on-line particularly for applications for universal credit
- The potential impact on local communities including no other Council service in an area
- Alternative suggestions were to reduce Library opening hours, and make savings in other areas of the Council. There was some support for the use of volunteers
- Concerns over the consultation process/review
- Positive comments about Library staff

3.19 A full list of the groups that sent submissions and the full analysis of comments from these letters and e-mails are at Annex C.

Public Meetings

3.20 As described in the methodology various public meetings were held throughout the Borough with Parish Councils, all Area Committees and a variety of special interest groups, key stakeholders and group representatives. Notes were taken at these meetings. A summary of the key points from these meetings includes:

- Questions and comments about individual libraries
- The potential impact on children and young people and libraries' role in supporting reading for education and recreation
- Current Library buildings – whether there are any restrictions on use of building
- The need for professional staff
- Transport links and car parking
- The importance of computers in libraries, particularly for benefit claims that need to be completed on-line
- Usage of libraries in some of those proposed to close compared to those some of those proposed to remain open
- Concern over some aspects of the review/consultation and use of data
- The effect of any Library closure on the community and lack of a community facility for some communities

3.21 The meetings attended and a full analysis of comments from these meetings is at Annex C.

Children and young people

3.22 An easy-read questionnaire was developed and was used by children and young people. Based on the experience of other Library reviews, the response rate from any questionnaire is generally low from children and young people, when compared with the rest of the population. The

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questionnaire was therefore supplemented with a number of meetings/focus groups with children and young people, publicity and information was also sent to a number of organisations dealing with children and young people e.g. schools and children's centres. At some meetings children and young people were taken through the questionnaire and majority decisions recorded. Key points from children and young people were:

- They prefer to visit libraries at weekends and evenings (outside of school hours)
- Would like to see charges for use of computers abolished
- Interest in how to attract more young people to use libraries
- They were broadly in agreement with the criteria for a sustainable Library service (question 4) and what the Library service should do for a comprehensive and efficient Library service (question 8).
- There was a mix of interest in their willingness to volunteer to support the Library. One of the areas that they were interested in was to help people to learn basic skills of IT
- There was a mix of whether they preferred option B or option C and in general this related to where they lived/went to school and whether the Library they used was affected. The majority stated that they would still be able to use another Library.
- Letters and cards were also received from individual school pupils and responses received from some schools. Further information about these is contained in the consultation report at Annex C.

Equality groups

3.23 The Equality Standing Group is a partnership including the Council, the voluntary sector and various other organisations. It provides the opportunity for Council officers to speak at meetings of any of the groups represented. The Library consultation was publicised through the voluntary sector, newsletters of interest groups and other organisations. Key points and queries from meetings with the equality groups were:

- Social isolation/loneliness for older people
- Whether the Home Visits Service would continue
- Considered it positive that there was an opportunity to enhance Library facilities
- Questionnaire takes a long time to complete
- The potential to use libraries more for community development

Staff consultation

3.24 A number of meetings have been held with staff to which the Trade Unions were invited. Staff have also been given the opportunity to follow these up with smaller team meetings or individual meetings. At these meetings staff had questions about their own positions and the process of the review. Staff also had their opportunity to complete the questionnaire as a member of staff to make their views known (31 members of staff did this).

Library volunteers

3.25 The Library service has over time used an increasing number of volunteers to support Library activities, particularly to:-

- Deliver the Home Visits Service
- Carry out storytime and rhymetimes in Libraries
- Support reading activities and events in Libraries
- Support people using IT for the first time (with taster sessions, often delivered by young people)
- Support Family History with helpdesks and as speakers

The Library service also supports work experience students and those wishing to gain employment experience. The service prioritises the support needed for vulnerable people and groups in any expansion of the use of volunteers

3.26 Meetings were held with volunteers who currently support the Library service on a regular basis i.e. Home Visits Service volunteers and storytime volunteers. Key points from the volunteers were:

- Concerns about the ability for volunteers to continue delivering Home Visits if libraries closed. There was a mix of those who thought it would be a problem and those who did not
- Parking difficulties at Southport Library
- The importance of adult education and summer activities for children in libraries
- Potential sponsorship opportunities

Petitions

3.27 The petitions received are:

Petition type	Number received	Libraries referred to
Petitions under 25 names	1	Churchtown
Petitions 25 to 2749 names	5	(Ainsdale/Birkdale/Churchtown)x1 Birkdale x 2 College Road x 2
Petitions 2750 and above names	4	Ainsdale Aintree Birkdale Churchtown
E-petitions on Council's website under 25 names	2	Litherland Orrell
E-petitions on Council's website 25 to 2749 names	5	Ainsdale Aintree College Rd Crosby All libraries

Further details are contained at Annex A

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Rallies and meetings

- 3.28 There were a number of rallies and meetings held by campaign groups in support of local libraries, which were not attended by Council Officers. These meetings have not been included as part of the analysis but where a meeting resulted in a formal response(s), this is included in the analysis.

Commercial companies

- 3.29 A commercial Library Service Provider contacted Sefton as a result of becoming aware of the consultation. They had not contacted the Council prior to this. A meeting was held with them and they have subsequently responded offering to work with the Council to deliver Library services across Sefton, at a significant saving, either by maintaining current services or by reducing the number of Libraries. Based on the limited information provided and only receiving their response on 25th January 2013, it is difficult to assess the viability of their “offer”. They appear to have experience of providing Library Services in another country but they have no existing Library service operations in the UK. It would be prudent to continue discussion with them to establish if they (or other commercial providers) can be considered a credible service provider once the review is concluded. Cabinet are asked to note and agree that further discussions continue.

Development Proposals

- 3.30 A commercial development proposal has also been received during the consultation process. This proposal offers to redevelop the Crosby Civic Hall site (including both the Library and Civic Hall) by demolishing the existing buildings and constructing a new mixed use redevelopment encompassing a new Library facility, a UK Headquarters and resource facility, with associated car parking, together with a small mixed use housing development. The proposal would be at a net zero cost to the Council and provide a new Library facility of an equivalent size to the existing Library, at a peppercorn rent.
- 3.31 Clearly, there is an inter-dependency with the outcome of the current pilot community use of the Civic Hall and any future need for the provision of community space on the site. However, the current Library and Civic Hall buildings require significant capital expenditure to maintain them and incur significant general operating costs.
- 3.32 Cabinet is asked to note the proposal and agree that further discussions be undertaken with the developer to establish the viability of their proposals and that a report be presented to Cabinet to consider the matter further, once the outcome of the pilot community use of the Civic Hall is known.
- 3.33 Whilst there has been exploratory contact from other developers about potential future uses of some Library sites, the only other formal “proposal” received has been from Sefton CVS (SCVS) who are seeking to develop Birkdale Library as a Community Resource Centre. Whilst SCVS detail the types of community services they wish to deliver and outline their vision for

Birkdale Library, there is no financial detail within their proposal and it may be that this “offer” is better considered as a Community Run Library rather than a commercial development. The SCVS letter is attached as Annex D Cabinet are asked to note and agree that further discussions are undertaken with SCVS to investigate the viability of their proposal, with a view to an early report back to Cabinet.

- 3.34 Discussions have previously taken place with Hugh Baird College regarding the possibility of some form of partnership and/or community/shared Library facility within the new College building now under construction on the old Connolly House site. As this development progresses Cabinet are asked to note and agree that further discussions will be held with Hugh Baird to explore this issue.
- 3.35 There are further potential opportunities for developments for the Library service to be delivered from other Council buildings such as schools. Cabinet are asked to note and agree that further discussions to take place where such opportunities arise.

Findings from other related consultation and engagement activities by Sefton Council

- 3.36 Other information and relevant Council consultation that is timely and important and is of note in this report are the results from:
- the publication and consultation on the Sefton Strategic Needs Assessment 2012, (also known as the Joint Strategic Needs Assessment, JSNA).
 - The consultation on setting a balanced budget through an on-line and hard copy questionnaire
 - The YouChoose Budget simulator; and
 - The telephone survey on setting a balanced budget
- 3.37 The Sefton Strategic Needs Assessment (SSNA) July 2012 was compiled by Sefton Council, the NHS and other partners working together to develop a plan (which will be known as the Health and Wellbeing Strategy) to prioritise the services that are provided to support people to live healthy and happy lives. One of the findings from this assessment was that residents feel that a full range of social, healthcare and other services should be within a two to three mile radius of their home.
- 3.38 The importance of local volunteering was highlighted consistently throughout the different consultation exercises that have taken place. 74% of residents responding (224) to the telephone survey indicated they would be likely to volunteer. Older people and people with disabilities valued the opportunity to volunteer as important in both staying active and avoiding social isolation.
- 3.39 83% of people responding (58) to the on-line budget survey agreed with the principle of developing co-located services with other organisations where several services are under one roof. Of those who took part in YouChoose

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23%, (35), suggested the Council could save money by reviewing services, closing, amalgamating or relocating Council buildings and the sharing of services and staff with other Local Authorities.

- 3.40 59% of respondents (41) to the on-line budget survey said they agreed that there should be further development of new creative and efficient ways of increasing access to services through the use of new technologies including e-services and social media.
- 3.41 People across all age groups who responded to the consultation on the strategic needs assessment wanted accessible community information on local services.
- 3.42 97% of respondents (295) to the telephone survey agreed with the principle that the council should be open and transparent by speaking with and listening to people and communities, and by publishing customer standards so that people know what to expect from the Council.

4 Cost and options

- 4.1 As previously stated no savings target was attached to the Library review, but the Government Settlement for Local Authorities announced on 19th December 2012 increased the budget gap for Sefton by £7m, requiring the Council to now find savings of over £50m during the next two years.

The premise of the Library Review was to consider the future provision of Library services in Sefton that would not only be “*comprehensive and efficient*” but would also be sustainable within the resources the Council is able to allocate for the foreseeable future.

- 4.2 For budget forecasting purposes an indicative saving was identified for Option B of £400,000 to £480,000. This range was principally based on existing staff and premises costs (including business rates) for the seven libraries identified for possible closure. Until any specific Library closures (and subsequent implementation dates) are confirmed and any mitigation options agreed, an indicative saving of £400,000 has been used for budget forecasting purposes.
- 4.3 There were a number of mitigation options identified within the 11th October 2012 Cabinet report. The following background information is provided to assist Cabinet in considering the financial consequences of amendments to Option B and/or the potential introduction of mitigation proposals.

Cost implications of amending the number of Libraries within Option B

- 4.4 The Table below identifies the estimated costs of providing Library services at each of the Council’s current facilities. The figures are based upon existing staffing / operational levels.
Column A identifies the value of revenue cost of providing the current facilities.

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Column B identifies the costs of the capital improvement works for each building that have been identified in the building condition surveys. An assumption has been made that in order for the service to be sustainable in future years Libraries which remain open will need the building fabric/structure to be improved/maintained to acceptable standards (e.g. roof, boiler, electrics etc.), this figure does not introduce any enhancements to the buildings.

Column C sets out the revenue implications of these capital works.

Column (D) identifies the ongoing revenue implications if an establishment was to be retained i.e. existing revenue spend **plus** the debt charge implications of the capital expenditure (A+C)

Library	Current Revenue Cost (A) £	Capital Expenditure (B) £	Revenue implication of Capital Spend (C) £	Ongoing Revenue Costs (if retained) (D= A+C) £
Option B Proposal				
<u>Libraries to remain open</u>				
Bootle	120,800	68,000	5,800	126,600
Crosby (Civic)*	235,900	750,000	63,800	299,700
Formby	133,900	60,000	5,000	138,900
Meadows	156,400	0	0	156,400
Netherton	76,300	0	0	76,300
Southport	195,600	0	0	195,600
	918,900	878,000	74,600	993,500
<u>Libraries identified for closure</u>				
Ainsdale	72,800	80,000	6,800	79,600
Aintree	65,000	112,000	9,500	74,500
Birkdale	77,200	174,000	14,800	92,000
Churchtown	57,900	156,000	13,300	71,200
College Road*	82,600	144,000	12,200	94,800
Litherland	58,600	149,000	12,600	71,200
Orrell	69,400	96,000	8,200	77,600
	483,500	911,000	77,400	560,900

* for forecasting purposes only Crosby Civic Hall Library has been included in the retained list and College Road in the closure list, this could be reversed in practice.

- 4.5 For the sake of illustration only, the **addition** of Ainsdale Library into Option B, would result in a reduction in the indicative forecast savings (£400,000) of c.£80,000 (i.e. the new indicative forecast saving would be £320,000). Similarly, the **closure** of Bootle Library would increase the indicative forecast saving by c.£121,000 (to £521,000).

Mitigation - Opportunity to introduce a Neighbourhood Book Collection

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- 4.6 This option would involve a small permanent book stock collection being held in a co-located venue in proximity to where a Library has been closed. This would form a small number of items (c.1,000) – popular fiction and non-fiction books - which customers would self issue via a self-service kiosk similar to those currently used in various Sefton Libraries. Books in the collection would be changed at regular intervals e.g. quarterly. The use of volunteers to support this option could also be investigated.
- 4.7 The consultation exercise indicated a number of potential venues that could be used and this will need to be further explored if Elected Members decide to introduce this service. For this report, venues have not yet been identified but it is assumed that it would either be in an existing Council property (**not** the existing Library), or on a partner’s site, nearby, at no additional rental cost to the Council. Opening hours would need to be agreed with any partner venue.
- 4.8 There would be a number of new ongoing staffing responsibilities (e.g. selecting / changing books); it is assumed that these ongoing issues can be contained within the remaining budget for the service. However, indicative additional costs identified with the establishment and ongoing support of neighbourhood book collections in **a single location** are

	“One-off” revenue costs to establish	Capital Expenditure	Annual revenue costs
	£	£	£
Staffing costs (irrespective of number of locations)	11,000	0	0
Self-service machine		8,500	Capital Financing 2,100 Maintenance / Running costs 1,500
Books	Nil. Books to be used from closed libraries	0	0
	11,000	8,500	3,600

- 4.9 The above figures assume that the book collection is in a Council building with access to Sefton’s I.T. Network for the self-service machines and People’s Network, with minimal adaptation costs. If I.T. Network access needs to be provided at a particular venue, the costs could be significant and may influence the viability of the introduction of such a facility at that location. Each property would need to be considered on its merits.

Also, issues of safeguarding may need to be addressed, for example if the property used were a Children's Centre. This may involve additional expenditure to adjust access.

Mitigation - Opportunity to introduce a Collection and Delivery Point Service

- 4.10 A Collection and Delivery Point Service would enable customers to request a Library item to be delivered to a specified location (and on a specified frequency), in proximity to where a Library has been closed. This would allow access to pre-requested items only; there would be no books available to browse through, nor would there be any access to the People's Network / Internet.

Ordering would either on-line (at home) or by telephone. Customers with Internet access would be able to browse Sefton's book catalogue, but phone users would not. Delivery to the collection point would either be as part of the existing Library service provisions, or as part of the corporate mail service. An initial assessment considers fortnightly deliveries to be the most likely frequency for collection and delivery.

Opening times cannot be agreed until specific venues are identified and access confirmed. A number of potential venues have been suggested as part of the consultation responses.

Further investigation would be needed on a site by site basis, however an initial revenue estimate of £12,000 per annum to provide this service is considered reasonable.

Mitigation - Opportunity to extend the Home Visits Service

- 4.11 This service is currently provided for those people who are unable to visit a Library, due to mobility difficulties. It is currently co-ordinated by the Library service and provided by volunteers at little cost. If Libraries close it is likely that there would be an increased demand in this service and a need to recruit additional volunteers. The consultation exercise showed that of those people unable to use one of the six retained libraries, approximately 9% would use the Home Visits Service. There is the possibility that some existing volunteers will consider they are unable to continue if they have further to travel to a Library, to pick up and return books, than now. At two consultation meetings held with existing Home Visits volunteers some felt that the increased distance would provide them with difficulties, others did not. The consultation exercise also showed that approximately 6% people were willing to volunteer to support this service. It is therefore assumed that the Home Visits Service could be extended for people with mobility difficulties affected by any closures, with the additional costs incurred for travelling expenses estimated at approximately £2,000.

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Mitigation - Opportunity to Increase Opening Hours provided with/without the assistance of volunteers

- 4.12 Longer opening hours would allow a reduced number of libraries to provide more opportunity for access by service users who use a library that is to close. The main additional cost would be from increased staffing costs with a relatively small additional costs for utilities.

The options could include additional late night openings (e.g. to 8pm), or extend Saturday morning opening to include a Saturday afternoon, or open on a Sunday for half a day. The demand for these longer opening hours is not expected to be universal across all the retained libraries and demand for early opening (i.e. before 9am, very late opening (i.e. after 8pm) and Sunday opening was **not** evident from the consultation responses. For the purposes of the costing exercise late night openings until 8pm, Saturday afternoons and Sundays have been used as illustrations only.

If opening hours were extended at all locations the additional costs are estimated at £25,000pa for a late evening opening, £54,000pa for Saturday afternoon opening and £72,000 for Sunday half day opening (i.e. approximately £151,000 if all three options were introduced). If a substantial volunteer commitment could be utilised for the extended opening hours then these costs could be reduced by approximately 50%.

Mitigation – Opportunity to Establish Community Libraries

- 4.13 A Community Library is considered to be one which is totally run and financed by a group of volunteers. For significant financial savings to be achieved then those running a community facility would have to be responsible for all staffing and accommodation costs, including the capital upgrade costs of the building.

National reports and recommendations about community run Libraries outlined in paragraphs 1.18 & 1.19 indicate that there are many different models of community managed libraries and that they are not “*an easy option*” to consider.

20% of consultation respondents indicated that they would be interested in being involved in a community run Library, but there have been no specific proposals submitted, other than the expression of interest received from Sefton CVS related to Birkdale. Whilst the Birkdale Library Action Group (BLAG) have submitted proposals for how savings could be made at Birkdale Library (Annex E) these proposals do not amount to an offer to run the Library as a community group.

Under the Community Right to Challenge provisions of the Localism Act 2011, the Council must consider expressions of interest for relevant services (which includes Library services) which are submitted by relevant bodies, including Voluntary and Community organisations. The Council has agreed to set a 30 day period in each year for the submission of expressions of interest. Further

information is set out in a report to Cabinet Member Corporate Services and Performance published on 14th January 2013.

- 4.14 There were a number of options listed in the 11th October Cabinet report, which were not recommended at that stage. The report made it clear that some of those options would form part of the consultation and therefore would be considered before any final decision was made by Elected Members. They included:

Commissioning the Library service to another provider/Trust status

- 4.15 Paragraph 3.29 of this report contains information about contact made by a commercial Library service provider. The conversion of the Library service to a Trust is still considered to be impractical however this issue will be explored further in any future discussion with possible external providers as set out in paragraph 3.29

Shared services

- 4.16 Sefton remains open to the idea of sharing Library services with other local authorities. However, there continues to be little evident desire to pursue this from neighbouring authorities. Greater Manchester Library authorities are examining the potential for some shared services and Sefton would seek to explore this if the Manchester model could be extended outside their area. Shared service provision is considered unlikely to lead to significant savings locally as Sefton has over recent years made substantial reductions in the areas normally identified to save money with shared services, e.g. senior and middle managers, and specialist expertise. It could however lead to some improvements in some service areas for the same costs.

Postal delivery system

- 4.17 Due to the significant cost involved there are no proposals to introduce a bespoke postal delivery system. Information about collection and delivery points is included at paragraph 4.10 above for people in areas where Libraries close.

E-Books

- 4.18 The situation and complexities surrounding e-books have not improved since the Cabinet Report on 11th October 2012. It is still a service that Sefton would like to investigate for future consideration. The consultation showed that there is some demand for this (16% of respondents). However, e-books in their current format and availability cannot provide a comprehensive service that could replace the loan of hard copy books.

Income generation

- 4.9 The consultation exercise asked respondents to agree or disagree with a number of guiding principles for a "*comprehensive and efficient*" Library

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service. 85% (2345) of respondents agreed with the use of reasonable and appropriate charges to support Library service sustainability. During the Library review current and potential charges for services were examined with a view to establishing the real potential for income generation and to identify where service improvement could be funded on a breakeven basis by virtue of levying a charge. Whilst the principle of reasonable and appropriate charging is accepted there is limited scope within the Library service for such charging to bring in sufficient funding to impact significantly on the overall net expenditure of the service.

5 Risk Management

- 5.1 As part of the review process Officers have regularly reviewed strategic and operational risks associated with the review and put in place measures to manage those risks. Examples include auditing procedures to check accuracy of inputting of paper questionnaires, measures put in place when there were technical difficulties inputting the data from the paper questionnaires.
- 5.2 Members are aware that creating the capacity to develop options and implement the required change also carries a risk. Senior Officers will continue to monitor progress and agree priorities in line with Council decisions. This risk should not be underestimated given the significant reduction in management over the last two years, and the further proposed changes in 2013/14 & 2014/15.
- 5.3 There is a significant risk of challenge associated with the options for consideration in this report. In particular Members will be aware that there is no precise statutory definition of “*comprehensive and efficient*” in the 1964 Act or any subsequent Regulations. Members will however appreciate that Sefton has adopted its own local definition set out at paragraph 1.4 of this report as accepted by Cabinet on 11 October 2012. It is imperative that when considering the options for consultation that Cabinet pays due regard to the need to define “*comprehensive and efficient*” based on Sefton’s local need and its available resources. The Court of Appeal in the London Borough of Brent Judicial Review found that given the scale of the spending reductions the Council was required to make and the information available following earlier studies, a decision that the Library service should bear a share of the reduction was not unlawful provided that that statutory duties under Section 7 duty of the 1964 Act and section 149 of the Equality Act 2010 are complied with. There is no requirement that this share should be proportionate to other reductions proposed in the Council’s budget.
- 5.4 The review process has demonstrated that doing nothing will create an unsustainable network of provision of Libraries, most of which are located in buildings that need significant capital investment (c£2m in total) just to bring them up to reasonable structural standards. The likelihood of such funding being allocated in the foreseeable future, when considered against the backdrop of national funding reductions and local increases in demand for services from vulnerable groups, is remote. The recent assessment of the existing building stock implies that some libraries will eventually “close

themselves” as a result of either health & safety issues or general unacceptability of the standards of service provided. The condition surveys for ten libraries can be viewed via www.sefton.gov.uk/libraries. Additionally, the ongoing running costs of these buildings remain high with little or no opportunity to improve their structural efficiency and performance.

- 5.5 The changing use of technology is affecting the use of Libraries e.g. the use of on-line resources, e-books and self service technology across the country. Historically the response to this change has often been piecemeal. Both the public engagement response and the review process indicate that the service will be required to invest in technology to meet future demands. Generally, in line with other Library services, Library membership and usage is declining. There are however exceptions to this when there has been significant investment in a facility or service, particularly when the Library has been co-located with other services e.g. at Meadows. At the same time, customer expectations continue to increase.
- 5.6 During the implementation stage of this process (whatever decision is made) Officers will ensure that any potential cumulative impacts of proposed changes are fully understood, potential mitigating actions identified, and all opportunities for joint and co-operative working fully explored.
- 5.7 Cabinet is asked to note and understand the risks outlined above.

6 Public Sector Equality Duty (PSED)

- 6.1 As the Council makes decisions, there is a need to be clear and precise about our processes and impact assess potential change proposals, identifying any risks and mitigating these as far as possible. The impact assessments, including any feedback from consultation or engagement, are attached at Annex F. These will assist Members to 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.
- 6.2 A pre-option assessment against the PSED was undertaken to assist the Cabinet in their recommendation for further consultation and this can be viewed via www.sefton.gov.uk/libraries. The analysis concluded that in Officers’ professional judgement the impact of options B and C is minimal from an equalities perspective.
- 6.3 A full Public Sector Equality Duty analysis on Option B and the result of the consultation has been undertaken. The key findings are:
- The borough wide Library service offer meets the PSED
 - The consultation was wide and comprehensive and meets the PSED
 - Option B (location of outlets) meets the PSED
 - Concerns raised through consultation have been mitigated to a level satisfying the PSED

Fuller details are contained in Annex F

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7 Implementation

- 7.1 Implementation of any change is subject to the final approval and financial decisions made by Full Council. Once decisions are made, an implementation plan will be reported back to Cabinet, including any further exploratory work that might be needed. In the event of any closures, implementation will need to take into account the following:

Staff consultation/recruitment and selection

- 7.2 If Option B is agreed, staff consultation will adhere to the Council's policies and procedures in relation to:-
- Formal & informal consultation
 - Recruitment and selection
 - Issue of notice letters in the event of redundancies
 - Redeployment

Closure of buildings

- 7.3 Any libraries identified for closure would cease business on a specified date, or a phased closure could be considered. Library users would be given appropriate early notice of the closure. The options for disposal or reuse of the buildings would need to be agreed by the Cabinet and/or Cabinet Member and any mothballing/demolition or other costs included in the overall implementation and financial plan.

Disposal of assets.

- 7.4 Any disposal could only take place after the buildings are closed. Furniture, fittings, IT and bookstock would be assessed to establish what could go to another library or neighbourhood book collection, or collection and delivery point if implemented, or be returned to arvato. Any alternative uses for the site which generated savings for the Council would also be assessed. Any remaining book stock would then follow normal disposal procedures including book sales.

Community run libraries

- 7.5 Paragraph 4.13 in this report contains information about community managed libraries. Where/if there is interest in a community run library, further work would need to be undertaken as the level of support the Council might be able to provide and the operating costs of the building. Book stock, furniture etc could remain in place until a decision is reached about any proposal to run the library as a community managed facility.

8 Conclusions from the consultation

- 8.1 The consultation exercise undertaken for the Library review has been extensive and has generated a significant public response via questionnaires, individual letters & emails and a range of petitions. Libraries are clearly a very valued community resource and provide important services for many local people. However, in the national environment of significant reductions in funding across the whole range of Council activities they cannot be exempt from consideration.
- 8.2 The work undertaken during the Library review, including the definition of “*comprehensive and efficient*” and the public consultation on the Guiding Principles for the delivery of a sustainable Library service for Sefton, have supported the strategic framework for the current and future development of the service.
- 8.3 A sustainable, “*comprehensive and efficient*” Library service in Sefton should be guided by its definition:
- The overall spread of population and Library buildings across the Borough
 - The ability to share/co-locate services within one building and to explore opportunities for future co-location of services
 - The operating costs and the condition of the Library buildings
 - The community profiles of areas within Sefton, including levels of deprivation, population figures
 - Levels of use of Library services (not just those located in the buildings)
 - Transport and travel for those wishing to use a Library in Sefton
- 8.4 There were 3026 respondents to the consultation questionnaires. Not everyone responded to all the questions. The summary below outlines the outcome of this extensive public consultation response and the percentages quoted refer to the number of those who answered the actual question. Full details are contained at Annex B. The response indicates that:
- The significant majority of respondents agreed with the Guiding Principles (91%) and definition of “*comprehensive and efficient*” (78%) for the sustainable future Sefton Library Service
 - Option B was acceptable to 43% of the respondents and slightly preferred to Option C (41%)
 - 56% of respondents thought Option B would create a gap in the Library service, with 44% thinking it would not
 - If Option B was approved then 41% of respondents would use another Library and 26% would not
 - If Option B was approved then, overall, 55% of respondents would take advantage of any mitigation offered
 - 85% of respondents agreed with reasonable and appropriate charges to support service sustainability

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- 966 of respondents would be willing to volunteer in some way to support the Library service, with just under half willing to undertake some activity once per week.
- 20% of respondents would be interested in being involved in a community run Library, 80% would not.
- The Public Sector Equality Duty analysis confirms that both the public consultation and the Options B proposals meet PSED requirements

9 Summary

- 1) The Council has defined the meaning of a 'Comprehensive and Efficient Library Service' based upon local needs and in the context of the resources available to it as referred to in paragraph 1.4.
- 2) The Council has considered the recommendations of the House of Commons Culture, Media and Sport, Select Committees report together with the Government's response and taken them into account. Paragraph 1.11 and 1.12 refers.
- 3) The Council will continue to develop a Strategic Framework for the current and future development of the library service as referred to in paragraph 2.
- 4) The Council has engaged in extensive consultation with the community, partner organisations, interest and focus groups, and children and young people as identified in paragraphs 3.1 to 3.42
- 5) The Equality Analysis concluded that in Officers' professional judgement the impact of Option B and C is minimal from an equalities perspective. Paragraph 6.2 refers.
- 6) It seems unlikely, bearing in mind the extent of the consultation activities undertaken, that any resident with an interest in libraries or local affairs would have been unaware of the library review and the consultation. Paragraph 2.11 refers.
- 7) The review process has demonstrated that doing nothing will create an unsustainable network of provision located in buildings that require significant capital investment. Paragraph 4.4 refers.
- 8) Opportunities exist to develop partnerships with other organisations to develop the library offer. Paragraph 2.30 to 2.35 refers.
- 9) Opportunities exist to mitigate the impacts that may arise from a decision to reduce the number of libraries that Elected Members are asked to consider. Paragraph 3.6 to 3.9 refers.
- 10) A significant risk of challenge associated with the implementation of Option B remains.

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- 11) In reaching a decision, Cabinet must take into account amongst other things, The Public Libraries and Museums Act 1964 (Section 7) and the statutory duty to provide a comprehensive and efficient library service; The Equality Act 2010 (Section 149) and the Public Sector Equality Duty to eliminate discrimination and advance equality of opportunity; the consultation and engagement activity and impact assessments, and risks associated with each option.

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PETITIONS

The petitions are listed in the format in which they were submitted e.g. block capitals are used where they appear in the petition

E-petitions are those that have been published on the Council's website, in line with Council procedure

a) Ainsdale library

“Keep Ainsdale Library Open

We the undersigned petition the council to Keep Ainsdale library open.
Local communities need local libraries”

Lead petitioner: Melanie Horridge (e-petition)
(approximately 79 signatures)

b) Ainsdale library

“Save Ainsdale Library PETITION

We the undersigned understand that Sefton Council are considering the possibility of closing Ainsdale Library. We value the vital contribution which Ainsdale Library makes to our community, young and old, and urge councillors to reject this closure proposal”

Lead petitioner: Mrs P Collier
(approximately 3,968 signatures)

c) Ainsdale, Birkdale, Churchtown libraries

“Southport Says e-petition:

We are concerned at the proposal being considered by Sefton Council to close all of Southport's branch libraries (Ainsdale Library, Birkdale Library and Churchtown Library), leaving only the Southport Town Centre Library. We value the vital contribution which these libraries make to our community, young and old, and urge councillors to reject this closure proposal.”

Lead petitioner: Councillor T Dawson
(approximately 395 signatures)

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d) Aintree library

“SAVE AINTREE VILLAGE LIBRARY

We the undersigned petition the council to SAVE AINTREE VILLAGE LIBRARY FROM CLOSURE

We have only the library in our area which also includes Melling. We pay the same council tax on average and we have a large section of retired people who can't walk to the now nearest library. We have to put up with Switch Island Plus we don't have secondary school in our area we do not have a regular bus service. On the plus side we do look after our park and bowling green. This is some of reasons why we want to keep our LIBRARY OPEN.”

Lead petitioner: William Honeyman (e-petition)
(approximately 67 signatures)

e) Aintree library

“WE THE UNDERSIGNED DEMAND THAT SEFTON COUNCIL REVERSE THEIR DECISION TO CLOSE AINTREE LIBRARY. AINTREE VILLAGE WILL NOT BE PROVIDED WITH ANY SERVICES OTHER THAN ESSENTIAL SERVICES. THE LIBRARY IS WELL USED AND WOULD BE PARTICULARLY MISSED BY THE ELDERLY POPULATION,NOT JUST IN AINTREE VILLAGE BUT ALSO MELLING. THERE ARE NO DIRECT BUS SERVICES TO ANY OF THE LIBRARIES EARMARKED TO STAY OPEN. HOW WOULD THE RESIDENTS ACCESS THE LIBRARIES? WITH THE GREATEST OF DIFFICULTY.WE CALL ON YOU ALL TO SEARCH YOUR CONCIENCE AND REVERSE YOUR DECISION.”

Lead petitioner: Parish Councillor P. Gill
(approximately 3,277 signatures)

f) Birkdale library

Approximately 426 Christmas cards made by children of Birkdale

Lead petitioner: Mrs M McQueen

g) Birkdale library

“PETITION AGAINST THE CLOSURE OF BIRKDALE LIBRARY

We, the undersigned, ask that Sefton MBC re-consider their plans to close the above library. It is a very busy library used not just for borrowing books but provides other educational and social needs in a thriving community e.g. Children's story time; Ladies Club (which has been held here for about 20 years); computer access for people who do not have their own computer; social interaction.”

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Lead petitioner: Mrs M Whitley
(approximately 31 signatures)

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h) Birkdale library

“Save Birkdale Library PETITION

We the undersigned understand that Sefton Council are proposing to close Birkdale Library. We value the vital contribution which Birkdale Library makes to our community, young and old, and urge councillors to reject this closure proposal.”

Lead petitioner: Mr T Durrance
(approximately 3,515 signatures)

i) Churchtown library

“Churchtown Library.

We do not agree to the closure of this valuable, and well used service by the young and older people”

Lead petitioner: Mr E.J Harris
(approximately 15 signatures)

j) Churchtown library

“Save Churchtown Library PETITION

We the undersigned understand that Sefton Council are considering a proposal to close down Churchtown Library. We value the vital contribution which Churchtown Library makes to our community, young and old, and urge councillors to reject this closure proposal”

Lead petitioner: Councillor N Ashton
(approximately 4,034 signatures)

k) College Road library

“Petition to prevent College Road library from closing”

Lead petitioner: Mrs J Matta
(approximately 747 signatures)

l) College Road library

“COLLEGE ROAD LIBRARY, CROSBY

We the undersigned petition the council to reconsider the closure of College Road Library.

For many people of all ages libraries are a civilizing part of life. They provide information, entertainment and instruction, elements understood by that great philanthropist Andrew Carnegie. For decades children have been introduced to the local library by their parents, grand-parents or school and have experienced the wonder provided by the written word. Closing libraries would be a short-sighted move, which would have an adverse and irreversible effect on society. We should not seek to revert to Victorian conditions. Do not forget that books are expensive and many people cannot afford to buy them. Let everyone have the opportunity to read and learn.”

Lead petitioner: Simon Sharman (e-petition)
(approximately 49 signatures)

m) College Road library

“What can YOU do to help save COLLEGE ROAD LIBRARY?

We the undersigned, demand that Sefton Council reverse their decision to close 'College Road (Carnegie) Library'. The Library is well used and would be particularly missed by the elderly, children and families in Crosby, Waterloo and Blundellsands.

Bus services to any of the libraries earmarked to stay open will be difficult from some parts of Crosby. How would residents access the libraries? With great difficulty, we suspect, causing extra time and cost.”

Lead petitioner: Councillor A Tonkiss
(approximately 424 signatures)

n) Crosby library

“Keep Crosby Library (on Crosby Road North) open

We the undersigned petition the council to keep Crosby Library, on Crosby Road North, open.

This library is a vital part of the local community, with a wide range of activities and events for both adults and children alike.”

Lead petitioner: Lisa Brennan (e-petition)
(approximately 103 signatures)

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o) Litherland library

“Save Litherland Library

We the undersigned petition the council to Keep Litherland Library open I strongly believe in local libraries and have been a user of Litherland Library for 60 years. Once closed, the library facilities will be lost forever and a wonderful building will be left to rot. Litherland is already the 'forgotten' district and closure would be another nail in the coffin”

Lead petitioner: Elaine Cotter (e-petition)
(approximately 15 signatures)

p) Orrell library

“KEEP ORRELL LIBRARY OPEN

We the undersigned petition the council to Maintain this vital service to the local community of Orrell and Bootle. Bootle is a deprived, low income area and this facility provides an essential service to use Computers, borrow books, music and dvds amongst other things that are not otherwise accessible to a lot of local people . This library is close to a number of local schools and provides an excellent service for the local community. Not all Bootle residents have access to a car or can afford to travel to Netherton or Southport to use these services. Losing this facility will have a lasting negative impact on the local area and the savings for the council on its closure are negligible in the scheme of things. HANDS OFF OUR LIBRARY.

Bootle is a low income, low employment and deprived area making it difficult to afford to:

1. Buy computers or books, dvds, music etc
2. Afford public transport costs or have use of a car to get to alternative libraries in Southport or Netherton.

It gives the community:

3. The opportunity for networking with other families in local area, sharing advice and encourages local children to improve reading abilities which help in their studies and education”

Lead petitioner: Paula Clarke (e-petition)
(approximately 14 signatures)

q) All libraries

“Library Closures

We the undersigned petition the council to keep all Sefton borough libraries open

Sefton has a large library usage”

Lead petitioner: Irene McDermott (e-petition)

(approximately 28 signatures)

Note: Petitions with 25 or more signatures can be submitted to the Cabinet for consideration They are formally considered by Cabinet if the lead petitioner wishes to attend and address the Cabinet. Petitions with 2,750 or more signatures are submitted to the Council for consideration

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Sefton Library Service Review
Consultation Analysis on Questionnaires
(Online and paper)

5 November 2012 – 14 January 2013

CONTENTS:

PART ONE:

Summary of responses to questions

PART TWO:

Data set from responses

PART THREE:

How particular groups responded

Background on methodology

A Library Service consultation and engagement plan was agreed by the Consultation and Engagement Panel on 2nd November 2012 for this formal stage of consultation. It set out how the consultation would be promoted to residents, ensuring that as many people as possible had the opportunity to get involved and have their say. The approach used ensured that feedback could be gathered to inform the guiding principles of the methodology. The consultation formally commenced on 5th November 2012 and closed on 14th January 2013. The key principles for this stage of consultation and engagement were in line with the Council's consultation principles, to:

- Ensure every resident has the opportunity to have their say, particularly those most affected.
- Inform residents how they can have their say
- Engage with partner organisations to support residents to have their say
- Ensure Sefton Council staff have the opportunity to have their say
- Identify affected groups and work with these to have their say

The review team ensured that the consultation was written and communicated in plain English and available in accessible formats, if required, so that all residents would understand the key issues and potential impact as well as having the opportunity to have their say

The consultation was consistently communicated through all material; ensuring residents understood

- a) why the Council has to make these difficult decisions
- b) how to have their say; and
- c) what the options are and their potential impact.

The main methods used were as follows:

- Online and paper survey (separately for over and under 16 year olds) with an accompanying background document summarising the library review
- Easy read questionnaire
- Face to face meetings/workshops/focus groups with identified groups.
- A dedicated mailbox and postal address were established and well used, with 180 responses from individuals, groups and forwarded by Elected Members

It was publicised via:

- Attendance at public meetings, including Area Committees and Parish Councils, and with identified groups to raise awareness of the consultation and discuss the process
- Information on notice boards at libraries, with printed background documents available to browse
- Information about the consultation and/or consultation documents and links was sent to groups including schools, equality and community groups with the additional opportunity to comment by freepost, telephone and email
- Use of Social media i.e. Twitter and Facebook
- Extensive media coverage including information in local newspapers; press releases and various media

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Paper questionnaires were handed out at libraries, One Stop Shops, Bootle and Southport Town Halls and meetings. As well as the response from the questionnaires the views and information analysed include information from letters and e-mails, petitions and representations, during the consultation period.

This report analyses the response for the online and paper questionnaires.

Part One: Summary of responses to questions

There were 3026 responses between 5 November and 14 January 2013 to the library consultation via E-Consult and paper questionnaires. The following summary of analysis shows, in the main, the top responses only, all the responses are contained within the hyperlink (details) or you can find this in part 2 of this report. In addition please note that not all respondents answered every question nor in some cases the link question, therefore the sum of responses for each question will not total 3026.

Q.1. Please give the four digits of your postcode e.g. L23 6

2777 responses were received giving details of their postcode. The postcodes from where the majority of people responded are:-

- PR8 – 714 (Southport)
- L23 – 484 (Crosby)
- PR9 – 349 (Southport)
- L37 – 231 (Formby)
- L22 – 223 (Waterloo)

Followed by L20 – 205, L10 – 178, and L21 - 131

[\(details\)](#)

Q2. The library review has identified options for a sustainable, comprehensive and efficient library service for the future. Three options were proposed for Elected Members to consider. Elected Members agreed to consult on Option B.

In order for the Council to consult on Option B we would like to gain your views on the other options which are summarised below:

Option A – The future library service would comprise of three libraries in existing co-located facilities, one in Southport, one in Maghull and one in Netherton. It is anticipated that the three libraries would need a relatively small investment in staffing and services to bring them up to a long term sustainable standard. The estimated net saving associated with this option will be in the region of £700,000 to £800,000 per year.

Option B – The future library service would comprise of six libraries, one in each of the 5 main townships of Bootle, Crosby, Maghull, Formby, and Southport together with the existing co-located facility at Netherton. The libraries would be complemented by improved opening hours, extensive collections, improved ICT facilities and outreach services. The estimated net saving associated with this option will be in the region of £400,000 to £480,000.

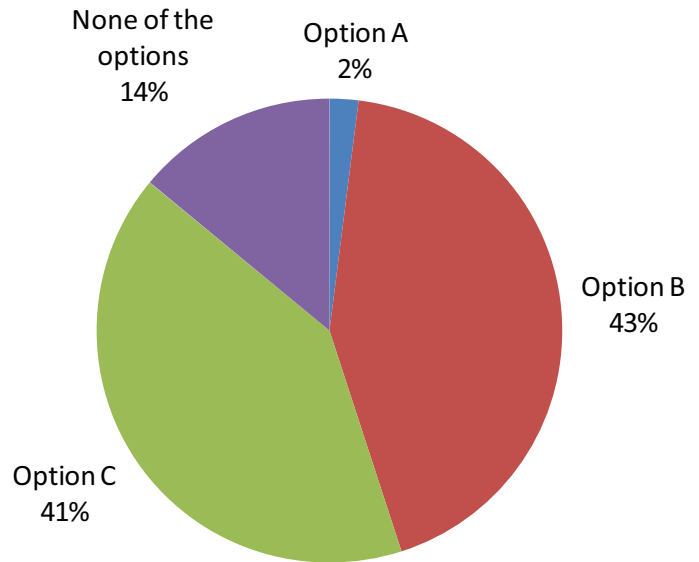
Option C – The future library service would retain all thirteen existing libraries and significantly reduce their opening hours by approximately 50%. The estimated net saving associated with this option will be in the region of £130,000.

Overall, having considered the outline information above, and in the light of the Council's diminishing budget resources, which of the above options do you consider would provide a sustainable, comprehensive and efficient library service for the future?

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There were **2864** responses to this question

Answer Options	Response	Response %
Option A	51	2
Option B	1225	43
Option C	1171	41
None of the options	417	14
Total	2864	100



[\(details\)](#)

Q.3. If you have chosen ‘none of the options’, how do you think the Council can deliver a sustainable library service, in the context of having to make savings of £43.7 million over the next two years?

There were 527 respondents who answered this question, however, not all of them made suggestions but commented on the options provided and some made more than one suggestion. In total there were 529 suggestions, the breakdown is shown in [table 1](#)

- Of the 529 suggestions the highest response, almost a fifth, is to reduce the number of councillors and/ or their expenses (19%)
- With the next highest suggestion to take from other services or increase revenue from other service areas at 15%.
- Specific to libraries suggestions include have other facilities in libraries (9%),
- Introduce charges or subscriptions for some services (8%),
- Other suggestions not directly connected with libraries are to reduce Senior Management/ cut senior management costs (9%) and sell or close civic buildings (6%).

Q.4. In the library review report a range of criteria for developing a sustainable, comprehensive and efficient library service were identified. Do you think the criteria listed below are correct?

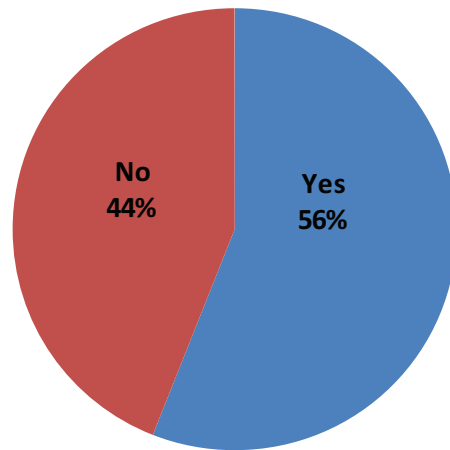
Overall **78%** agreed that the whole range of criteria listed (please follow link below for criteria), to develop a sustainable comprehensive and efficient library service are correct.

[\(details\)](#)

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Q.5. Within Option B the future library service would comprise of six libraries – do you think this would result in a significant gap?

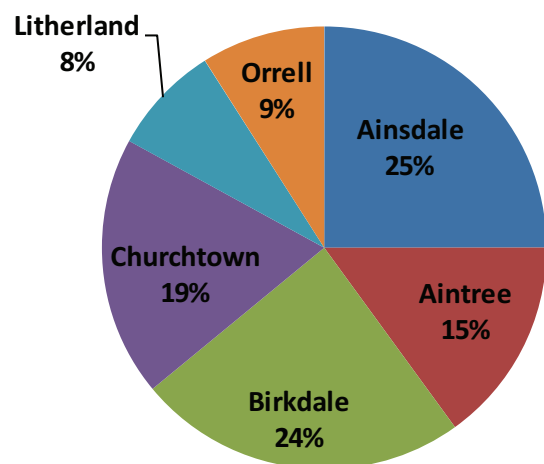
Answer Options	Response	Response %
Yes	1588	56
No	1250	44
Total	2838	100



[\(details\)](#)

Q.6. If you have answered yes to question 5, where do you think that this gap in provision will most affect you?

Answer Options	Response	Response %
Ainsdale	362	25
Aintree	221	15
Birkdale	359	24
Churchtown	280	19
Litherland	114	8
Orrell	127	9
Total	1463	100



However, **44% (1250)** do not think, that Option B will result in a significant gap in provision for their own use of the library services.

[\(details\)](#)

Q.7. As part of Option B, there is the opportunity to extend opening hours for the proposed six libraries. Respondents selected all days and times they would prefer to visit a library.

There were **23,349** selections made against this question as respondents could select as many choices for opening times as they wished.

The most popular time of day to visit a library is between 9 am and 1 pm **8826 (38%)**. Of this total, the preferred days, on a almost equal split of selections are to visit Monday to Saturday inclusive.

The least popular time of day to visit a library is early morning (before 9am) **694 (3%)**, followed by late evening (after 8pm) **962 (4%)**

[\(details\)](#)

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Q.8. The Council is consulting on what is needed to ensure that the borough has a sustainable library service that is comprehensive and efficient (see details in the table for Q8 in Part 2).

Overall **91%** agreed with what the Council suggests is needed to ensure that the borough has a sustainable library service that is comprehensive and efficient.

[\(details\)](#)

Q.9. Are there any other factors that Sefton Council should consider in developing a sustainable, comprehensive and efficient library service?

There were 999 respondents who answered this question, however, not all of them made suggestions or commented and some made more than one suggestion. In total there were 930 suggestions, the breakdown is shown in [table 2](#).

- Of the 930 responses the highest response, (16%) is that libraries are the hub of the community and bring social and health benefits
- With the next highest suggestion at 9% is that parking is an issue and charges to car parking are problem.
- A number of respondents (8%) felt that libraries should be within easy walking distance due to the cost of public transport
- 8% of comments were regarding the accessibility and location of libraries.
- 5% suggested other factors including volunteers, subscription/fees/charges, experience of staff, and access to services for protected groups.

Q.10. Which library do you use most often?

2814 respondents selected what library they use most often and the top five are as follows:

- Crosby – **17% (494)**
- Ainsdale – **12% (344)**
- Birkdale – **12% (333)**
- College Road (Carnegie) – **10% (277)**
- Churchtown – **10% (273)**

[\(details\)](#)

Q.11. If you could no longer use the library that you currently go to, where are you most likely to use a library?

If respondents could no longer use the library they currently go to, **2738** respondents indicated which location they are most likely to use a library, and the top four are as follows:

- None - **26% (712)**
- My library remains open – **20% (536)**
- Southport – **19% (523)**
- Crosby – **15% (409)**
- Bootle – **7% (198)**

[\(details\)](#)

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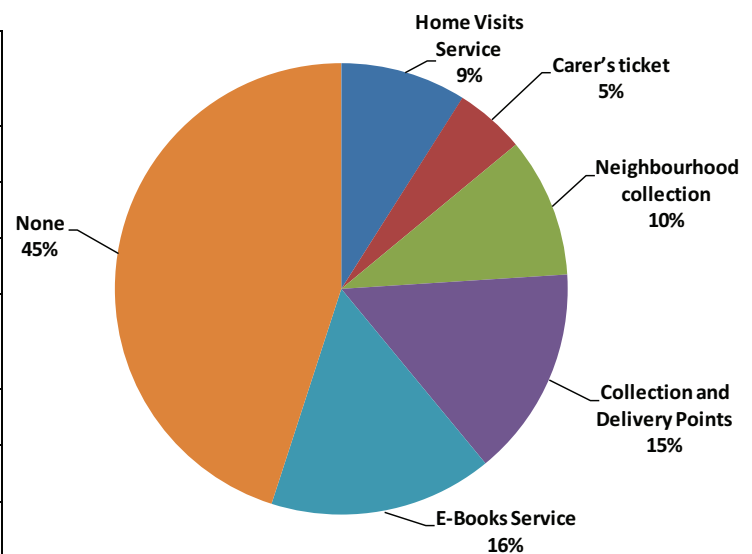
Q.12.

The library service already has in place services for people who are unable to access current library buildings and the opportunity for additional provision of services is also being explored. Described in the table below are the services currently provided and potential new ones:

If you are unable to visit any of the libraries listed in question 11, would you use any of the services described ? (See details in Part 2)

This table relates to those respondents who were unable to visit any of the libraries listed in Q11 (details in part 2), although only **712** responded 'none' in Q11, there were **1577** selections made to Q12 as to what other services may be used. 55% of respondents to this question have accepted or accept alternative service provision other than going to a main library site. Summary of responses is as follows:-

Answer Options	Response	Response %
Home Visits Service	142	9
Carer's ticket	75	5
Neighbourhood collection	162	10
Collection and Delivery Points	231	15
E-Books Service	258	16
None	709	45
Total	1577	100



[\(details\)](#)

Q.13. If you have answered that you would like to make use of a neighbourhood collection and/or delivery point please tell us where you think these could be located within your community.

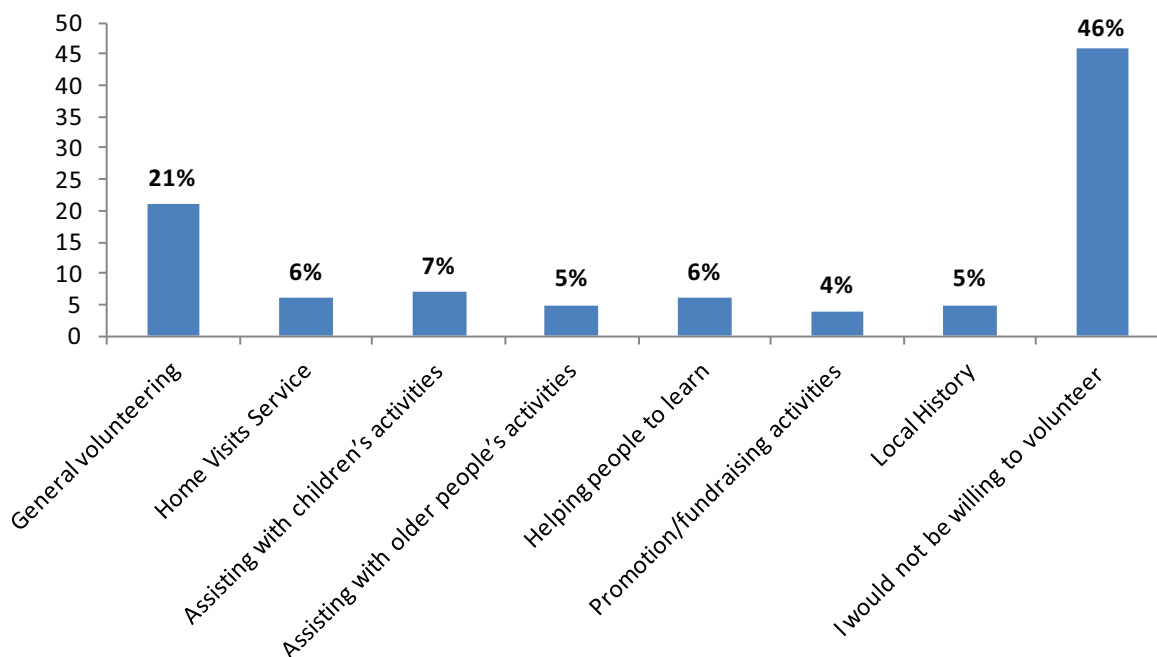
In question 12, 162 people responded that they would like to use a Neighbourhood Collection Service. In response to Question 13 we anticipated a maximum of 162 responses; however, we have received 310 responses. The breakdown is shown in [table 3](#).

The majority of respondents (25%) suggested local shops and supermarkets including using the car park of the supermarkets. Church and Church Halls were the next largest suggestion (22%). Community Centres, other Civic Buildings and schools were the next highest suggestions.

Q.14. If you are willing to assist the library service by volunteering, please tell us which activities you would like to support?

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Respondents could select multiple choices for this question. A total of **3139** responses were given to what activities they would like to support in assisting the library service by volunteering. 64% who responded to this question said that they would like to volunteer in delivering some part of the Library Service, as shown in the Table below:



Answer Options	Response	Response %
General volunteering e.g. assisting customers, shelving books	664	21
Home Visits Service	202	6
Assisting with children's activities such as story times	223	7
Assisting with older people's activities	156	5
Helping people to learn e.g. basic IT skills	198	6
Promotion and fundraising activities	120	4
Local History	148	5
I would not be willing to volunteer	1428	46
Total	3139	100

[\(details\)](#)

Q.15. How often would you be willing to support the library service by volunteering to help?

966 responded to how often they would be willing to support the library service, by volunteering to help. Of those responding to this question 56% indicated that they would carry out some form of voluntary service at least once per week.

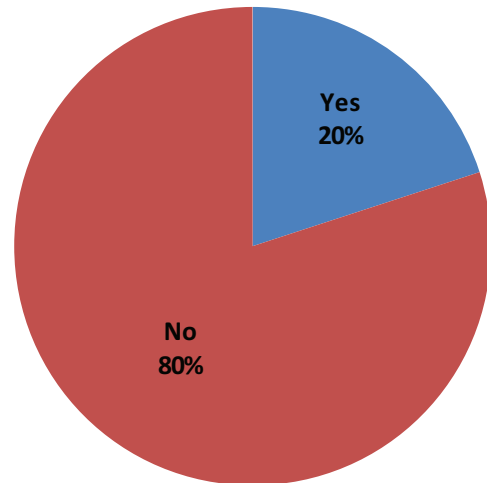
[\(details\)](#)

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Q.16. In other areas of the country, some libraries have been transferred to the community to be run and managed by local residents or local groups. . Is this something you would be interested in being involved in?

Answer Options	Response	Response %
Yes	493	20
No	1956	80
Total	2449	100

[\(details\)](#)



Q17 Have you got any other comments about Sefton’s Library Service or the Library Service Review?

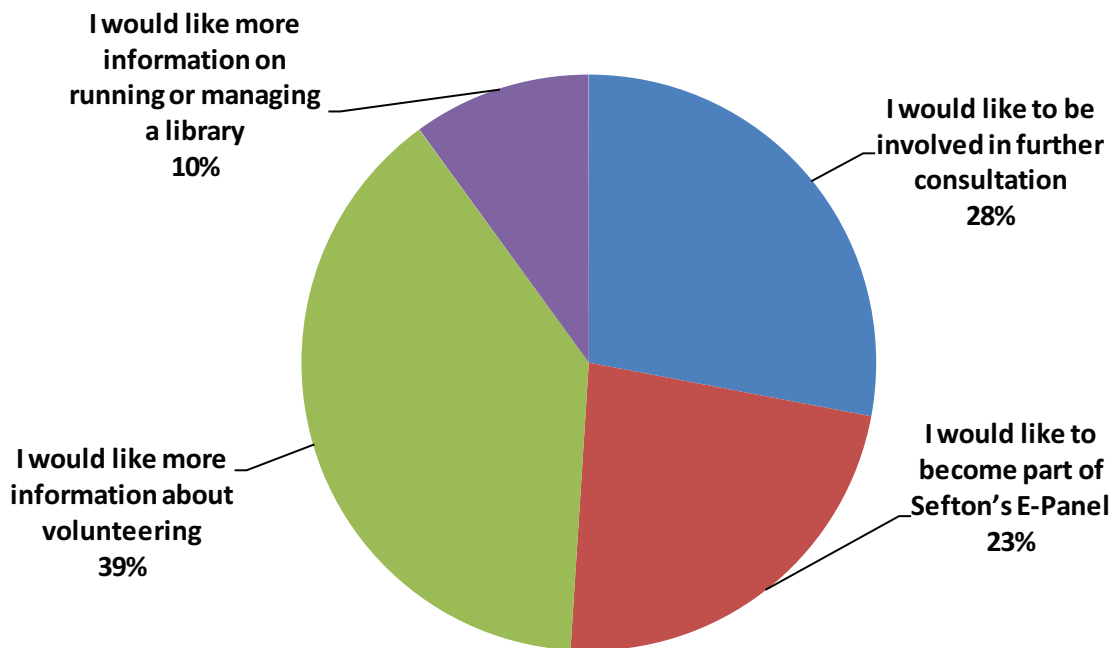
This was an open-ended question that gave respondents the opportunity to explain or expand on their choices. **1464** respondents made comments, many raising more than one issue, this came to a total of **3348** comments. The comments were broken down into 6 main themes.

- The most popular theme was the **General** comment, of which there were a total of **1,398** individual comments. This included praise for the service and staff, impact that closure would have on the local community and remarks about the consultation process and questionnaire.
- The second most popular theme was **Saving Suggestions** with a total of **455** individual comments. Many observations related to income generation, potential savings in other council areas and opening hours.
- **Children and Young People** was an important area to many people with a total of **416** comments expressing the significance of libraries to young people.
- **404** comments raised issues around **Access and Transport**; people were concerned about local proximity, car parking and public transport.
- There were **346** comments relating to current **Library Services**, highlighting the importance of the library stock, IT and adult education.
- Finally there were **329** comments concerned with **Equalities Issues**. Some respondents were worried about the impact that library closures would have on vulnerable members of the community and stressed the importance of the library as a space for social interaction.

[See table 4](#)

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Q.18. Please let us know if you would like to be involved in future consultation regarding the provision of library services.



Answer Options	Response	Response %
I would like to be involved in further consultation on this area such as focus groups, workshops, etc.	382	28
I would like to become part of Sefton's E-Panel (an online consultation panel, email address required)	309	23
I would like more information about volunteering to support the library service	535	39
I would like more information on how I or my group can get involved in running or managing a library	139	10
Total	1365	100

This question was asked to enable the Council to contact, at a future date, those who have shown an interest in the areas as described in the above table.

[\(details\)](#)

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Summary of who participated to the following optional questions:

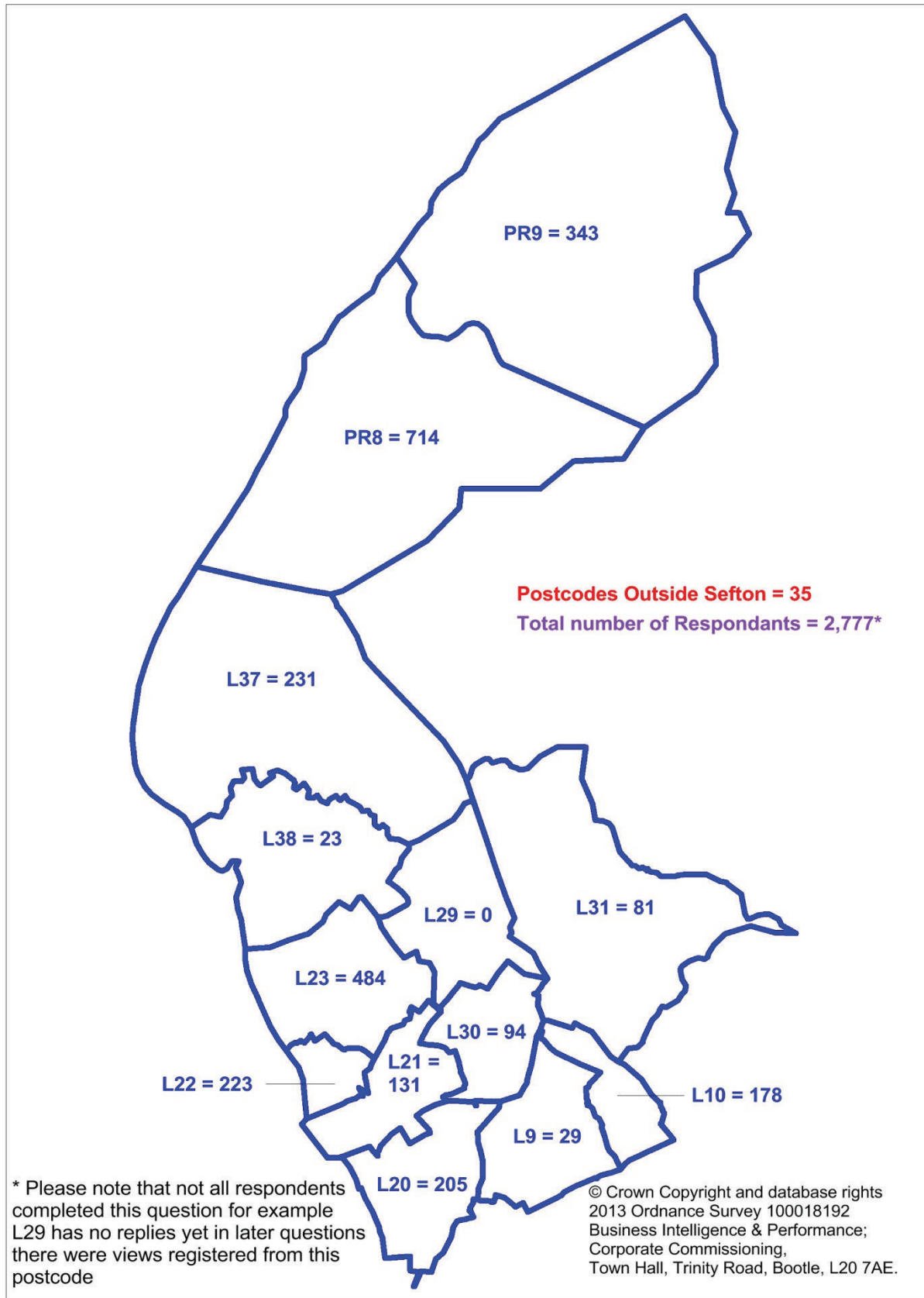
- **Describe interest?** 2472 described their interest in this issue, of whom, the majority, **95% (2339)** are a member of the public
- **Work Status** - **51% (1247)** who described their situation are fully retired. **18% (460)** are a full time worker and **13% (324)** are a part time worker.
- **Gender** - **60%** are female and **40%** are male
- **Age** – Largest participation were 60-74 years (**38%**)
- **Disability/Limiting Long Term Illness** – 535.
- **Ethnicity and Nationality** - **2092** responded about their ethnicity, the majority, **91.39%** classed themselves as either White British or White English
- **Religion and Belief** - Of the **1952** who responded to whether or not they have a religion or a belief **1442** responded that they do with **1406** selecting their religion/belief. **97.8% (1375)** selected Christian
- **Sexuality** - **1796** described their sexual orientation, of whom **98%** are Heterosexual
- **Transgender** - Of the **1852** who responded to whether or not they currently live in the gender they were given at birth **99%** selected that they do.

[\(details\)](#)

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PART TWO: Data set from responses

Q.1. Please give the first four digits of your postcode. The map below shows the Sefton Borough postcode locations and the number of respondents who completed this question from each location.

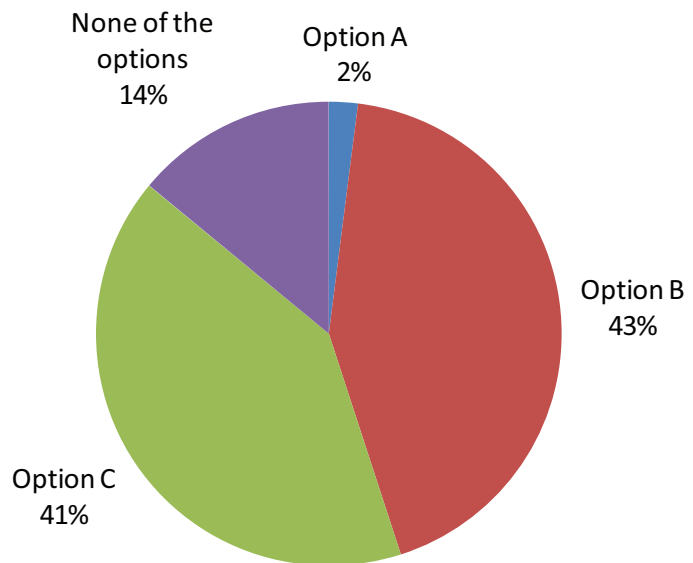


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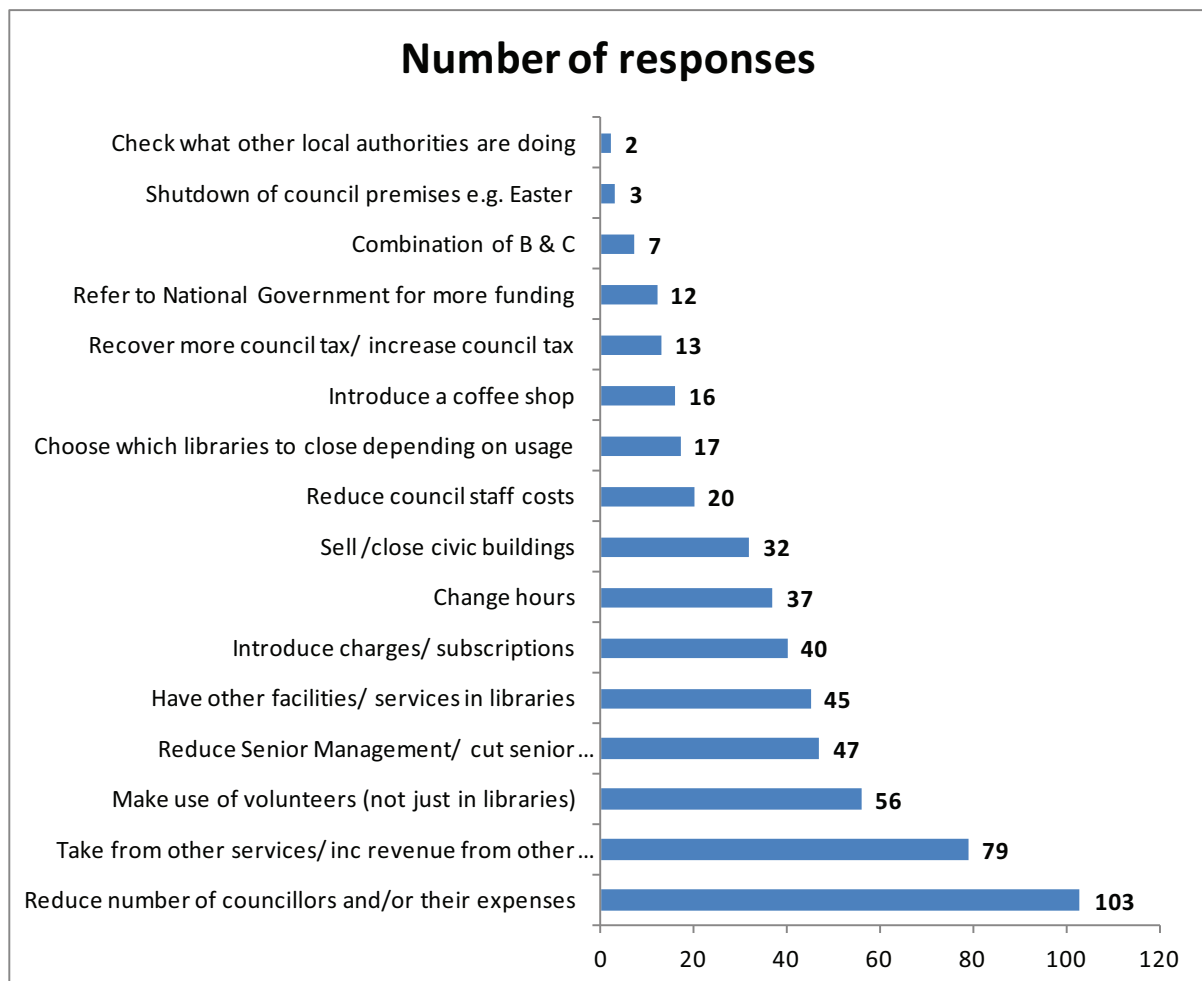
Q.2. Options for Consideration

In order for the Council to consult on Option B we would like to gain your views on the other options. Overall, having considered the outline information, and in the light of the Council's diminishing budget resources, which options do you consider would provide a sustainable, comprehensive and efficient library service for the future? *(Please tick one box only)*

Answer Options	Response	Response %
Option A	51	2
Option B	1225	43
Option C	1171	41
None of the options	417	14
Total	2864	100



Q.3. If you have chosen 'none of the options', how do you think the Council can deliver a sustainable library service, in the context of having to make savings of £43.7 million over the next two years?

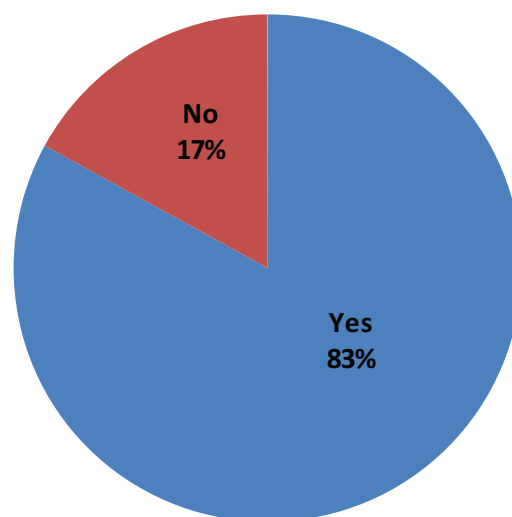


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Item	Number of responses	%
Reduce number of councillors and/or their expenses	103	19
Take from other services/ inc revenue from other services	79	15
Make use of volunteers (not just in libraries)	56	11
Reduce Senior Management/ cut senior management costs	47	9
Have other facilities/ services in libraries	45	9
Introduce charges/ subscriptions	40	8
Change hours	37	7
Sell /close civic buildings	32	6
Reduce council staff costs	20	4
Choose which libraries to close depending on usage	17	3
Introduce a coffee shop	16	3
Recover more council tax/ increase council tax	13	2
Refer to National Government for more funding	12	2
Combination of B & C	7	1
Shutdown of council premises e.g. Easter	3	1
Check what other local authorities are doing	2	>1
Totals	529	100

Q.4. In the library review report a range of criteria for developing a sustainable, comprehensive and efficient library service were identified. Do you think these criteria listed below are correct?

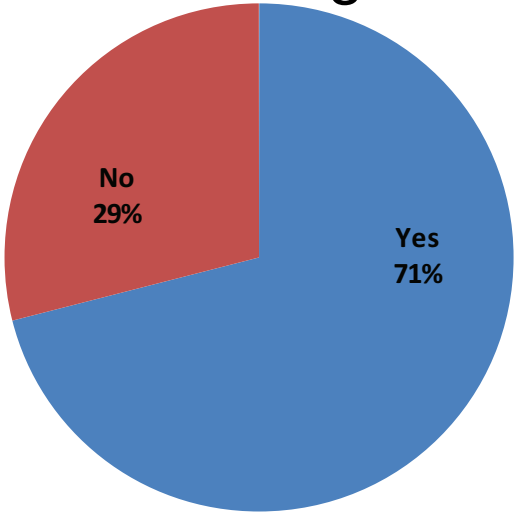
a. The overall spread of population and library buildings across the Borough		
Answer Options	Response	Response %
Yes	2112	83
No	428	17
Total	2540	100



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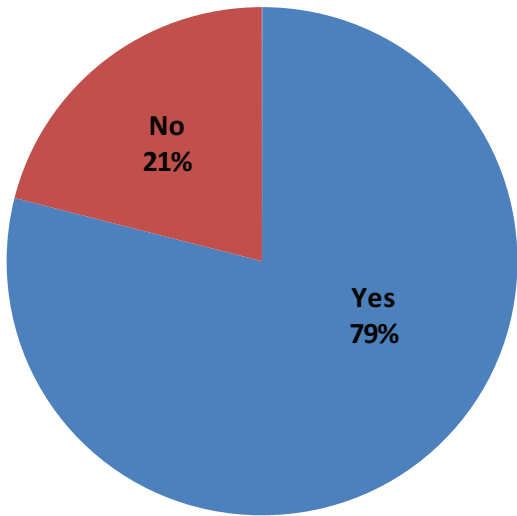
b. The ability to share services within one building and opportunities for future sharing

Answer Options	Response	Response %
Yes	1799	71
No	729	29
Total	2528	100



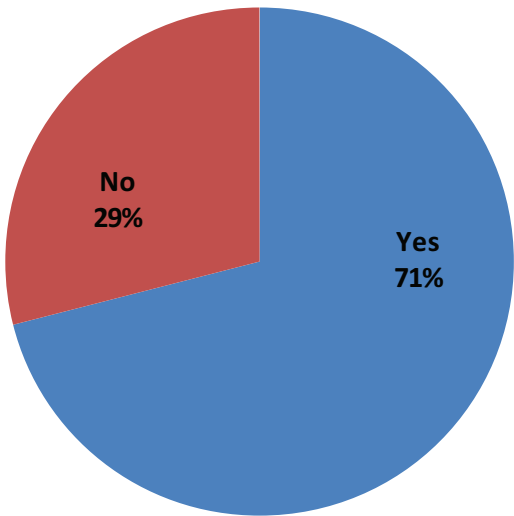
c. Operating costs and the condition of the library buildings

Answer Options	Response	Response %
Yes	1908	79
No	504	21
Total	2412	100



d. Community profile e.g. levels of deprivation, age profile within a community

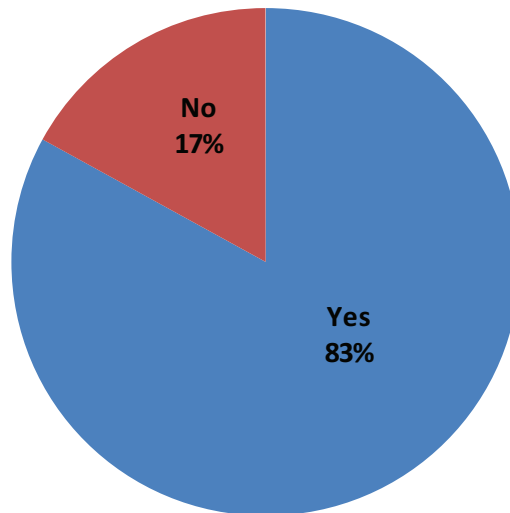
Answer Options	Response	Response %
Yes	1739	71
No	716	29
Total	2455	100



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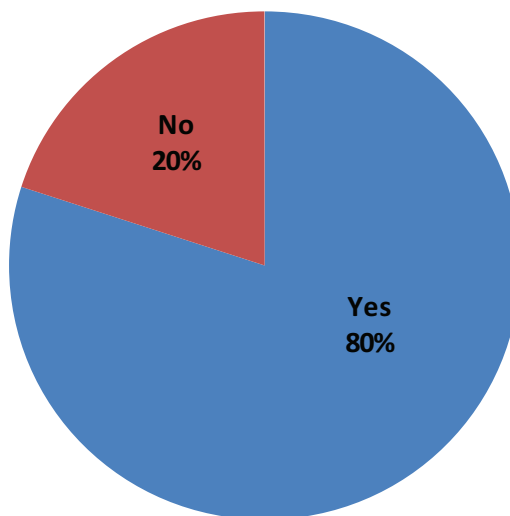
e. Levels of library usage

Answer Options	Response	Response %
Yes	2088	83
No	433	17
Total	2521	100



f. Transport and travel

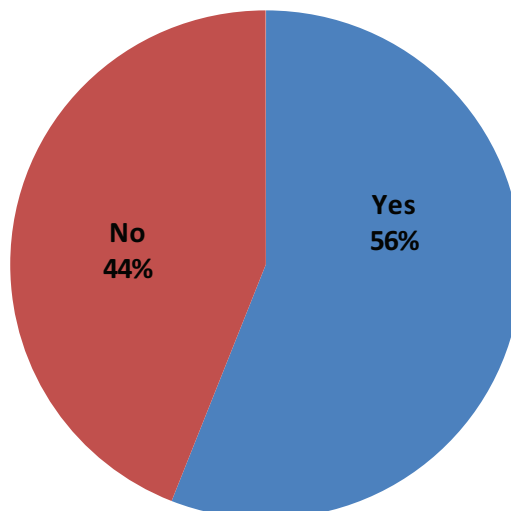
Answer Options	Response	Response %
Yes	1999	80
No	495	20
Total	2494	100



Q.5. Within Option B the future library service would comprise of six libraries, one in each of the 5 main townships of Bootle, Crosby, Maghull, Formby and Southport together with the existing co-located facility at Netherton.

Do you think that this will result in a significant gap in provision, for your own use of library services?

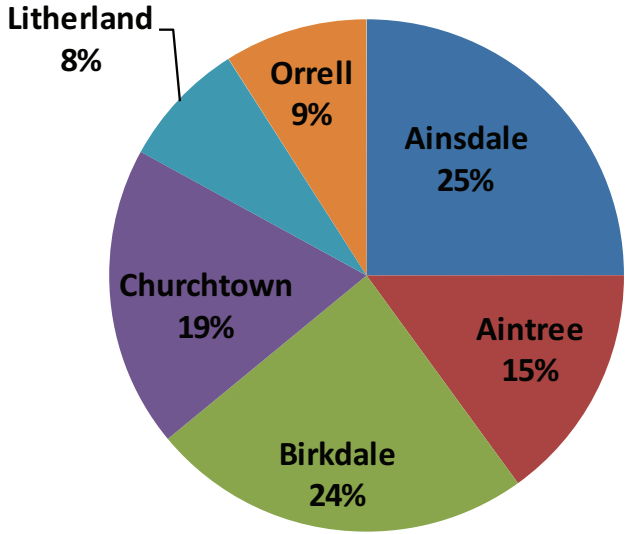
Answer Options	Response	Response %
Yes	1588	56
No	1250	44
Total	2838	100



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Q.6. If you have answered yes to question 5, where do you think that this gap in provision will most affect you? (*tick one box only*).

Answer Options	Response	Response %
Ainsdale	362	25
Aintree	221	15
Birkdale	359	24
Churchtown	280	19
Litherland	114	8
Orrell	127	9
Total	1463	100



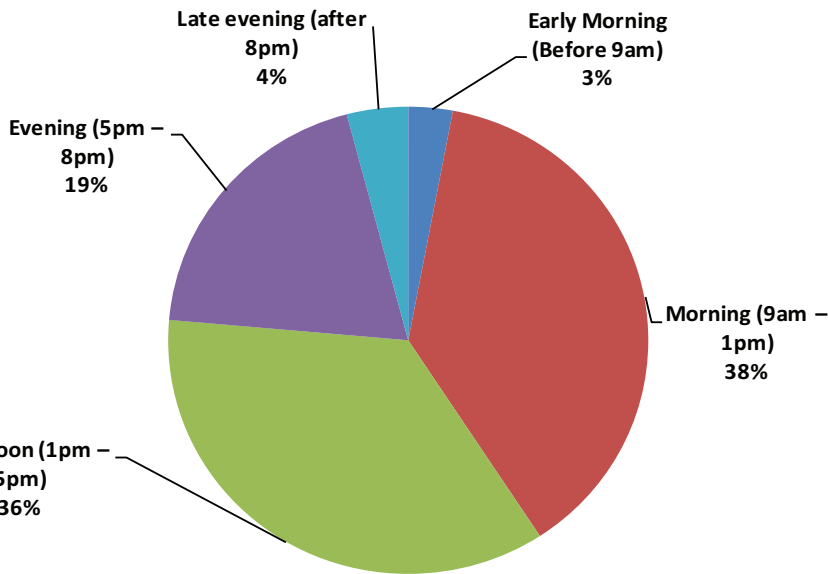
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Q.7. As part of option B there is the opportunity to extend opening hours for the proposed six libraries.

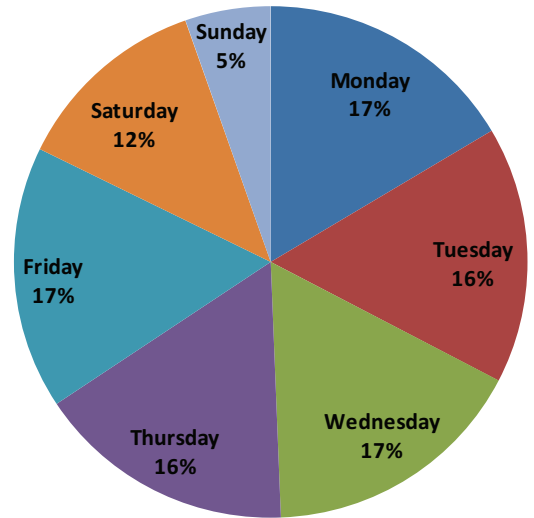
What day(s) and time(s) would you prefer to visit a library?

	Early Morning (Before 9am)	Morning (9am – 1pm)	Afternoon (1pm – 5pm)	Evening (5pm – 8pm)	Late evening (after 8pm)	Total
Monday	117	1387	1381	800	160	3845
Tuesday	106	1379	1375	765	150	3775
Wednesday	96	1375	1401	870	165	3907
Thursday	95	1355	1354	830	172	3806
Friday	103	1401	1412	793	162	3871
Saturday	113	1445	939	300	87	2884
Sunday	64	484	455	192	66	1261
Total	694	8826	8317	4550	962	23349

Time Of Day Likely To Visit



Day of the Week Likely To Visit



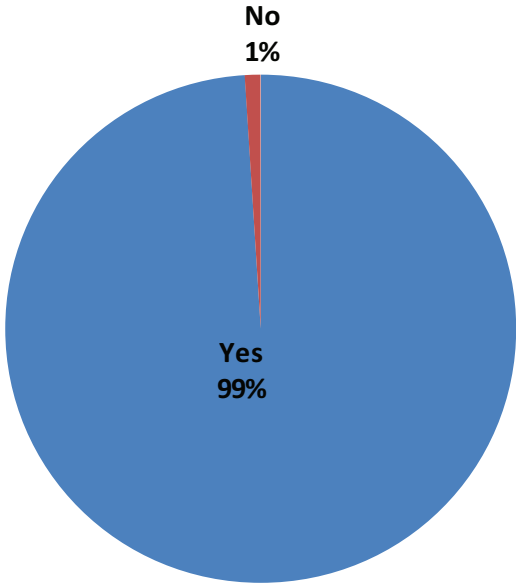
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Comprehensive and efficient library service

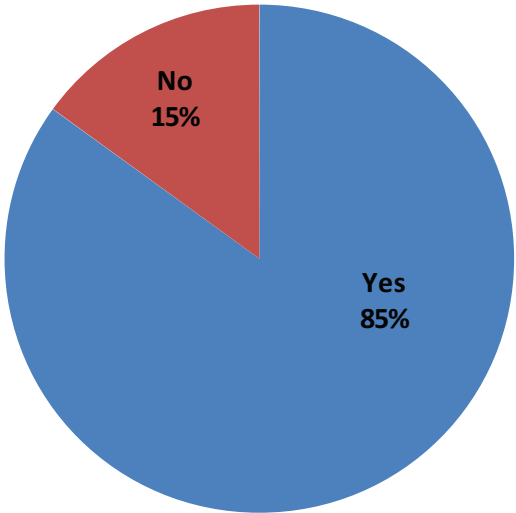
The Council is consulting on what is needed to ensure that the borough has a sustainable library service that is comprehensive and efficient.

Q.8. Do you agree or disagree that the library service should:

a. Be for all ages and for anyone who lives, works or studies in Sefton		
Answer Options	Response	Response %
Agree	2838	99
Disagree	32	1
Total	2870	100

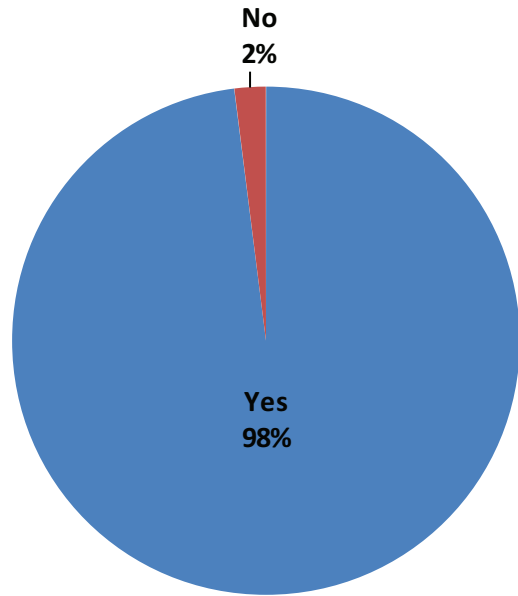


b. Be accessible through various channels such as the internet and other council facilities		
Answer Options	Response	Response %
Agree	2276	85
Disagree	417	15
Total	2693	100

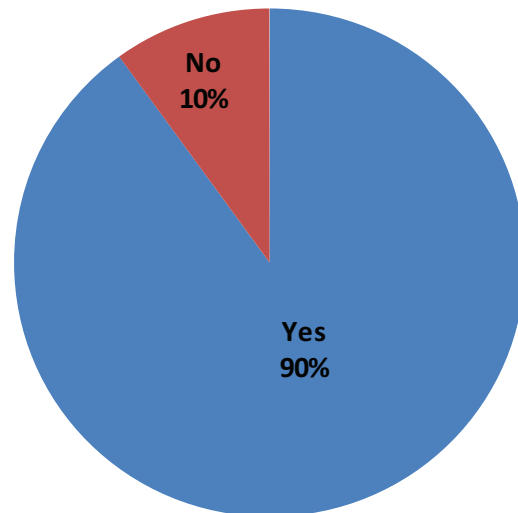


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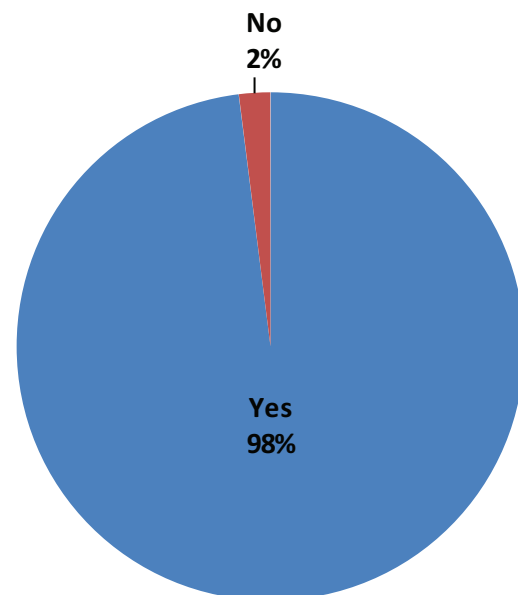
c. Be available to our most vulnerable residents, including those that are housebound		
Answer Options	Response	Response %
Agree	2780	98
Disagree	56	2
Total	2836	100



d. Be efficient, of good quality and accessible through co-location with other services or agencies where this brings benefits to communities		
Answer Options	Response	Response %
Agree	2468	90
Disagree	267	10
Total	2735	100

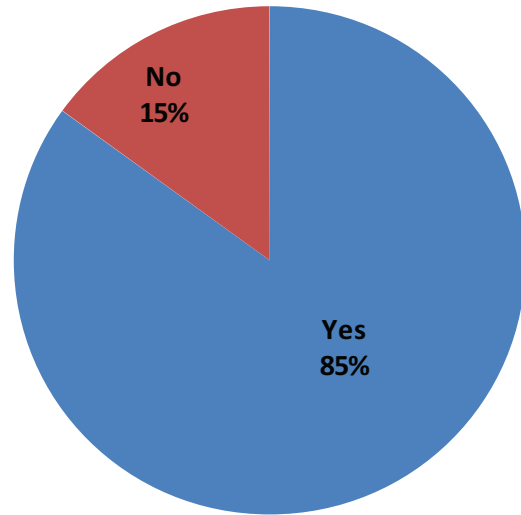


e. Carry a broad range of books, audio, online services and activities in the community		
Answer Options	Response	Response %
Agree	2765	98
Disagree	53	2
Total	2818	100

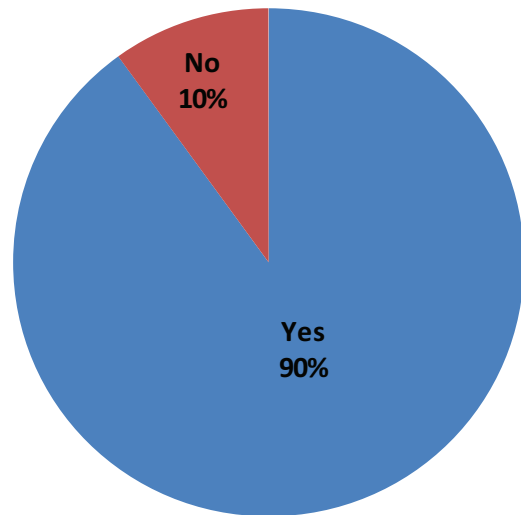


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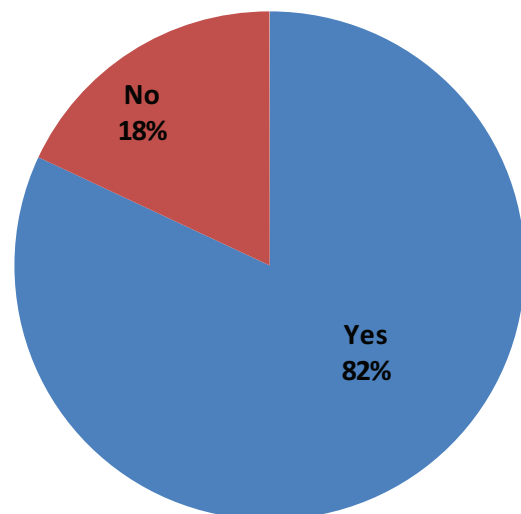
f. Be sustainable through reasonable and appropriate charges		
Answer Options	Response	Response %
Agree	2345	85
Disagree	412	15
Total	2757	100



g. Exploit new technologies to deliver cost effective quality and inclusive library services for the future		
Answer Options	Response	Response %
Agree	2448	90
Disagree	274	10
Total	2722	100

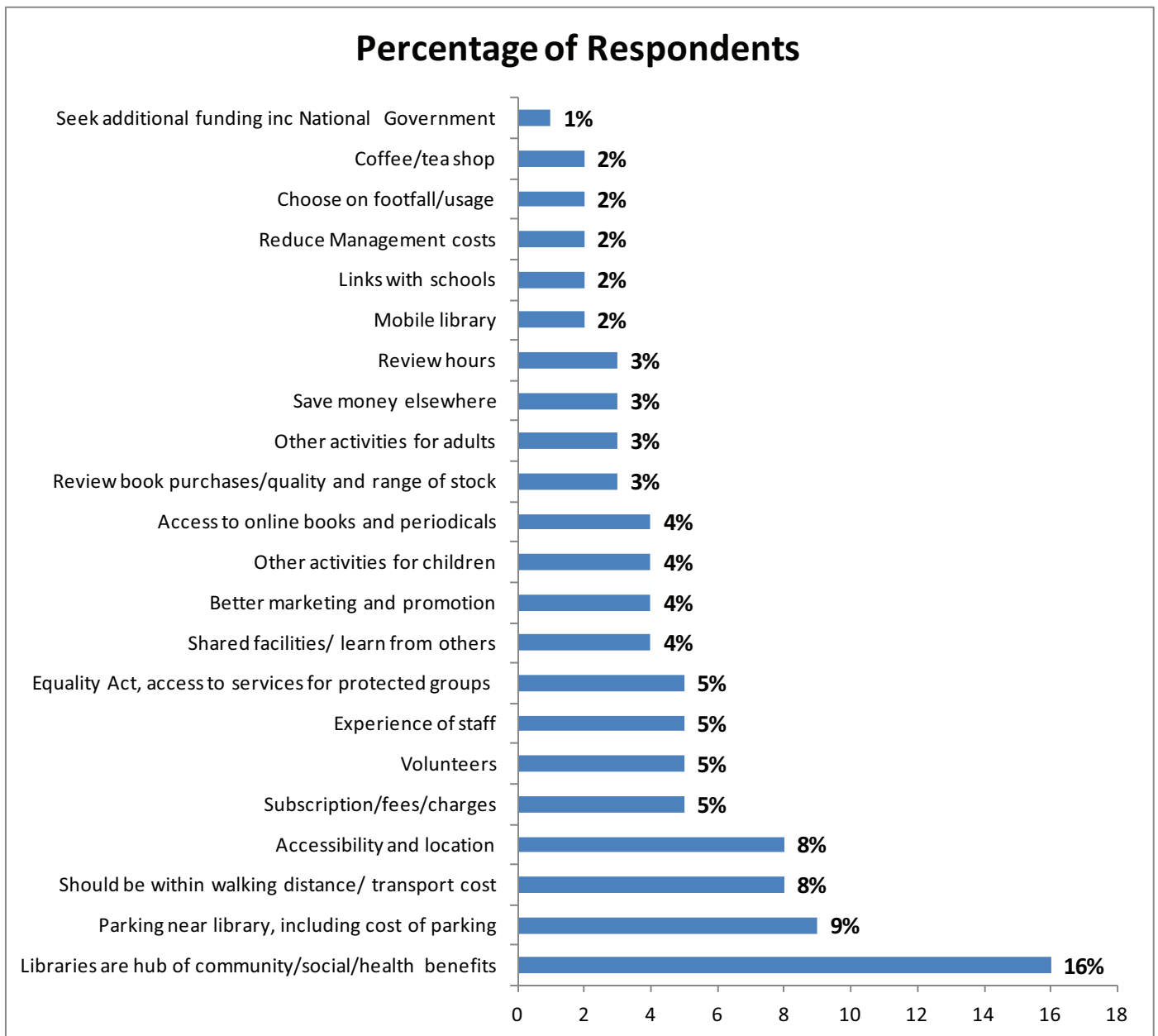


h. Support volunteers and communities to play their role in the delivery of library services of the future		
Answer Options	Response	Response %
Agree	2258	82
Disagree	488	18
Total	2746	100



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Q.9. Are there any other factors that Sefton Council should consider in developing a sustainable, comprehensive and efficient library service?



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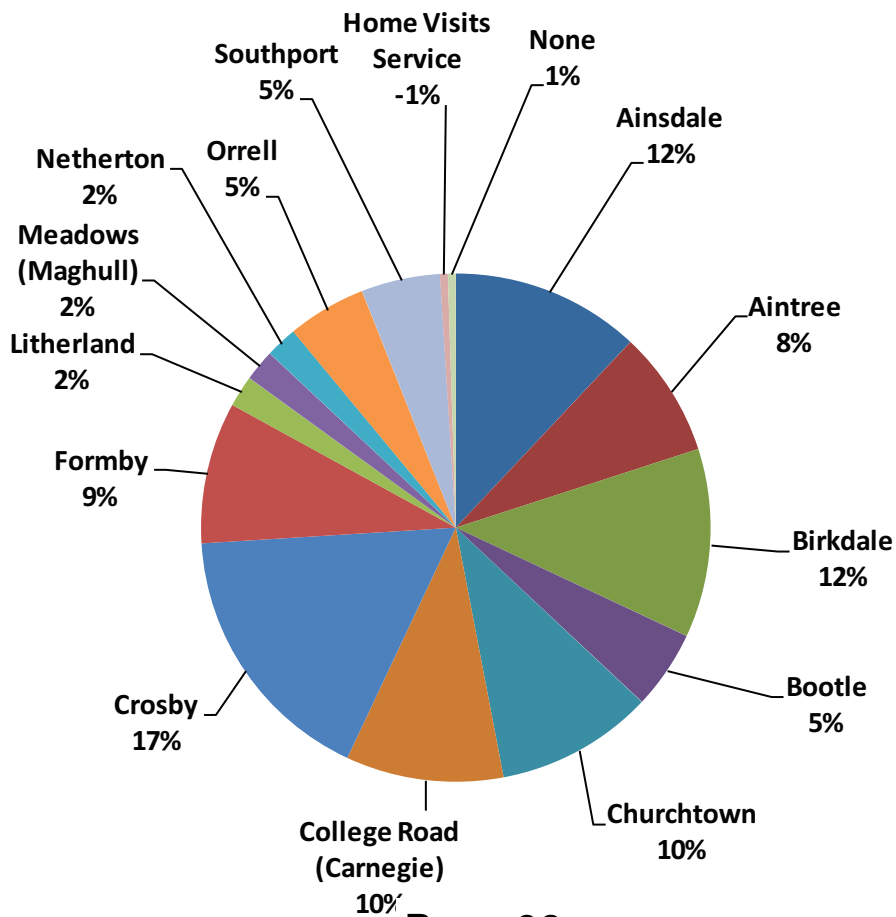
Table 2

Item	Number	%
Libraries are hub of community/social/health benefits	146	16
Parking near library, including cost of parking	86	9
Should be within walking distance/ transport cost	77	8
Accessibility and location	75	8
Subscription/fees/charges	48	5
Volunteers	46	5
Experience of staff	46	5
Equality Act, access to services for protected groups	42	5
Shared facilities/ learn from others	40	4
Better marketing and promotion	39	4
Other activities for children	34	4
Access to online books and periodicals	33	4
Review book purchases/quality and range of stock	30	3
Other activities for adults	30	3
Save money elsewhere	28	3
Review hours	24	3
Mobile library	22	2
Links with schools	21	2
Reduce Management costs	19	2
Choose on footfall/usage	18	2
Coffee/tea shop	16	2
Seek additional funding inc National Government	10	1
	930	100

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Q.10. Which library do you use most often

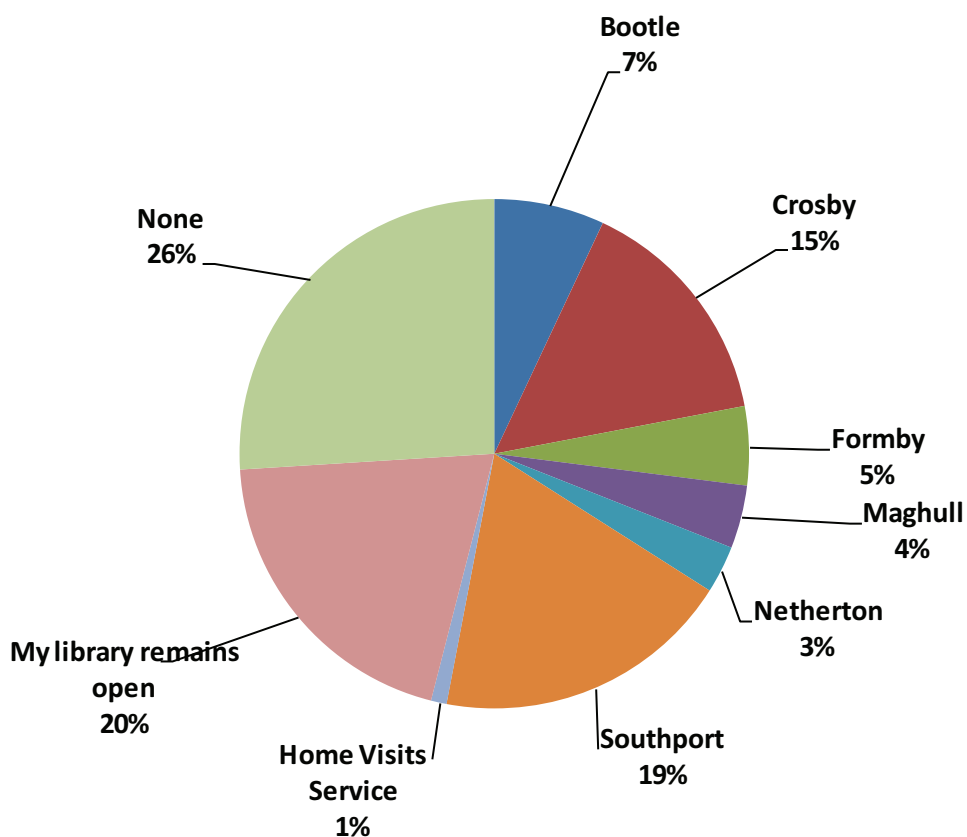
Answer Options	Response	Response %
Ainsdale	344	12
Aintree	214	8
Birkdale	333	12
Bootle	132	5
Churchtown	273	10
College Road (Carnegie)	277	10
Crosby	494	17
Formby	251	9
Litherland	68	2
Meadows (Maghull)	70	2
Netherton	59	2
Orrell	127	5
Southport	145	5
Home Visits Service	2	0.5
None	25	0.5
Total	2814	100



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Q.11. If you could no longer use the library that you currently go to, which location are you most likely to use a library

Answer Options	Response	Response %
Bootle	198	7
Crosby	409	15
Formby	133	5
Maghull	107	4
Netherton	96	3
Southport	523	19
Home Visits Service (Volunteers visit the homes of housebound people with books once or twice per month)	24	1
My library remains open	536	20
None	712	26
Total	2738	100

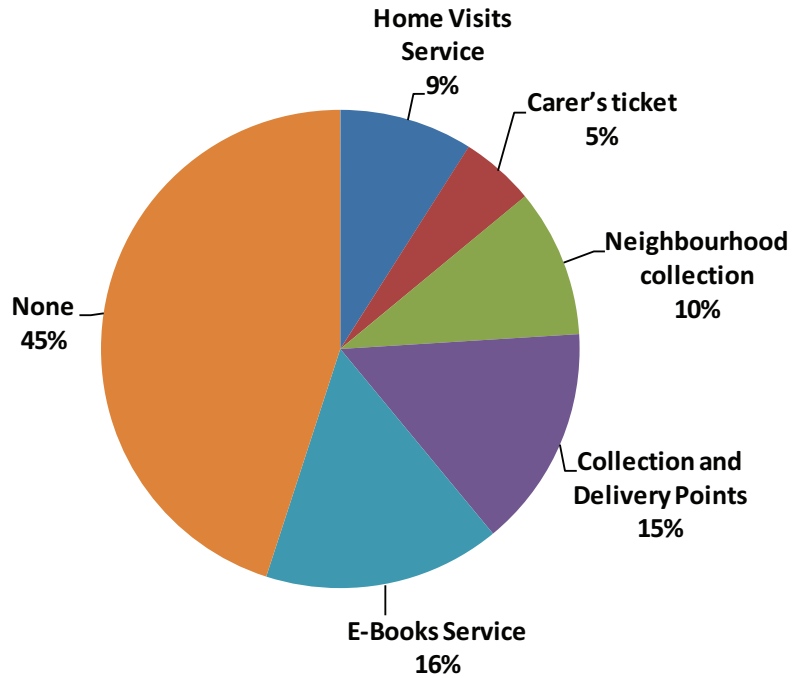


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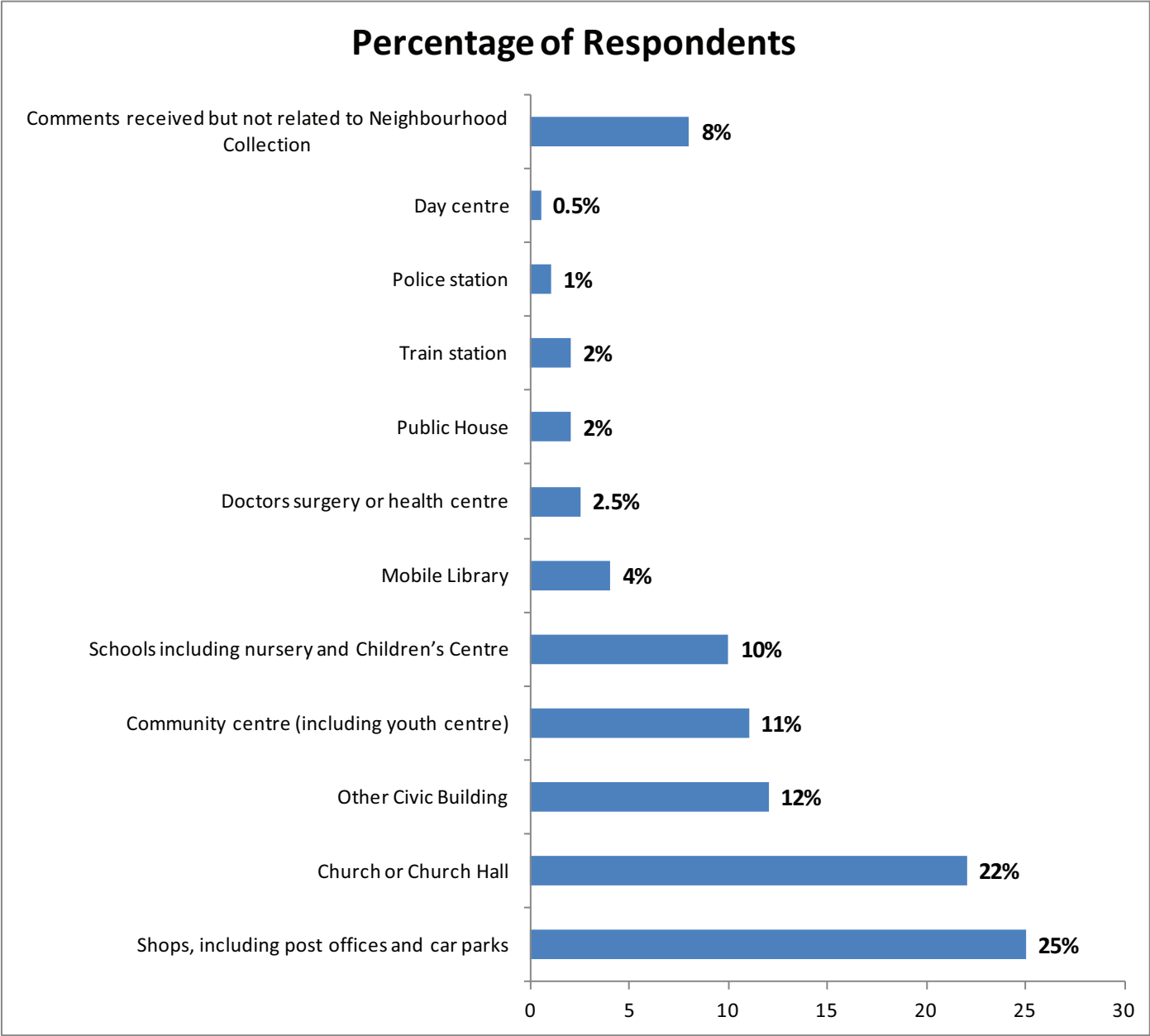
Q.12. The library service already has in place services for people who are unable to access current library buildings and the opportunity for additional provision of services is also being explored. Described below are the services currently provided and potential new ones:

If you are unable to visit any of the libraries listed in question 11, would you use any of the services described? *(Please tick all that apply)*

Answer Options	Response	Response %
Home Visits Service	142	9
Carer's ticket	75	5
Neighbourhood collection	162	10
Collection and Delivery Points	231	15
E-Books Service	258	16
None	709	45
Total	1577	100



Q.13. If you have answered that you would like to make use of a neighbourhood collection and/or delivery point please tell us where you think these could be located within your community **Table 3**

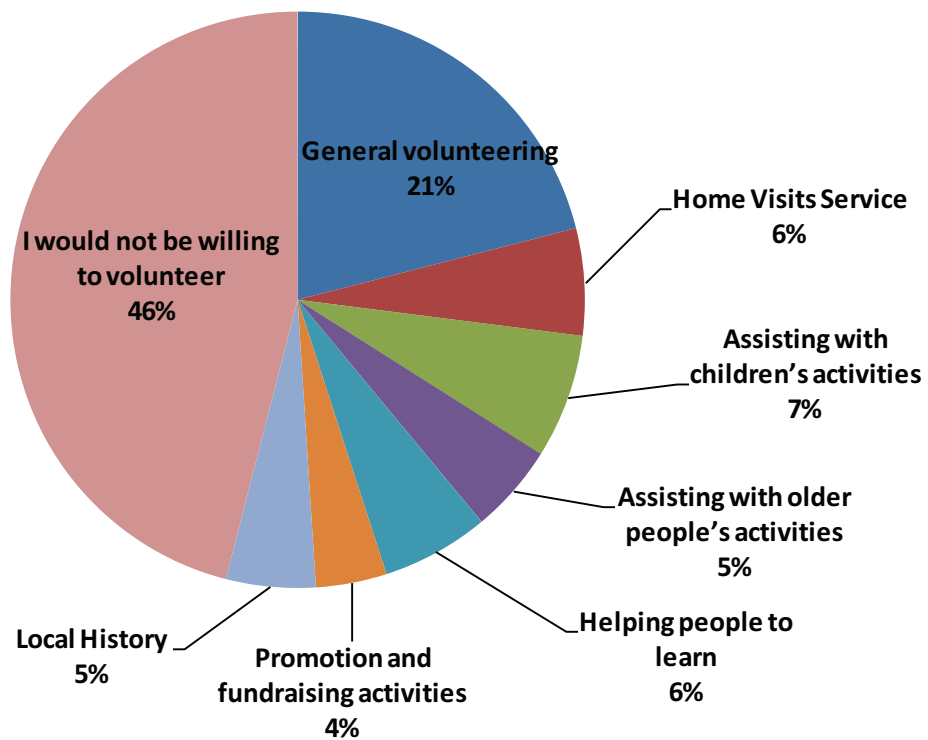


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Location	responses	%
Shops, including post offices and car parks	78	25
Church or Church Hall	68	22
Other Civic Building	36	12
Community centre (including youth centre)	34	11
Schools including nursery and Children's Centre	32	10
Mobile Library	13	4
Doctors surgery or health centre	8	2.5
Public House	5	2
Train station	5	2
Police station	4	1
Day centre	2	0.5
Comments received but not related to Neighbourhood Collection	25	8
	310	100

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Q.14. If you are willing to assist the library service by volunteering, please tell us which activities you would like to support?

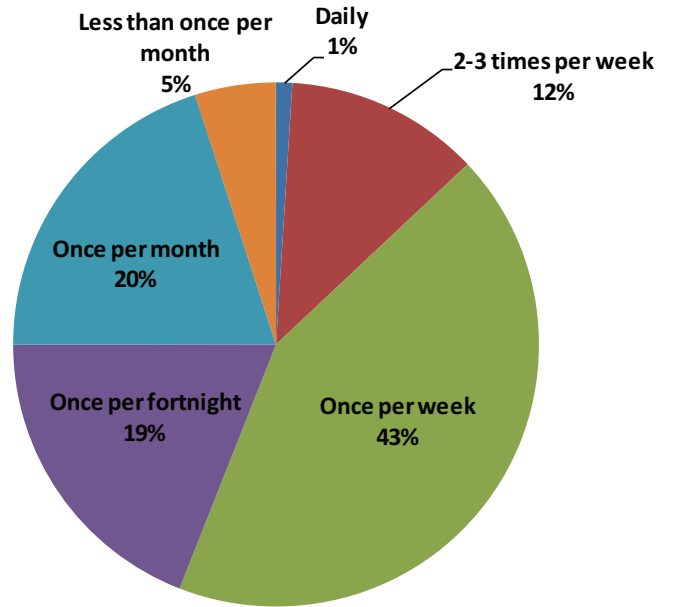


Answer Options	Response	Response %
General volunteering e.g. assisting customers, shelving books	664	21
Home Visits Service	202	6
Assisting with children's activities such as story times	223	7
Assisting with older people's activities	156	5
Helping people to learn e.g. basic IT skills	198	6
Promotion and fundraising activities	120	4
Local History	148	5
I would not be willing to volunteer	1428	46
Total	3139	100

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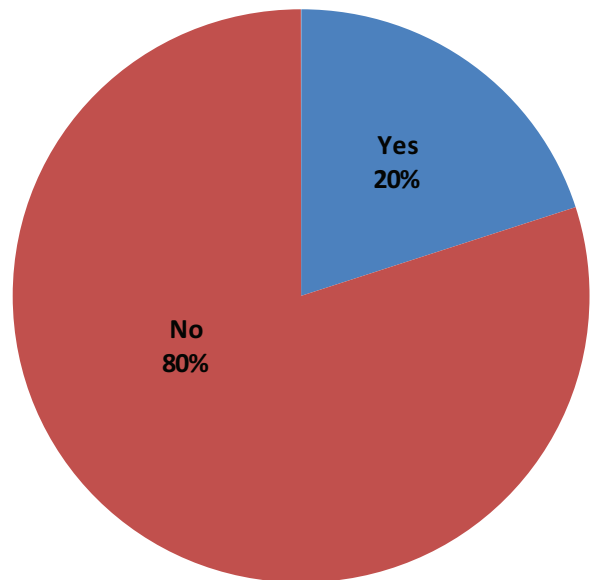
Q.15. How often would you be willing to support the library service by volunteering to help?

Answer Options	Response	Response %
Daily	9	1
2-3 times per week	114	12
Once per week	417	43
Once per fortnight	181	19
Once per month	196	20
Less than once per month	49	5
Total	966	100



Q.16. In other areas of the country, some libraries have been transferred to the community to be run and managed by local residents or local groups. Is this something you would be interested in being involved in? (Tick one box only)

Answer Options	Response	Response %
Yes	493	20
No	1956	80
Total	2449	100



Q.17. Have you got any other comments about Sefton’s Library Service or the Library Service Review?

The questionnaire contained a number of open-ended questions giving respondents the opportunity to explain or expand on their choices. **1464 respondents** made comments, many raising more than one issue, this came to a total of **3348 comments**.

These comments have been categorised into a number of themes and are explained in more detail below. **Table 4**

Key issues raised in consultation
<p>Access & Transport – 404 comments</p> <p>153 comments indicated the importance of having a library in local proximity to where they live. Many of these respondents expressed the benefits of reaching the library on foot especially for older residents without transport and young families on the school run.</p> <p>132 comments related to car parking. It was frequently noted that accessible, safe and free parking was a consideration when planning a trip to the library. This was a particular concern of users in the Southport area and people that stated they had a disability.</p> <p>106 comments pointed out that reliance on public transport may limit future use of an alternative library due to expense and logistics. Aintree library users frequently expressed this point.</p>
<p>Children and Young people – 416 comments</p> <p>213 respondents made general comments suggesting that the reduction in libraries could adversely affect young people at a critical time in their development.</p> <p>64 comments referred to the library service’s role in supporting children’s education, especially with regards to resources for home work and school projects.</p> <p>53 comments noted appreciation of the organised children’s activities in the library, for example; story and rhyme time sessions, class and nursery visits, the summer reading challenge and holiday events.</p> <p>50 comments stated that the library helped foster a love for books and reading for pleasure. This included a number of comments from children conveying their love of a particular genre or author of which they access through their local library.</p> <p>22 comments indicated the need for children to have safe access to the library. Parents pointed out that visiting an alternative library would limit the frequency and independence of their children’s library visits.</p> <p>14 comments related that their local library had been fundamental in parental and family support. Observations were expressed by single and/or working mothers and grandparents. They noted that libraries were vital to families as a fun and cost</p>

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effective means of recreation.

General – 1,398 comments

The largest category was a **general praise of service/do not close** comment of which there were 450 points made. This covered simple statements such as; “please keep them all open” and “the library service should never be compromised” and “Churchtown library is the best”. Many of these comments also raised the issue that once closed that they wouldn’t expect the libraries to open again.

347 comments were made about the **impact closing a library would have on the local community**. Users from all libraries stated that closure would cause an adverse effect on the areas surrounding their library; some indicated that closure would damage the community spirit. Users of Aintree library were concerned that it would mean the closure of the only council facility in the village. There were 7 points made specific to the perceived impact on **local business**.

179 comments were in **praise of library staff**. Some acknowledged positive experiences in specific libraries; many commended the levels of customer service across all the library branches. Often staff were deemed as important as the books and physical resources.

158 comments related to **concerns** around the use of **library volunteers and a community run library service**. There was a strong feeling that “trained library staff” were the backbone of the service and that the Council had a responsibility to provide “professional staff” to each community. A number of respondents highlighted that they wouldn’t volunteer in place of a paid employee.

148 comments related to the **consultation/review process**. There was a large range of points put forward in this category, some comments were specific; “the statutory library service should be exempt from a review as it is a statutory service”, other points were speculative wondering if the review process would “make any difference to the outcome”. A number of these comments expressed anger at the current economic situation.

116 comments mentioned the **questionnaire** format. Some respondents questioned the inclusion of particular questions and specific statements. A number of people made alternative suggestions of how the questionnaire could have been approached.

Library services – 346 comments

93 comments were in praise of or made suggestions regarding the development of library **stock**. The large print and spoken word formats were areas of the collection that were particularly appreciated.

85 comments highlighted the importance of access to **IT** through the People’s Network. Many of the comments highlighted the emphasis that is now placed on the internet on daily life, for example; job searches, application forms and communication. It was felt that if this service was reduced that many in the community would be at a great disadvantage.

41 comments referred to libraries as an access point for **adult education**. Many respondents gave examples of the courses and classes they have attended, either in conjunction with external bodies or co-ordinated by library staff.

25 comments indicated that they saw libraries as a hub for **adult opportunities**. Respondents regularly made points that libraries were crucial as a; “a place for people to better themselves”, to become “self educated”, “explore interests” and “broaden your horizons”.

32 comments indicated that they accessed a library for **information**. Many praised the reference resources, local and community information and stated that it was their first point of call for enquiries.

25 comments came from users who currently accessed the **Home Visits** service, or intended to in the future (either for themselves or on the behalf of a relative). Some respondents were worried about the potential closures in the Southport area and how this may affect their Home Visits service.

18 comments mentioned the **local history** services. Users valued the qualified and specialist staff and expressed their enjoyment of the organised talks and groups. There was some comment made regarding the local history resources in Southport.

16 commented on the use of the library for **organised groups**, amongst these were members of; reading groups, Crosby Camera Club and history clubs. They expressed that attending these meetings brought more enjoyment into their lives and an opportunity to meet up with like minded people.

14 people commented on the importance of the library as an **informal meeting place**. Most comments centred on the library as “community facility”, and some noted that it was the only non commercial place in their local area that was free to access and meet.

Equality issues – 329 comments

162 comments expressed concern for **older people** and those with a **disability**. The majority of respondents were worried about how people with a disability would access the library facilities if changes were implemented.

92 comments related to the importance of the library for **social interaction** both for themselves and others. Respondents stated that a local library service was critical for the vulnerable and isolated in society. It was often stated that the service offers; “a lifeline”, “point of contact” and “human interaction”.

61 comments related to **financial impact**. Some of the points highlighted the current economic hardship they were personally experiencing. Other people expressed that the cost of public transport and parking would limit their visits. Most respondents in this category believed that the library offer was crucial in this economic situation.

14 people commented on the difficulty of **carrying library books**. This concern was especially for older people, those with a physical disability and parents with young children. This feeling was particularly notable in the Southport area in relation to lack of parking facilities and public transport concerns.

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Saving suggestions – 455 comments

101 comments indicated that they felt that that savings should be made in **other council areas**. Some of the suggestions included, reducing the number of Councillors, changing the terms and conditions of council employees, identifying bureaucratic waste and selling Council buildings.

92 comments made **alternative savings** suggestions or highlighted areas of the library service that could **benefit from development**. A few common ideas included; the provision of e-books and e-readers, reopening libraries once the economic situation improves, redirecting funds from schools literacy budgets to help libraries.

67 respondents commented on **opening hours**. Most of these points agreed that they would prefer reduced opening hours across all libraries rather than library closure. However some respondents did request longer opening hours and additional late nights.

43 comments advocated the use of **volunteers** in the library service. Some respondents stipulated that this would only be as a final option, to help extend opening hours or as a support base for the professional library staff.

35 comments suggested **income generation** ideas. A number of the comments thought that a coffee shop/refreshment concession would be a good idea; others suggested approaching corporate sponsors and some respondents thought improving the service's PR would help to generate additional funds.

34 comments related to **increase/introduce fees and charges**. One of the main areas of suggestion in this category proposed a subscription model/fee to borrow books. Some users stated that they wouldn't mind if some charges were increased e.g. reservation fees.

30 comments related to the **use of library buildings**. Areas of suggestion included increased co-location with other Council facilities, partnership with alternative community services and working more closely with school library provision. There was some concern about the fate of the buildings if they closed.

25 comments suggested the **closure of other library locations** in Sefton.

11 comments were made regarding **community run libraries**. Some respondents were in favour of handing library provision over to the community, other people said they would appreciate more information about it.

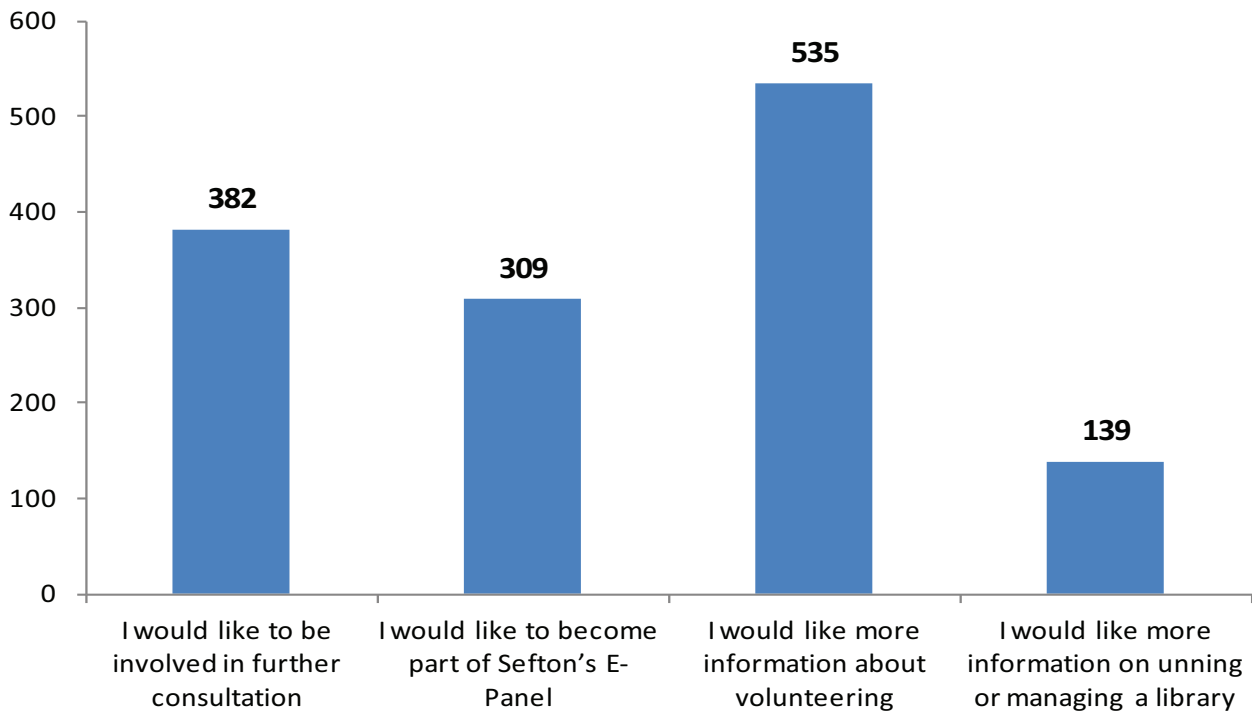
7 comments about **site management/utilities** suggested lowering the heating and/or lighting in libraries.

6 comments were in favour of **reducing stock expenditure**. Respondents recommended either a general purchase review or to cut down spend in specific areas of the collection e.g. less emphasis on non-fiction.

4 comments noted that a move to **self service technology** could be a good idea as it would require less staff.

Q.18. Please let us know if you would like to be involved in future consultation regarding the provision of library services (*tick all that apply*)

Number of Responses

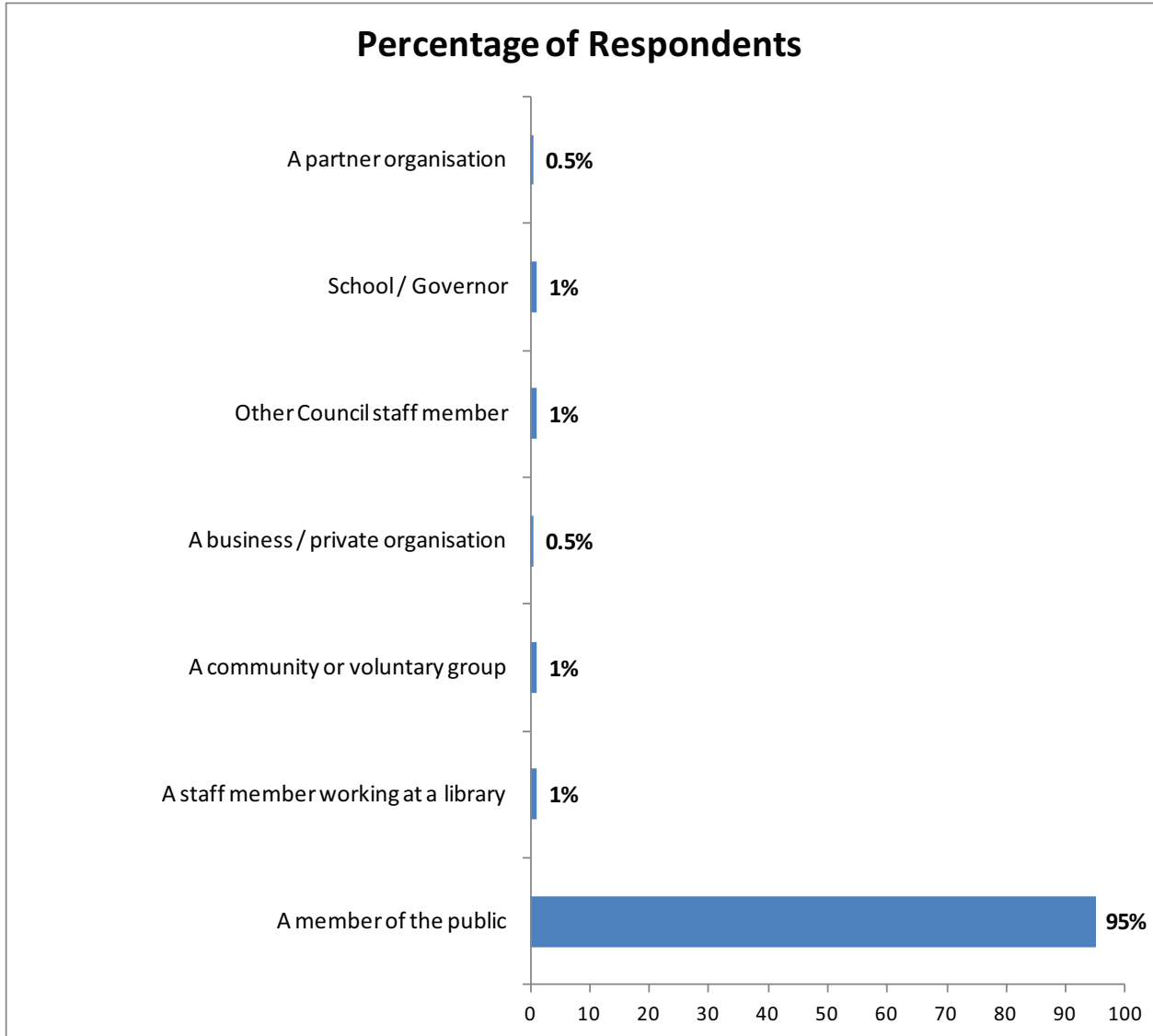


Answer Options	Response	Response %
I would like to be involved in further consultation on this area such as focus groups, workshops, etc.	382	28
I would like to become part of Sefton's E-Panel (an online consultation panel, email address required)	309	23
I would like more information about volunteering to support the library service	535	39
I would like more information on how I or my group can get involved in running or managing a library	139	10
Total	1365	100

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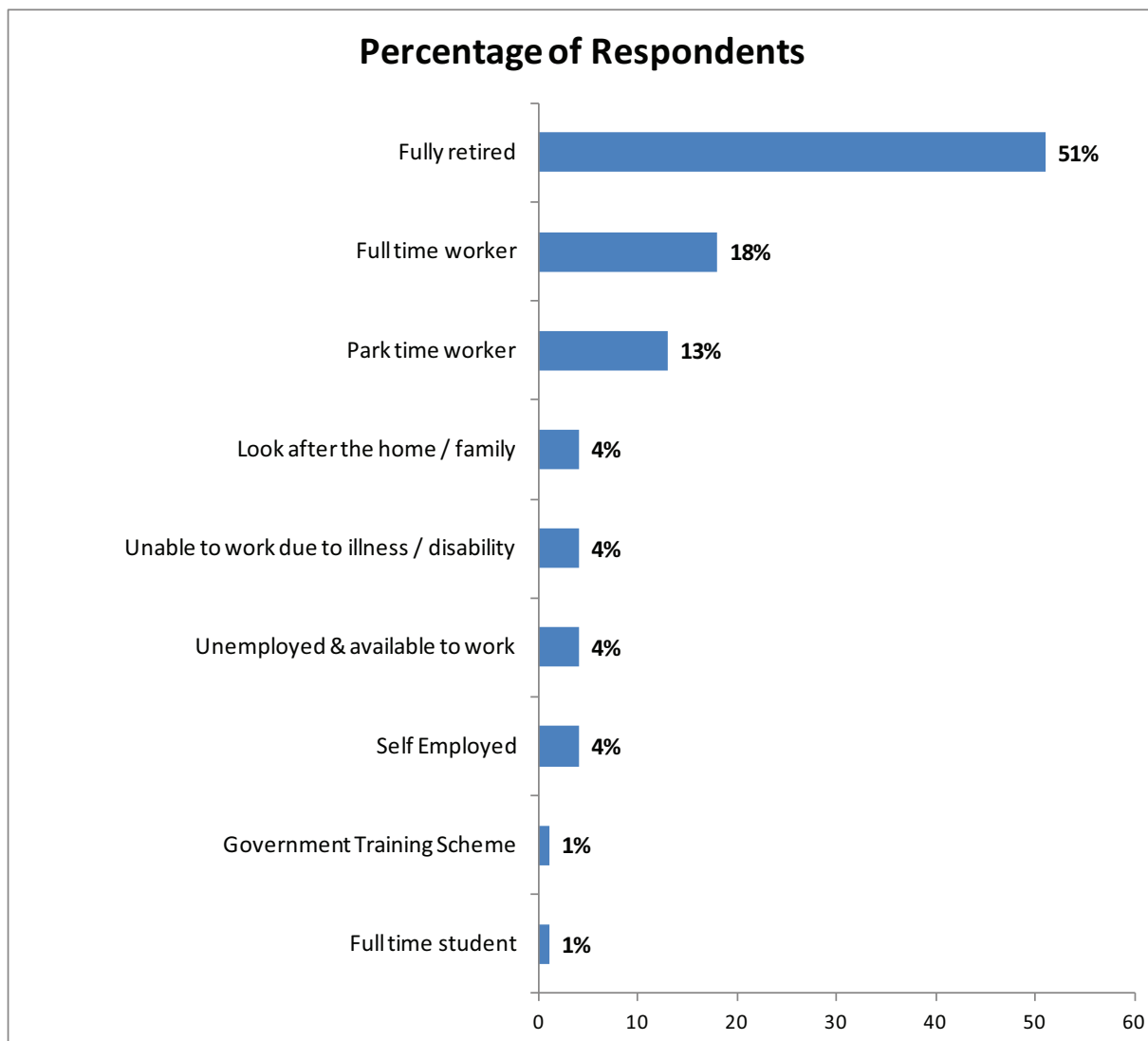
About you (Optional)

Which of these most closely describes your interest in this issue? (*Tick one box only*)



Answer Options	Response	Response %
A member of the public	2339	95
A staff member working at a library	31	1
A community or voluntary group	31	1
A business / private organisation	7	0.5
Other Council staff member	36	1
School / Governor	25	1
A partner organisation	3	0.5
Total	2472	100

Which of these options best describes your **situation?** (*Tick one only*)



Answer Options	Response	Response %
Full time worker	460	18
Part time worker	324	13
Fully retired	1247	51
Self Employed	98	4
Full time student	32	1
Unemployed & available to work	98	4
Unable to work due to illness / disability	94	4
Look after the home / family	98	4
Government Training Scheme	1	1
Total	2452	100

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Diversity Monitoring

As part of our ongoing quality checks we ensure that we represent the views across Society, as such we ask if people will fill out information on who they are. This is always optional and we term it “diversity monitoring”. The tables below represent the details that people have given. As you can see, no one individual can be identified from this data. Respondents may have selected different parts of the diversity questionnaire to respond to which will explain the difference in the various table totals.

Are you male / female?

Answer Options	Response	Response %
Male	899	40
Female	1356	60
Total	2255	100

What is your age?

Answer Options	Response	Response %
Under 16 years	37	2
16-24 years	49	2
25-39 years	277	11
40-59 years	706	29
60-74 years	906	38
75+ years	435	18
Total	2410	100

Disability: Do you have any of the following (*Tick all that apply*)

Answer Options	Response	Response %
Physical Impairment	186	28
Visual Impairment	77	12
Learning difficulty	23	3
Hearing Impairment / Deaf	141	21
Mental Health / Mental distress	51	8
Long term illness that affects your daily activity	185	28
Total	663	100

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Do you consider yourself to be 'disabled or have an impairment?

Answer Options	Response
Yes	535

Ethnicity – do you identify as...

Answer Options	Response	Response %
Asian:		
Bangladeshi	0	0
Indian	7	0.33
Pakistani	0	0
Other Asian Background	3	0.14
Black:		
African	4	0.19
Caribbean	0	0
British	68	3.25
Other Black Background	2	0.1
Chinese:		
Chinese	5	0.24
Other Chinese Background	2	0.1
Mixed:		
Asian & White	5	0.24
Black African and White	1	0.05
Black Caribbean & White	2	0.1
Other mixed background	1	0.05
White:		
British	1108	52.96
English	804	38.43
Irish	27	1.29
Scottish	21	1
Welsh	14	0.67
Polish	2	0.1
Latvian	2	0.1
Gypsy / Traveller	2	0.1
Other White Background	12	0.57
Total	2092	100

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Do you have a religion or belief?

Answer Options	Response	Response %
Yes	1442	74
No	510	26
Total	1952	100

If yes, please tick one of the below...

Answer Options	Response	Response %
Buddhist	10	0.71
Christian	1375	97.8
Hindu	6	0.43
Jewish	9	0.64
Muslim	5	0.36
Sikh	1	0.07
Total	1406	100

How would you describe your sexual orientation?

Answer Options	Response	Response %
Heterosexual	1765	98
Gay	14	1
Lesbian	3	0.5
Bisexual	14	0.5
Total	1796	100

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

Answer Options	Response	Response %
Yes	1839	99
No	13	1
Total	1852	100

PART THREE: How particular groups responded

As part of our research we also look to see if particular questions draw different responses from particular people or places, as often if we just simply present the general picture, particular aspects relating to particular groups or interests can be missed.

The tables below help us to explore whether or not there are disproportionate effects hidden in the general data. In gathering the responses it was clear that the crux of the concerns expressed by respondents related to 'travel and accessibility' therefore responses coming from disability, gender, ethnicity and age ranges are priority concern as these groups may be particularly effected by the changes. As such, issues around sexuality, transgender, religion and belief remain neutral.

In addition, please note that not all respondents answered every question nor in some cases the link question, therefore the sum of responses for each question will not total 3026 (the total number of respondents).

Percentages in most cases are expressed as a percentage of those that responded to the particular question at hand and not as a percentage of total respondents.

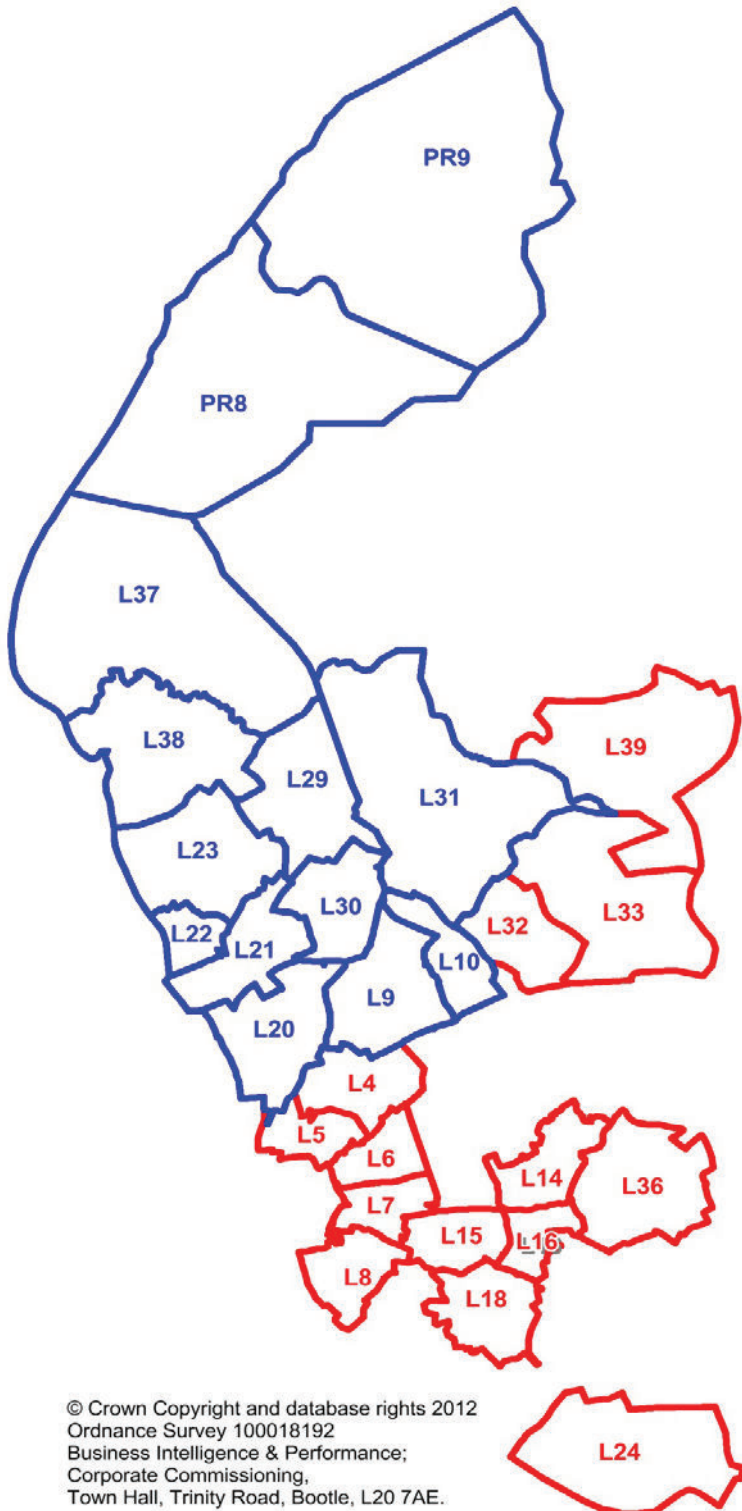
Agenda Item 4

Comparison of:

Q.1 Please give the first four digits of your postcode e.g. L23 6 And

Q2. which of the above options do you consider would provide a sustainable, comprehensive and efficient library service for the future?

Of the 2,683 responses, 42.9% (1,153) chose Option B and 40.6% (1,089) chose Option C. There was a clear split in the Borough, as although Option B was more popular overall, Option C was more popular in every PR postcode, except PR8 1. Option C was also preferred in L10 (Aintree Village) by a ratio of 11:1.



Within Sefton					
	Option A	Option B	Option C	None of the Options	Total
L9	0	13	13	3	29
L10	2	10	116	41	169
L20	3	119	63	12	197
L21	0	71	48	8	127
L22	1	162	37	20	220
L23	3	324	116	38	481
L29	0	2	0	0	2
L30	7	46	32	5	90
L31	4	45	15	14	78
L37	4	190	21	14	229
L38	0	21	1	1	23
PR8	12	79	406	180	677
PR9	14	52	213	50	329
Total	50	1134	1081	386	2651

Outside Sefton					
	Option A	Option B	Option C	None of the Options	Total
CH4	0	1	1	0	2
L4	0	2	1	2	5
L5	0	1	1	2	4
L6	0	1	0	0	1
L7	0	1	0	0	1
L8	0	1	0	0	1
L14	0	1	0	0	1
L15	0	2	1	0	3
L16	0	1	0	0	1
L18	0	1	0	0	1
L24	0	1	0	0	1
L32	0	2	1	1	4
L33	0	1	0	0	1
L36	0	0	1	0	1
L39	0	2	1	0	3
WA7	0	1	0	0	1
WN6	0	0	1	0	1
Total	0	19	8	5	32

Within & Outside Sefton					
	Option A	Option B	Option C	None of the Options	Total
Total	50	1153	1089	391	2683

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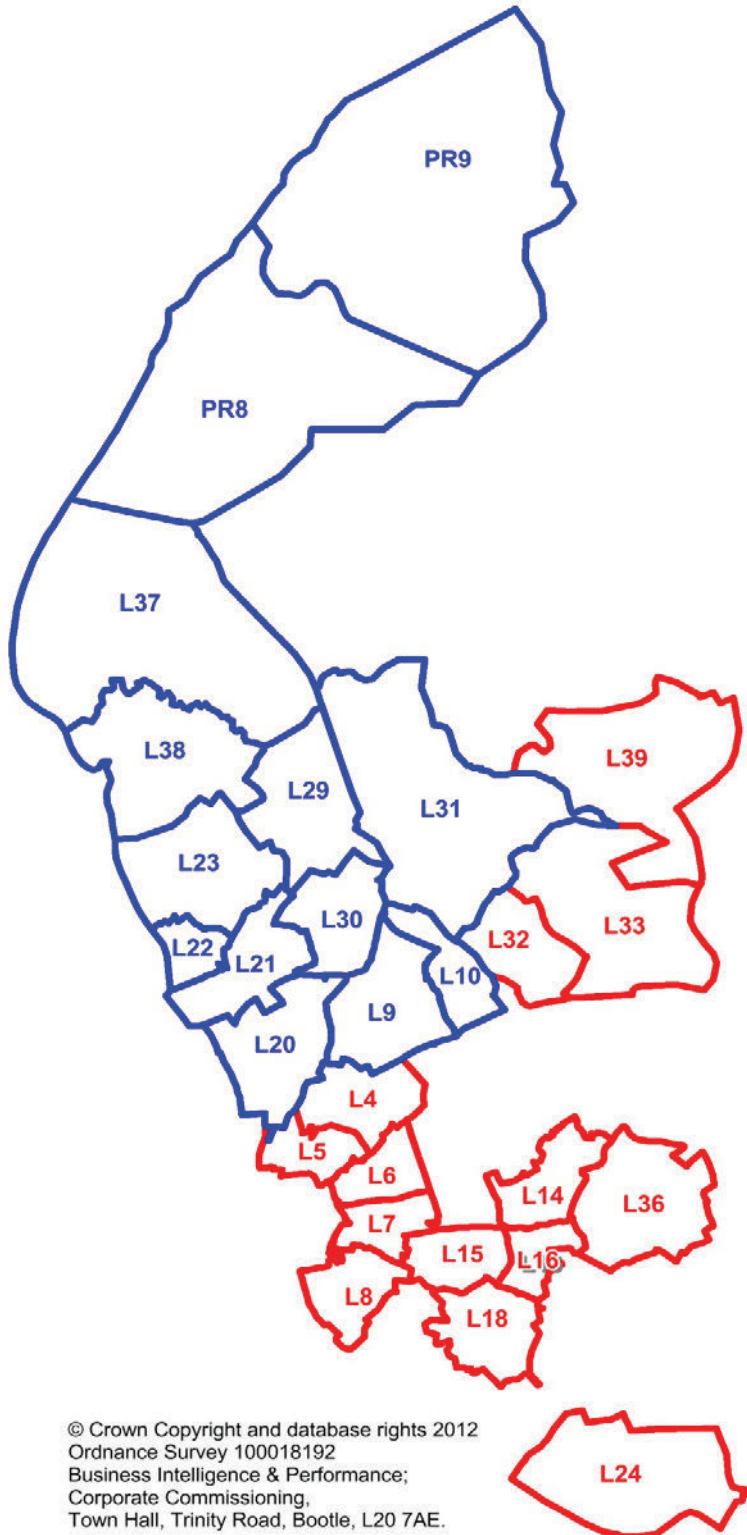
Agenda Item 4

Comparison of:

Q.1 Please give the first four digits of your postcode e.g. L23 6 And

Q.5 Do you think this will result in a significant gap in provision, for your own use of the library?

Of the 2,667 responses, 55.5% (1,480) said yes. Responses were unevenly distributed throughout the Borough. Respondents in Aintree Village and Southport said yes. Respondents in Formby and Crosby said no. Responses from Bootle and Litherland were closely divided.



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	Within Sefton		
	No	Yes	Total
L9	6	22	28
L10	15	153	168
L20	98	94	192
L21	61	69	130
L22	184	36	220
L23	343	128	471
L29	1	1	2
L30	57	33	90
L31	52	27	79
L37	205	22	227
L38	22	1	23
PR8	64	612	676
PR9	65	267	332
Total	1173	1465	2638

	Outside Sefton		
	No	Yes	Total
CH4	1	0	1
L4	2	3	5
L5	0	3	3
L6	1	0	1
L7	1	0	1
L8	0	1	1
L14	0	0	0
L15	0	3	3
L16	1	0	1
L18	1	0	1
L24	1	0	1
L32	2	2	4
L33	1	0	1
L36	0	1	1
L39	2	1	3
WA7	1	0	1
WN6	0	1	1
Total	14	15	29

	Within & Outside Sefton		
	Option A	Option B	Total
Total	1187	1480	2667

NB boundaries for CH4 / WA7 / WN6 are not available at this time

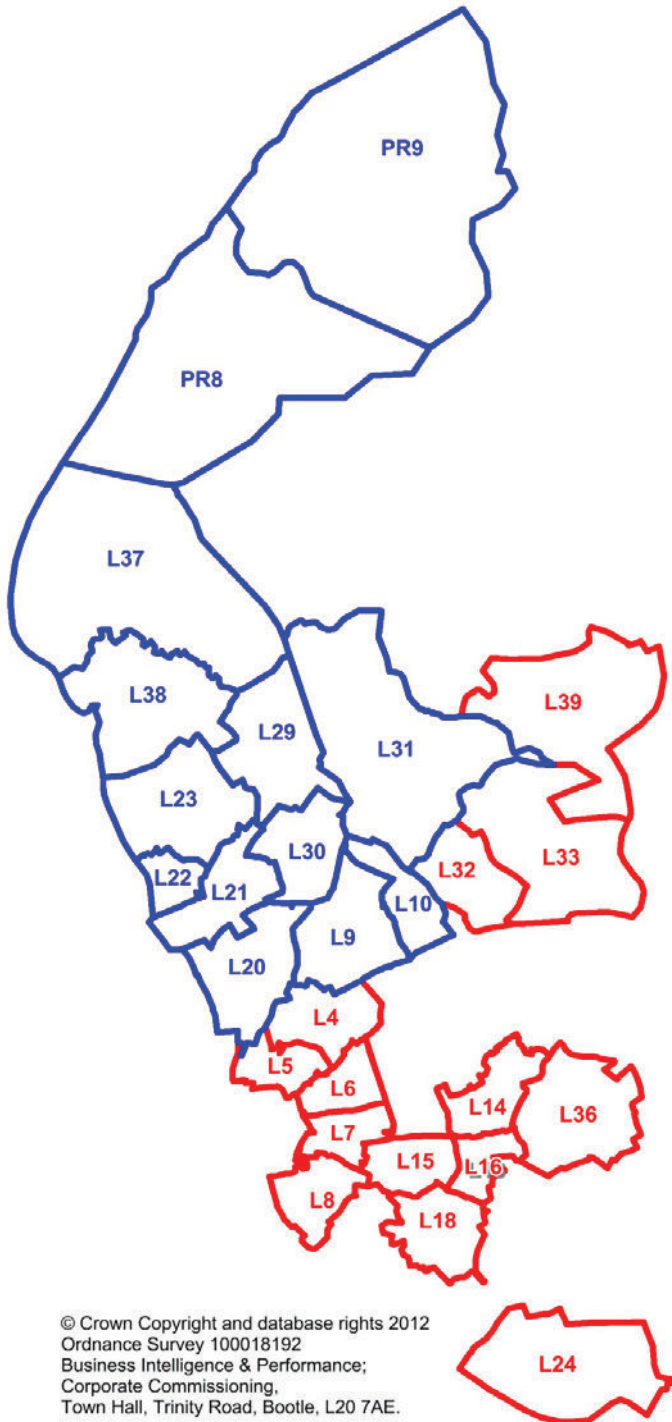
Agenda Item 4

Comparison of:

Q.1 Please give the first four digits of your postcode e.g. L23 6 And

Q.6 If you have answered Yes to question 5, where do you think this gap in provision will most affect you?

There were 1364 responses to both questions. Responses were concentrated in postcodes near to branches that would be closed under Option B.



Within Sefton							
	Ainsdale	Aintree	Birkdale	Churchtown	Litherland	Orrell	Total
L9	0	6	0	0	0	13	19
L10	0	159	0	0	0	1	160
L20	1	2	2	2	14	70	91
L21	2	0	1	0	57	6	66
L22	3	0	0	1	11	4	19
L23	5	3	10	2	18	7	45
L29	0	0	0	0	0	1	1
L30	0	19	2	0	5	7	33
L31	1	23	0	1	1	0	26
L37	8	1	7	1	0	1	18
L38	0	0	0	0	1	0	1
PR8	307	1	282	17	0	0	607
PR9	5	0	20	243	0	0	268
Total	332	214	324	267	107	110	1354

Outside Sefton							
	Ainsdale	Aintree	Birkdale	Churchtown	Litherland	Orrell	Total
CH4	0	0	0	0	0	0	0
L4	0	0	0	2	0	0	2
L5	1	0	0	0	0	0	1
L6	0	0	0	0	0	0	0
L7	0	0	0	0	0	0	0
L8	0	0	0	0	0	0	0
L14	0	0	0	0	1	0	1
L15	0	0	0	1	0	1	2
L16	0	0	0	0	0	0	0
L18	0	0	0	0	0	0	0
L24	0	0	0	0	0	0	0
L32	0	1	0	0	0	0	1
L33	0	0	0	0	0	0	0
L36	0	0	1	0	0	0	1
L39	0	0	1	0	0	0	1
WA7	0	0	0	0	0	0	0
WN6	0	0	1	0	0	0	1
Total	1	1	3	3	1	1	10

Within & Outside Sefton							
	Ainsdale	Aintree	Birkdale	Churchtown	Litherland	Orrell	Total
Total	333	215	327	270	108	111	1364

NB boundaries for CH4 / WA7 / WN6 are not available at this time

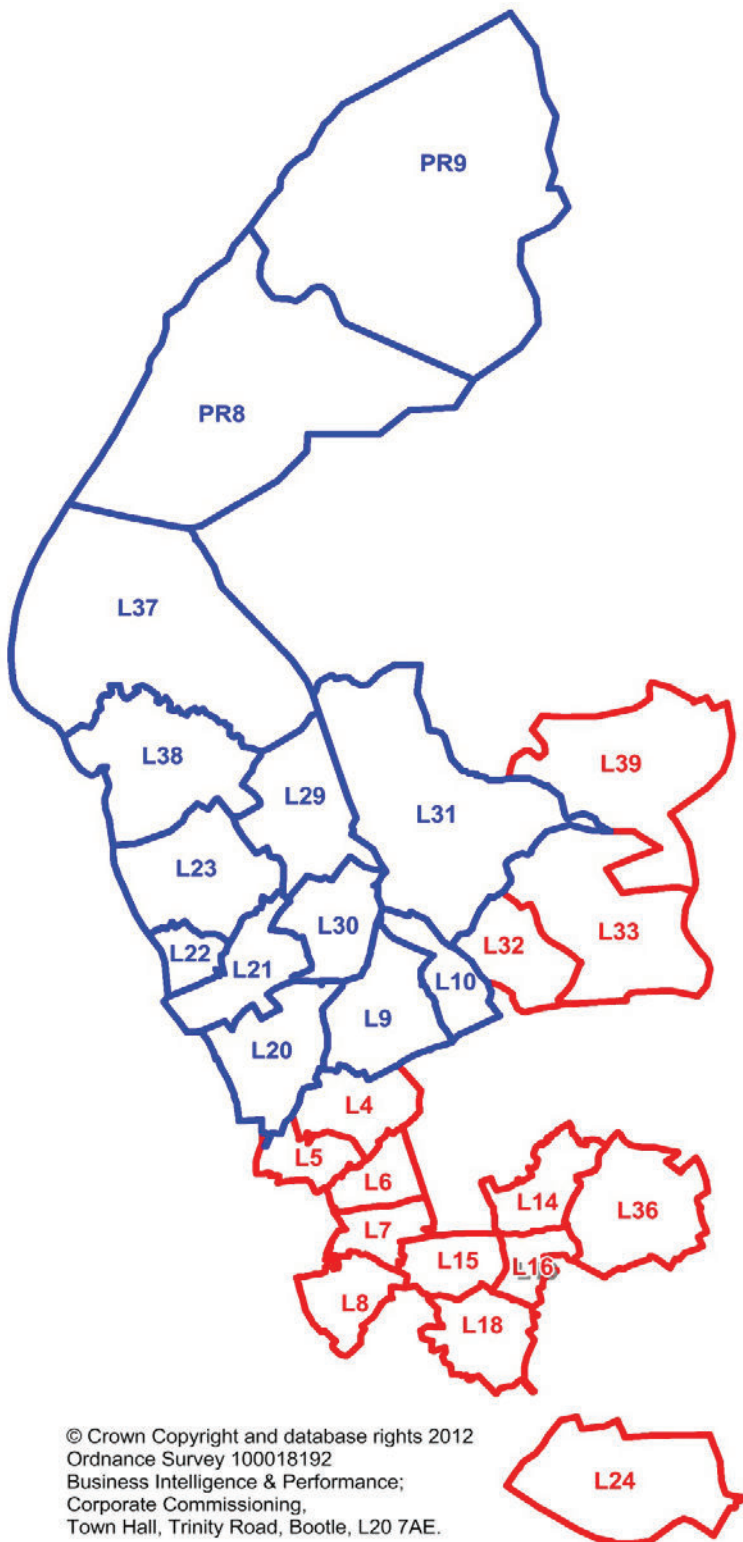
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Comparison of:

Q.1 Please give the first four digits of your postcode e.g. L23 6 And

Q.11 If you could no longer use the library that you currently go to, where are you most likely to use a library?

2,567 respondents replied to both questions. 19.5% (500) used a library that would remain open. 25.7% (660) said they would no longer use a library if Option B went into effect. In Aintree Village (L10) 48.4% (78) respondents said they would no longer use a library if Aintree closed. Crosby and Southport were the branches most likely to be used.



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	Within Sefton									Total
	Bootle	Crosby	Formby	Home Visits Services	Maghull	My Library Remains Open	Netherton	None	Southport	
L9	7	1	0	0	3	2	2	7	0	22
L10	5	1	1	1	50	18	6	78	1	161
L20	69	41	0	2	4	28	9	37	2	192
L21	31	26	2	0	4	19	17	15	3	117
L22	37	61	5	0	1	65	7	31	4	211
L23	18	208	29	5	6	94	28	60	8	456
L29	0	2	0	0	0	0	0	0	0	2
L30	16	4	1	2	16	18	17	7	2	83
L31	0	5	0	1	15	34	2	16	1	74
L37	1	23	9	1	2	88	1	43	51	219
L38	1	4	7	0	0	4	1	3	2	22
PR8	1	3	63	5	1	81	0	262	251	667
PR9	0	2	8	5	0	45	0	94	163	317
Total	186	381	125	22	102	496	90	653	488	2543

	Outside Sefton									Total
	Bootle	Crosby	Formby	Home Visits Services	Maghull	My Library Remains Open	Netherton	None	Litherland	
CH4	0	0	0	0	0	1	0	0	0	1
L4	0	1	0	0	0	1	0	0	2	4
L5	1	0	0	0	0	1	0	1	0	3
L6	0	0	0	0	0	0	0	1	0	1
L7	1	0	0	0	0	0	0	0	0	1
L8	1	0	0	0	0	0	0	0	0	1
L14	0	0	0	0	0	0	0	0	0	0
L15	1	2	0	0	0	0	0	0	0	3
L16	0	0	0	0	0	1	0	0	0	1
L18	0	1	0	0	0	0	0	0	0	0
L24	0	0	0	0	0	0	0	0	0	0
L32	0	0	0	0	0	0	1	3	0	4
L33	1	0	0	0	0	0	0	0	0	0
L36	0	0	1	0	0	0	0	0	0	1
L39	0	0	0	0	0	0	0	1	2	3
WA7	0	0	0	0	0	0	0	0	0	0
WN6	0	0	0	0	0	0	0	1	0	1
Total	5	4	1	0	0	4	1	7	4	24

	Within & Outside Sefton									Total
	Bootle	Crosby	Formby	Home Visits Services	Maghull	My Library Remains Open	Netherton	None	Litherland	
Total	191	385	126	22	102	500	91	660	492	2567

NB boundaries for CH4 / WA7 / WN6 are not available at this time

Comparison of:

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Q.2. In order for the Council to consult on Option B we would like to gain your views on the other options. Overall, having considered the outline information, and in the light of the Council's diminishing budget resources, which options do you consider would provide a sustainable, comprehensive and efficient library service for the future? (Please tick one box only), and

Q.6. If you have answered yes to question 5, where do you think that this gap in provision will most affect you? (tick one box only).

This table shows that when Options have been selected respondents have also identified where they think the gaps will be.

Library	None	Option A	Option B	Option C	Total
Ainsdale	73	5	32	244	354
Aintree	51	5	11	144	211
Birkdale	120	5	25	202	352
Churchtown	48	6	16	200	270
Litherland	11	2	35	59	107
Orrell	13	0	39	69	121
Total	316	23	158	918	1415

Agenda Item 4

Comparison of:

Q.2. In order for the Council to consult on Option B we would like to gain your views on the other options. Overall, having considered the outline information, and in the light of the Council's diminishing budget resources, which options do you consider would provide a sustainable, comprehensive and efficient library service for the future? (Please tick one box only), and
 Q.10. Which library do you use most often (tick one only)

In the table below the majority of respondents selecting Option B correlates with the location where the libraries will be retained. The majority of the respondents selecting Option C correlates with the location where the libraries may not be retained and their selection is for reduced/changed opening hours/service and will remain open. A very small minority have selected Option A.

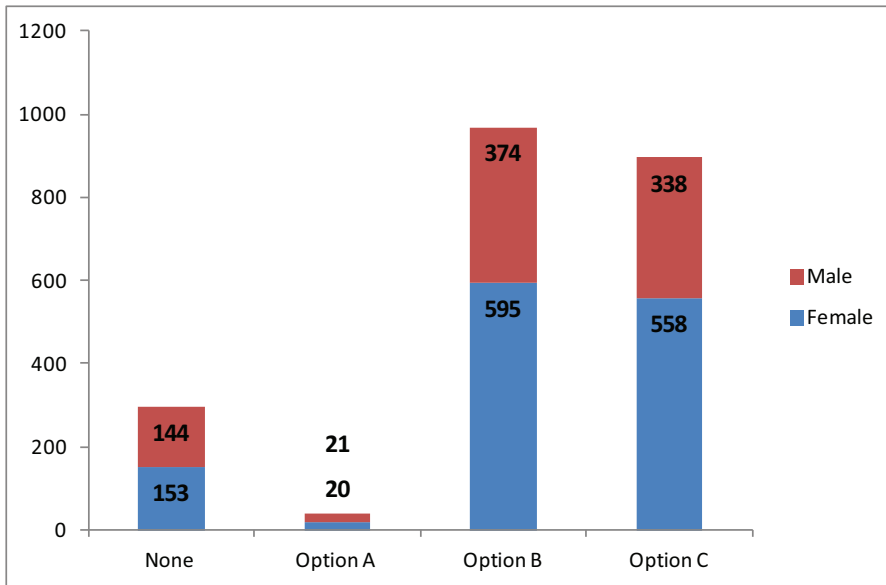
Library	None	Option A	Option B	Option C	Total
Ainsdale	70	7	30	230	337
Aintree	50	1	14	141	206
Birkdale	107	4	23	191	325
Bootle	8	2	103	17	130
Churchtown	44	4	18	196	262
College Road (Carnegie Road)	32	1	126	113	272
Crosby	21	3	415	45	484
Formby	16	4	208	21	249
Home Visits Service	1	0	1	0	2
Litherland	3	0	17	45	65
Meadows (Maghull)	7	4	50	7	68
Netherton	4	8	33	13	58
None	7	4	10	4	25
Orrell	5	0	50	66	121
Southport	20	7	73	39	139
Total	395	49	1171	1128	2743

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Comparison of:

Q.2. In order for the Council to consult on Option B we would like to gain your views on the other options. Overall, having considered the outline information, and in the light of the Council's diminishing budget resources, which options do you consider would provide a sustainable, comprehensive and efficient library service for the future? (Please tick one box only), and Are you male / female?

Of the 2203 who answered both question 2 and the question about gender, 60% were Female, of which 595 (45%) chose Option B, 558 (42%) chose Option C



Answer Options	None	Option A	Option B	Option C	Total
Female	153	20	595	558	1326
Male	144	21	374	338	877
Total	297	41	969	896	2203

Comparison of:

Q.2. In order for the Council to consult on Option B we would like to gain your views on the other options. Overall, having considered the outline information, and in the light of the Council's diminishing budget resources, which options do you consider would provide a sustainable, comprehensive and efficient library service for the future? (Please tick one box only), and Do you consider yourself to be disabled?

Q2 Options	Cross Tabulation Disability
	People who have identified as having a disability and/or an impairment
Option A	14
Option B	228
Option C	214
None of the Options	61
Option not identified	18
Total	535

Agenda Item 4

Comparison of:

Q.2. In order for the Council to consult on Option B we would like to gain your views on the other options. Overall, having considered the outline information, and in the light of the Council's diminishing budget resources, which options do you consider would provide a sustainable, comprehensive and efficient library service for the future? (Please tick one box only), and
What is your age?

From the **2352** who answered both question 2 and the question about age, **890 (38%)** are aged 60-74 years, of which **390 (44%)** chose Option B

Answer Options	None	Option A	Option B	Option C	Total
Under 16 Years	6	3	3	23	35
16-24 years	6	1	26	14	47
25-39 years	40	8	117	107	272
40-59 years	119	15	293	267	694
60-74 years	115	13	390	372	890
75+ years	29	7	200	178	414
Total	315	47	1029	961	2352

Comparison of:

Q.2. In order for the Council to consult on Option B we would like to gain your views on the other options. Overall, having considered the outline information, and in the light of the Council's diminishing budget resources, which options do you consider would provide a sustainable, comprehensive and efficient library service for the future? (Please tick one box only), and
What is your ethnicity?

From the 1966 responses to both Q2 and the question about ethnicity, **54% (1056)** selected they are white-British, of which, **46% (486)** selected option B, and **40% (421)** selected option C

Please note that Sefton's ethnicity nationality makeup is 98% white British/English

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Answer Options	None	Option A	Option B	Option C	Total
Asian:					
Bangladeshi	0	0	0	0	0
Indian	1	0	2	4	7
Pakistani	0	0	0	0	0
Other Asian Background	0	0	3	0	3
Black					
African	0	1	1	1	3
Caribbean	0	0	0	0	0
British	6	0	33	17	56
Other Black Background	0	0	1	0	1
Chinese					
Chinese	0	0	3	1	4
Other Chinese Background	0	0	0	1	1
Mixed:					
Asian & White	3	0	2	0	5
Black African and White	1	0	1	0	2
Black Caribbean & White	0	0	1	0	1
Other mixed background	1	0	0	0	1
White:					
British	135	14	486	421	1056
English	100	15	321	317	753
Irish	2	1	13	8	24
Scottish	4	1	5	9	19
Welsh	3	0	5	5	13
Polish	0	2	0	0	2
Latvian	1	0	0	1	2
Gypsy / Traveller	1	0	1	0	2
Other White Background	1	1	7	2	11
Total	259	35	885	787	1966

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Comparison of:

Q4: In the library review report a range of criteria for developing a sustainable, comprehensive and efficient library service were identified. Do you think the criteria listed below are correct?

Criteria a) the overall spread of population and library buildings across the Borough **And**

Q10: Which library do you use most often (Tick one only)

Out of **2450** responses **19% (457)** used **Crosby Library** most often of which **93% (424)** answered **Yes** and **7% (33)** answered **No** to criteria A

Which library do you use most often (tick one only)	Criteria a) The overall spread of population and library buildings across the Borough		
	No	Yes	Total
Ainsdale	74	236	310
Aintree	53	113	166
Birkdale	80	198	278
Bootle	13	94	107
Churchtown	42	195	237
College Road (Carnegie)	36	205	241
Crosby	33	424	457
Formby	23	208	231
Home Visits Service	0	2	2
Litherland	8	50	58
Meadows (Maghull)	6	53	59
Netherton	5	44	49
None	8	16	24
Orrell	17	81	98
Southport	10	123	133
Total	408	2042	2450

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Comparison of:

Q4: In the library review report a range of criteria for developing a sustainable, comprehensive and efficient library service were identified. Do you think the criteria listed below are correct?

Criteria b) The ability to share services within one building and opportunities for future sharing **Q10: Which library do you use most often (Tick one only)**

Out of **2440** responses **19% (455)** used Crosby Library the most often of which **85% (385)** answered **Yes** and **15% (70)** answered **No** to criteria b.

Which library do you use most often (tick one only)	Criteria b) The ability to share services within one building and opportunities for future sharing		
	No	Yes	Total
Ainsdale	106	196	302
Aintree	78	84	162
Birkdale	121	160	281
Bootle	32	74	106
Churchtown	92	133	225
College Road (Carnegie)	71	164	235
Crosby	70	385	455
Formby	36	199	235
Home Visits Service	1	1	2
Litherland	26	32	58
Meadows (Maghull)	5	54	59
Netherton	12	43	55
None	7	15	22
Orrell	24	84	108
Southport	22	113	135
Total	703	1737	2440

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Comparison of:

Q4: In the library review report a range of criteria for developing a sustainable, comprehensive and efficient library service were identified. Do you think the criteria listed below are correct?

Criteria c) Operating costs and the condition of the library buildings

Q10: Which library do you use most often (Tick one only)

Out of the **2336** responses **19% (440)** used Crosby Library most often of which **87% (381)** answered **Yes** and **13% (59)** answered **No** to criteria c

Which library do you use most often (tick one only)	Criteria c) Operating costs and the condition of the library buildings		
	No	Yes	Total
Ainsdale	78	211	289
Aintree	37	106	143
Birkdale	90	185	275
Bootle	7	93	100
Churchtown	63	153	216
College Road (Carnegie)	52	179	231
Crosby	59	381	440
Formby	33	189	222
Home Visits Service	1	1	2
Litherland	17	42	59
Meadows (Maghull)	4	53	57
Netherton	6	43	49
None	8	16	24
Orrell	20	78	98
Southport	17	114	131
Total	492	1844	2336

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Comparison of:

Q4: In the library review report a range of criteria for developing a sustainable, comprehensive and efficient library service were identified. Do you think the criteria listed below are correct?

Criteria d) Community profile e.g. levels of deprivation, age profile within a community

Q10: Which library do you use most often (Tick one only)

Out of **2375** responses **19% (441)** used Crosby Library most often of which **78% (343)** answered **Yes** and **22% (98)** answered **No** to criteria d.

Which library do you use most often (tick one only)	Criteria d) Community profile e.g. levels of deprivation, age profile within a community		
	No	Yes	Total
Ainsdale	107	195	302
Aintree	55	98	153
Birkdale	118	162	280
Bootle	27	74	101
Churchtown	83	138	221
College Road (Carnegie)	65	172	237
Crosby	98	343	441
Formby	55	169	224
Home Visits Service	0	2	2
Litherland	7	50	57
Meadows (Maghull)	8	49	57
Netherton	6	43	49
None	10	13	23
Orrell	26	74	100
Southport	26	102	128
Total	691	1684	2375

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Comparison of:

Q4: In the library review report a range of criteria for developing a sustainable, comprehensive and efficient library service were identified. Do you think the criteria listed below are correct?

Criteria e) Levels of library usage

Q10: Which library do you use most often (Tick one only)

Out of **2439** responses **18% (450)** used Crosby Library most often of which **88% (398)** answered **Yes** and **12% (50)** answered **No** to criteria e.

Which library do you use most often (tick one only)	Criteria e) Levels of library usage		
	No	Yes	Total
Ainsdale	57	245	302
Aintree	43	117	160
Birkdale	49	245	294
Bootle	16	90	106
Churchtown	34	191	225
College Road (Carnegie)	50	190	240
Crosby	52	398	450
Formby	20	215	235
Home Visits Service	1	1	2
Litherland	14	45	59
Meadows (Maghull)	8	48	56
Netherton	5	46	51
None	7	16	23
Orrell	29	74	103
Southport	24	109	133
Total	409	2030	2439

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Comparison of:

Q4: In the library review report a range of criteria for developing a sustainable, comprehensive and efficient library service were identified. Do you think the criteria listed below are correct?

Criteria f) Transport and travel

Q10: Which library do you use most often (Tick one only)

Out of **2417** responses **18% (446)** used Crosby Library most often of which **85% (381)** answered **Yes** and **15% (65)** answered No to criteria f.

Which library do you use most often (tick one only)	Criteria f)Transport and travel		
	No	Yes	Total
Ainsdale	70	232	302
Aintree	44	119	163
Birkdale	76	203	279
Bootle	22	78	100
Churchtown	40	189	229
College Road (Carnegie)	51	186	237
Crosby	65	381	446
Formby	27	203	230
Home Visits Service		2	2
Litherland	12	48	60
Meadows (Maghull)	12	47	59
Netherton	6	46	52
None	8	16	24
Orrell	16	86	102
Southport	23	109	132
Total	472	1945	2417

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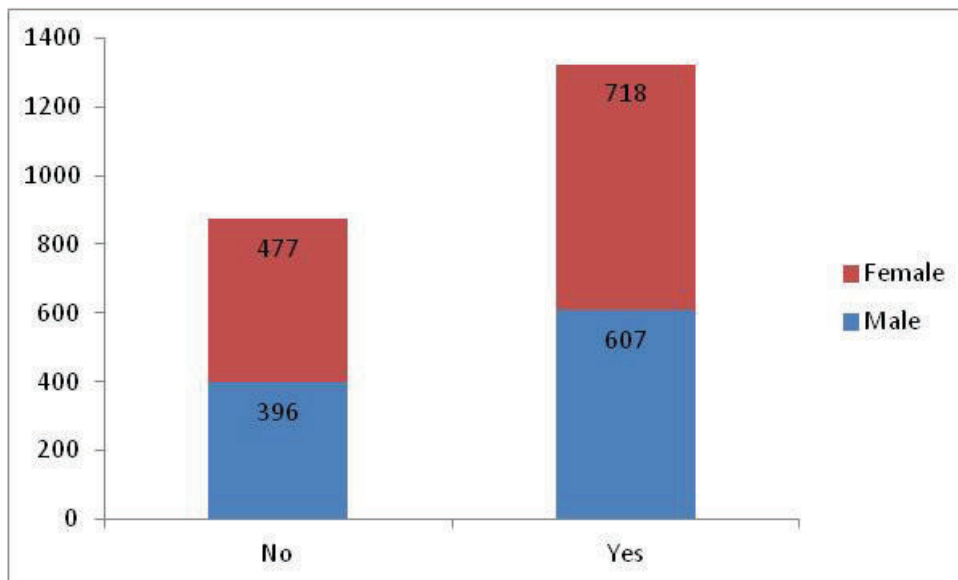
Comparison of:

Q.5 Do you think that this will result in a significant gap in provision, for your own use of library services?

And

Are you male or female?

Of the **2198** responses who gave their gender, 60.3% (1325) were female. 54.6% of male respondents and 54.2% of female said there would be a significant gap in library provision, showing no significant difference between the genders.



Gender	No	Yes	Total
Female	607	718	1325
Male	396	477	873
Total	1003	1195	2198

Comparison of:

Q.5 Do you think that this will result in a significant gap in provision, for your own use of library services?

And

What is your age?

Of the **2347** respondents who gave their age, **55% (1284)** said there would be a significant gap in provision. The percentage of Yes responses for the age bands ranged from 52.1% to 56.5%, indicating very little variation between ages.

Age	No	Yes	Total
Under 16 Years	8	26	34
16-24 years	23	25	48
25-39 years	121	153	274
40-59 years	301	391	692
60-74 years	419	468	887
75+ years	191	221	412
Total	1063	1284	2347

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Comparison of:

Q.5 Do you think that this will result in a significant gap in provision, for your own use of library services?

And

Do you consider yourself to be 'disabled'?

	Gap No	Gap Yes
Disability Yes	305	279

Comparison of:

Q.5 Do you think that this will result in a significant gap in provision, for your own use of library services?

And

Q.6. If you have answered yes to question 5, where do you think that this gap in provision will most affect you? (tick one box only).

Those who consider there will be a gap in provision

	Cross Tabulation Disability
	People who have identified as having a disability and/or an impairment
Ainsdale	51
Aintree	44
Birkdale	74
Churchtown	56
Litherland	18
Orrell	28
Area not identified	34
Total	305

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Comparison of:

Q.5 Do you think that this will result in a significant gap in provision, for your own use of library services?

And

What is your ethnicity?

This table shows those who believe there is or isn't a gap from a particular ethnicity and nationality.

How would you describe your Ethnicity	Do you think that this will result in a significant gap in provision, for your own use of library services?	
	Gap - Yes	Gap - No
Asian:		
Bangladeshi	0	0
Indian	4	1
Pakistani	0	0
Other Asian Background	1	2
Black:		
African	3	2
Caribbean	0	0
British	26	29
Other Black Background	0	1
Chinese:		
Chinese	1	3
Other Chinese Background	1	0
Mixed:		
Asian & White	3	2
Black African & White	0	1
Black Caribbean & White	1	1
Other mixed background	1	0
White:		
British	548	510
English	425	330
Irish	12	11
Scottish	14	5
Welsh	9	4
Polish	0	2
Latvian	1	1
Gypsy / Traveller	0	1
Other White Background	6	6

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On further analysis of question 6 (*where do you think that this gap in provision will most affect you?* those individuals who have identified themselves as belonging to a particular ethnic or national background. See table below.

How would you best describe your Ethnicity	Where is the gap?					
	Ainsdale	Aintree	Birkdale	Churchtown	Litherland	Orrell
Asian:						
Bangladeshi	0	0	0	0	0	0
Indian	0	0	0	0	0	0
Pakistani	1	0	2	1	1	0
Other Asian Background	0	0	0	0	0	0
Black:						
African	0	0	0	0	0	0
Caribbean	0	0	1	1	0	0
British	0	0	0	0	0	0
Other Black Background	7	7	4	3	3	1
Chinese:						
Chinese	0	0	0	0	0	0
Other Chinese Background	1	0	0	0	0	0
Mixed:						
Asian & White	1	0	0	0	0	0
Black African & White	1	0	1	0	0	0
Black Caribbean & White	0	0	0	0	0	0
Other mixed background	1	0	0	0	0	0
White:						
British	0	3	1	0	0	0
English	107	78	138	94	48	39
Irish	98	49	95	83	26	45
Scottish	0	3	4	2	0	1
Welsh	0	0	0	0	0	0

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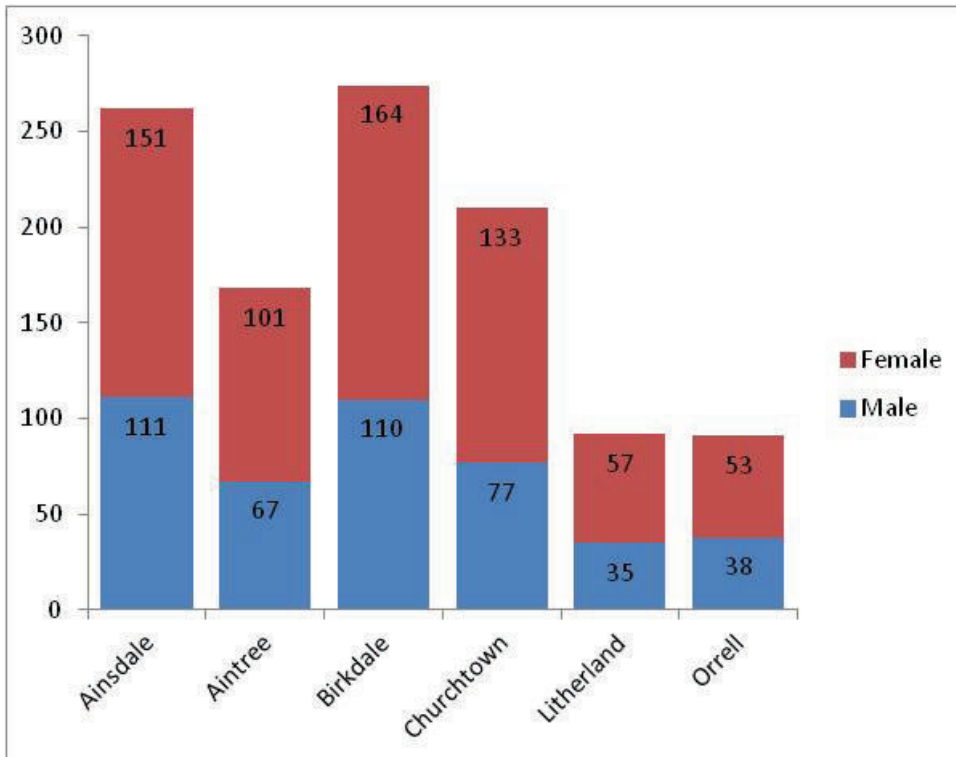
How would you best describe your Ethnicity	Where is the gap?					
	Ainsdale	Aintree	Birkdale	Churchtown	Litherland	Orrell
Polish	6	0	1	1	0	0
Latvian	0	0	0	0	0	0
Gypsy / Traveller	0	0	0	1	0	1
Other White Background	0	0	0	0	0	1

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Comparison of:

Q.6 If you have answered yes to question 5, where do you think that this gap in provision will most affect you? And Are you male or female?

Of the **1097** respondents who answered both questions, 60.1% (659) were female. The percentage of users who identified a gap in provision at each branch varied from 57.6% to 63.3%.



	Female	Male	Total
Ainsdale	151	111	262
Aintree	101	67	168
Birkdale	164	110	274
Churchtown	133	77	210
Litherland	57	35	92
Orrell	53	38	91
Total	659	438	1097

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Comparison of:

Q.6 If you have answered yes to question 5, where do you think that this gap in provision will most affect you? And

What is your age?

Of the **1185** respondents who answered both questions, **37% (433)** were aged 60-74 years. **25% (110)** of respondents who said that they would be most affected by the closure of Ainsdale were 60-74 years.

	Under 16 Years	16-24 years	25-39 years	40-59 years	60-74 years	75+ years	Total
Ainsdale	4	5	16	93	110	45	273
Aintree	9	1	22	41	59	51	183
Birkdale	4	5	41	107	101	35	293
Churchtown	11	2	37	55	90	42	237
Litherland	0	5	18	28	34	10	95
Orrell	0	5	14	27	39	19	104
Total	28	23	148	351	433	202	1185

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Comparison of:

Q.8 Do you agree or disagree that the library service should:

a) be for all ages and for anyone who lives, works or studies in Sefton **and** are you Male or Female.

Out of **2220** responses **60% (1337)** were female of which **99% (1329)** agree and **1% (8)** disagrees with the question. **40% (883)** were male of which **99% (871)** agree and **1% (12)** disagrees with the question.

Do you agree or Disagree that the Library Services should be for all ages and for anyone who lives, works or studies in Sefton	Are you?		
	Female	Male	Total
Agree	1329	871	2200
Disagree	8	12	20
Total	1337	883	2220

Comparison of:

Q.8: Do you agree or disagree that the library service should:

b) be accessible through various channels such as the internet and other council facilities **and** are you Male or Female?

Out of **2102** responses **60% (1256)** were female of which **85% (1072)** agree and **15% (184)** disagrees with the question. **40% (846)** were male of which **87% (736)** agree and **13% (110)** disagrees with the question.

Do you agree or disagree that the library service should be accessible through various channels such as the internet and other council facilities	Are you?		
	Female	Male	Total
Agree	1072	736	1808
Disagree	184	110	294
Total	1256	846	2102

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Comparison of:

Q.8: *Do you agree or disagree that the library service should:*

*c) be available to our most vulnerable residents, including those that are housebound **and** are you Male or Female?*

Out of **2197** responses **60% (1324)** were female of which **99% (1308)** agree and **1% (16)** disagrees with the question. **40% (873)** were male of which **98% (856)** agree and **2% (17)** disagrees with the question

Do you agree or disagree that the library service should be available to our most vulnerable residents, including those that are housebound	Are you?		
	Female	Male	Total
Agree	1308	856	2164
Disagree	16	17	33
Total	1324	873	2197

Comparison of:

Q.8: *Do you agree or disagree that the library service should:*

*d) be efficient, of good quality and accessible through co-location with other services or agencies where this brings benefits to communities **and** are you Male or Female?*

Out of **2128** responses **60% (1274)** were female of which **92% (1172)** agree and **8% (102)** disagree with the question. **40% (854)** were male of which **89% (763)** agree and **11% (91)** disagrees with the question.

Do you agree or disagree that the library service should be efficient, of good quality and accessible through co-location with other services or agencies where this brings benefits to communities	Are you?		
	Female	Male	Total
Agree	1172	763	1935
Disagree	102	91	193
Total	1274	854	2128

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Comparison of:

Q.8: Do you agree or disagree that the library service should:

e) carry a broad range of books, audio, online service and activities in the community **and** are you Male or Female?

Out of **2189** responses **60% (1319)** were female of which **98% (1298)** agree and **2% (21)** disagrees with the question. **40% (870)** were male of which **98% (854)** agree and **2% (16)** disagrees with the question.

Do you agree or disagree that the library service should carry a broad range of books, audio, online service and activities in the community	Are you?		
	Female	Male	Total
Agree	1298	854	2152
Disagree	21	16	37
Total	1319	870	2189

Comparison:

Q.8: Do you agree or disagree that the library service should:

f) be sustainable through reasonable and appropriate charges **and** are you Male or Female?

Out of **2144** responses **60% (1292)** of which **87% (1121)** agree and **13% (168)** disagree with the question. **40% (852)** were male of which **84% (717)** agree and **16% (135)** disagree with the question.

Do you agree or disagree that the library service should be sustainable through reasonable and appropriate charges	Are you?		
	Female	Male	Total
Agree	1124	717	1841
Disagree	168	135	303
Total	1292	852	2144

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Comparison of:

Q.8: Do you agree or disagree that the library service should:

g) exploit new technologies to deliver cost effective, quality and inclusive library services for the future **and** are you Male or Female?

Out of **2122** responses **60% (1268)** were female of which **90% (1140)** agree and **10% (128)** disagree with the question. **40% (854)** were male of which **91% (782)** agree and **9% (72)** disagree with the question.

Do you agree or disagree that the library service should exploit new technologies to deliver cost effective, quality and inclusive library services for the future	Are you?		
	Female	Male	Total
Agree	1140	782	1922
Disagree	128	72	200
Total	1268	854	2122

Comparison of:

Q.8: Do you agree or disagree that the library service should:

h) Support volunteers and communities to play their role in the delivery of library services of the future **and** are you Male or Female?

Of **2139** responses **60% (1282)** were female of which **84% (1071)** agree and **16% (211)** disagree with the question. **40% (857)** were male of which **83% (710)** agree and **17% (147)** disagree with the question.

Do you agree or disagree that the library service should Support volunteers and communities to play their role in the delivery of library services of the future	Are you?		
	Female	Male	Total
Agree	1071	710	1781
Disagree	211	147	358
Total	1282	857	2139

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Comparison of:

Q8: Do you agree or disagree that the library service should:

a) be for all ages and for anyone who lives, works or studies in Sefton **and** what is your Age?

Of **2335** responses **37% (864)** fall into the **60-74yrs** age group of which **99% (855)** agree with the question and **1% (9)** disagrees with the question.

Do you agree or disagree that the library service should be for all ages and for anyone who lives, works or studies in Sefton	What is your age?						Total
	Under 16 Years	16-24yrs	25-39 yrs	40-59 yrs	60-74 yrs	75+ yrs	
Agree	33	49	267	691	855	416	2311
Disagree	0	0	6	8	9	1	24
Total	33	49	273	699	864	417	2335

Comparison of:

Q8: do you agree or disagree that the library service should:

b) be accessible through various channels such as the internet and other council facilities **and** what is your Age?

Out of **2234** responses **37% (833)** fall into the **60-74yrs** age group of which **85% (706)** agree and **15% (127)** disagree with the question.

Do you agree or disagree that the library service should be accessible through various channels such as the internet and other council facilities	What is your age?						Total
	Under 16 Years	16-24yrs	25-39 yrs	40-59 yrs	60-74 yrs	75+ yrs	
Agree	28	43	243	598	706	279	251
Disagree	5	6	31	88	127	80	337
Total	33	49	274	686	833	359	2234

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Comparison of:

Q8: Do you agree or disagree that the library service should:

c) be available to our most vulnerable residents, including those that are housebound **and** what is your Age?

Out of **2340** responses **38% (880)** fall into the **60-74yrs** age group of which **99% (871)** agree and **1% (9)** disagrees with the question.

Do you agree or disagree that the library service should be available to our most vulnerable residents, including those that are housebound	What is your age?						Total
	Under 16 Years	16-24yrs	25-39 yrs	40-59 yrs	60-74 yrs	75+ yrs	
Agree	28	48	266	681	871	403	2297
Disagree	5	1	6	15	9	7	43
Total	33	49	272	696	880	410	2340

Comparison of:

Q8: Do you agree or disagree that the library service should:

d) be efficient, of good quality and accessible through co-location with other services or agencies where this brings benefits to communities **and** what is your Age?

Out of **2267** responses **38% (858)** fall into the **60-74yrs** age group of which **90% (776)** agree and **10% (82)** disagree with the question.

Do you agree or disagree that the library service should be efficient, of good quality and accessible through co-location with other services or agencies where this brings benefits to communities	What is your age?						Total
	Under 16 Years	16-24yrs	25-39 yrs	40-59 yrs	60-74 yrs	75+ yrs	
Agree	19	42	247	618	776	350	2042
Disagree	14	6	25	67	82	21	215
Total	33	48	272	685	858	371	2267

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Comparison of:

Q.8: Do you agree or disagree that the library service should:

e) carry a broad range of books, audio, online service and activities in the community **and** what is your Age?

Out of **2320** responses **37% (868)** fall in to the **60-74yrs** age group of which **98% (854)** agree and **2% (14)** disagree with the question.

Do you agree or disagree that the library service should carry a broad range of books, audio, online service and activities in the community	What is your age?						Total
	Under 16 Years	16-24yrs	25-39 yrs	40-59 yrs	60-74 yrs	75+ yrs	
Agree	31	49	271	680	854	392	2277
Disagree	2	0	4	16	14	7	43
Total	33	49	275	696	868	399	2320

Comparison of:

Q8: Do you agree or disagree that the library service should:

f) be sustainable through reasonable and appropriate charges **and** what is your Age?

Out of **2281** responses **38% (859)** fall into the **60-74yrs** age group of which **85% (734)** agree and **15% (125)** disagree with the question.

Do you agree or disagree that the library service should be sustainable through reasonable and appropriate charges	What is your age?						Total
	Under 16 Years	16-24yrs	25-39 yrs	40-59 yrs	60-74 yrs	75+ yrs	
Agree	29	42	234	597	734	324	1960
Disagree	4	7	39	95	125	51	321
Total	33	49	273	692	859	375	2281

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Comparison of:

Q8: Do you agree or disagree that the library service should:

g) exploit new technologies to deliver cost effective, quality **and** what is your Age?

Out of **2257** responses **38% (847)** fall into the **60-74 yrs** age group of which **90% (768)** agree and **10% (79)** disagree with the question.

Do you agree or disagree that the library service should exploit new technologies to deliver cost effective, quality	What is your age?						Total
	Under 16 Years	16-24yrs	25-39 yrs	40-59 yrs	60-74 yrs	75+ yrs	
Agree	28	46	238	621	768	332	2033
Disagree	4	2	34	62	79	43	224
Total	32	48	272	683	847	375	2257

Comparison of:

Q8: Do you agree or disagree that the library service should:

h) support volunteers and communities to play their role in the delivery of library services of the future **and** what is your Age?

Out of **2277** responses **38% (857)** fall into the **60-74yrs** age group of which **82% (704)** agree and **18% (153)** disagree with the question.

Do you agree or disagree that the library service should support volunteers and communities to play their role in the delivery of library services of the future	What is your age?						Total
	Under 16 Years	16-24yrs	25-39 yrs	40-59 yrs	60-74 yrs	75+ yrs	
Agree	28	44	220	573	704	328	1897
Disagree	5	5	51	112	153	54	380
Total	33	49	271	685	857	382	2277

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Comparison of:

Q.9. Are there any other factors that Sefton Council should consider in developing a sustainable, comprehensive and efficient library service?

Do you consider yourself to have a disability and/or impairment?

Are there any other factors that Sefton Council should consider in developing a sustainable, comprehensive and efficient library service?

Libraries are part of the community inc H & WB

Parking including costs

Should be within walking distance, public transport costs

Accessibility and location

Access to online books and periodicals

Subs/ fees/ charges

Review internet use and more computers

Quality and range of stock

Experience of staff

Better marketing and promotion

Mobile library

Equality Act

Hours

Volunteers

Links with schools

Other activities for children

Other activities for adults

Coffee/ tea shop

Save money elsewhere

Access for elderly, distance

Reduce management costs

Review book purchases

Shared facilities

Modernising the buildings

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Comparison of:

Q10: Which library do you use most often? (tick one only) and

Q15: How often would you be willing to support the library service by volunteering to help? (tick one only)

The table below indicate the level of potential volunteers at each particular library site.

Which library do you use most often	How often would you be willing to support the library service by volunteering to help?						Total
	2-3 times per week	Daily	Less than once per month	Once per fortnight	Once per month	Once per week	
Ainsdale	11		6	31	25	62	135
Aintree	9	1	7	11	12	21	61
Birkdale	13		6	23	18	56	116
Bootle	10	1		7	5	19	42
Churchtown	13		4	21	12	41	91
College Road (Carnegie)	16		5	16	26	34	97
Crosby	14	3	4	28	44	62	155
Formby	7		6	24	24	26	87
Home Visits Service	0	0	0	0	0	0	0
Litherland	3		1		1	13	18
Meadows (Maghull)			1	2	1	13	17
Netherton	2	1		3	2	7	15
None			5	1	2	1	9
Orrell	5		2	3	8	11	29
Southport	8	1	1	6	8	33	57
Total	111	7	48	176	188	399	929

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Comparison of:

Q10: Which library do you use most often? (tick one only) and

Q16: In other areas of the country, some libraries have been transferred to the community to be run and managed by local residents or local groups. Is this something you would be interested in being involved in? (tick one box only)

This table below shows the level of interest of the libraries identified being transferred to be run by the community.

Which library do you use most often	Is this something you would be interested in being involved in?		
	Yes	No	Total
Ainsdale	81	214	295
Aintree	27	143	170
Birkdale	79	206	285
Bootle	18	92	110
Churchtown	59	180	239
College Road (Carnegie)	48	188	236
Crosby	57	357	414
Formby	32	169	201
Home Visits Service		1	1
Litherland	14	42	56
Meadows (Maghull)	8	48	56
Netherton	4	48	52
None	3	20	23
Orrell	17	87	104
Southport	25	108	133
Total	472	1903	2375

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Comparison of:

Q10: Which library do you use most often? (tick one only) and Which of these most closely describes your interest in this issue? (tick one box only)

Out of **2393** responses **18% (428)** used Crosby Library most often and **95% (2269)** described their interest in the issue as a member of the public.

Which library do you use most often	Which of these most closely describes your interest in this issue?				
	A business/private organisation	A community or voluntary group	A member of the public	A partner organisation	A staff member working at a library
Ainsdale	0	4	270	0	1
Aintree	1	3	177	0	1
Birkdale	3	7	265	0	5
Bootle	1	0	99	0	3
Churchtown	0	0	227	0	4
College Road (Carnegie)	1	1	230	2	0
Crosby	0	6	411		3
Formby	0	3	203	1	0
Home Visits Service	0	0	2	0	0
Litherland	0	0	51	0	3
Meadows (Maghull)	0	2	50	0	0
Netherton	0	0	46	0	2
None	0	0	11	0	1
Orrell	0	1	104	0	2
Southport	0	0	123	0	3
Total	6	27	2269	3	28

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Which library do you use most often	Which of these most closely describes your interest in this issue?			
	Other Council Staff member	Other	School/Governor	Total
Ainsdale	4	0	5	284
Aintree	4	0	2	188
Birkdale	1	0	2	283
Bootle	4	0		107
Churchtown	0	0	3	234
College Road (Carnegie)	3	0	5	242
Crosby	6	0	2	428
Formby	5	0	1	213
Home Visits Service	0	0	0	2
Litherland	1	0	0	55
Meadows (Maghull)	1	0	0	53
Netherton	3	0	1	52
None	2	0	1	15
Orrell	1	0	2	110
Southport	1	0	0	127
Total	36	0	24	2393

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Comparison of:

Q10: Which library do you use most often? (tick one only) and Which of these options best describes your situation? (tick one only)

Out of **2370** responses **18% (427)** used Crosby Library most often of which **50% (209)** described their situation as fully retired and **20% (86)** described their situation as full time worker.

Which library do you use most often	Which of these options best describes your situation?				
	Full time student	Full time worker	Fully retired	Government Training Scheme	Look after the home/family
Ainsdale	3	50	138	0	8
Aintree	1	28	117	0	7
Birkdale	5	50	121	0	16
Bootle	4	19	43	0	6
Churchtown	1	46	131	0	10
College Road (Carnegie)	2	60	115	0	10
Crosby	3	86	209	1	17
Formby	1	23	141	0	4
Home Visits Service				0	
Litherland	1	11	22	0	4
Meadows (Maghull)	3	9	25	0	1
Netherton	1	14	22	0	3
None	1	7	3	0	1
Orrell	2	18	55	0	7
Southport	4	21	63	0	3
Total	32	442	1205	1	97

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Which library do you use most often	Which of these options best describes your situation?				Total
	Part time worker	Self Employed	Unable to work due to illness/d isability	Unempl oyed & availabl e to work	
Ainsdale	54	11	8	7	279
Aintree	19	2	3	6	183
Birkdale	43	21	18	5	279
Bootle	11	1	11	18	113
Churchtown	26	9	5	3	231
College Road (Carnegie)	32	14	2	3	238
Crosby	61	11	18	21	427
Formby	17	8	5	8	207
Home Visits Service	0	0	1	0	1
Litherland	6	4	2	3	53
Meadows (Maghull)	12	2	3	1	56
Netherton	6	2	1	4	53
None	1		2		15
Orrell	14	5	5	8	114
Southport	11	6	6	7	121
Total	313	96	90	94	2370

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Comparison of:

Q10: Which library do you use most often? (tick one only) and are you Male or Female

Out of **2178** responses **60% (1300)** were female of which **19% (250)** use Crosby Library most often. **40%** (878) were male of which **17% (149)** use Crosby Library most often.

Which library do you use most often (tick one only)	Are you?		
	Female	Male	Total
Ainsdale	149	101	250
Aintree	92	67	159
Birkdale	162	93	255
Bootle	64	42	106
Churchtown	124	75	199
College Road (Carnegie)	139	82	221
Crosby	250	149	399
Formby	99	106	205
Home Visits Service	1		1
Litherland	34	21	55
Meadows (Maghull)	32	21	53
Netherton	28	20	48
None	9	6	15
Orrell	57	38	95
Southport	60	57	117
Total	1300	878	2178

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Comparison of:

Q10: Which library do you use most often? (tick one only) and What is your Age?

Out of **2322** responses received **29% (684)** fall within the **40-59** yrs age group of which **20% (139)** use Crosby Library most often.

Which library do you use most often (tick one only)	What is your age?						
	Under 16 Years	16-24yrs	25-39 yrs	40-59 yrs	60-74 yrs	75+ yrs	Total
Ainsdale	4	5	17	84	111	41	262
Aintree	9		16	37	61	51	174
Birkdale	5	6	33	99	91	38	272
Bootle	0	3	23	35	41	11	113
Churchtown	13	2	29	52	89	45	230
College Road (Carnegie)	0	3	28	76	82	38	227
Crosby	2	7	52	139	139	85	424
Formby	0	2	13	40	112	47	214
Home Visits Service	0			1			1
Litherland	0	3	10	10	27	4	54
Meadows (Maghull)	0	2	9	15	20	10	56
Netherton	1	4	8	15	14	7	49
None	0		6	7	2	3	18
Orrell	0	4	10	32	40	22	108
Southport	0	3	14	39	48	16	120
Total	34	44	268	684	877	418	2322

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Comparison of:

Q10: which library do you use most often? (tick one) and

Do you consider yourself Disabled and or impairment?

Which library do you use most often? (tick one)	Disabled and or an impairment - Yes
Ainsdale	39
Aintree	31
Birkdale	64
Bootle	29
Churchtown	54
Crosby Carnegie	37
Crosby	80
Formby	58
Litherland	13
Meadows	16
Netherton	12
None	4
Orrell	24
Southport	26
Not Indicated	17
Total	504

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Comparison of

Q.11. If you could no longer use the library that you currently go to, which location are you most likely to use a library (tick one only) and

Are you male/female?

If you could no longer use the library that you currently go to, which location are you most likely to use a library	Female	Male	Total
Bootle	90	64	154
Crosby	201	128	329
Formby	62	39	101
Home Visits Service (Volunteers visit the homes of housebound people with books once or twice per month)	13	4	17
Maghull	45	37	82
My library remains open	243	188	431
Netherton	47	29	76
None	341	194	535
Southport	229	171	400
Total	1271	854	2125

Comparison of

Q.11. If you could no longer use the library that you currently go to, which location are you most likely to use a library (tick one only) and

What is your age?

If you could no longer use the library that you currently go to, which location are you most likely to use a library	AGE					
	Under 16 years	16-24 years	25-39 years	40-59 years	60-74 years	75+ years
Bootle	0	6	24	56	57	24
Crosby	1	11	45	109	134	44
Formby	1	4	11	32	45	15
Home Visits Service (Volunteers visit the homes of housebound people with books once or twice per month)			1	2	2	18
Maghull	4	2	9	27	35	13
My library remains open	0	7	54	116	186	89

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<i>If you could no longer use the library that you currently go to, which location are you most likely to use a library</i>	AGE					
	Under 16 years	16-24 years	25-39 years	40-59 years	60-74 years	75+ years
Netherton	0	0	15	18	33	15
None	15	11	74	187	180	105
Southport	11	7	34	127	174	77
Total	32	48	267	674	846	400

Comparison of

Q.11. *If you could no longer use the library that you currently go to, which location are you most likely to use a library (tick one only) and*

Do you consider yourself to have a disability and/or impairment?

Library	Disability and/or impairment - Yes
Bootle	31
Crosby	65
Formby	15
Maghull	12
Netherton	21
Southport	92
Home Visits Service	17
My library remains open	110
None	110
Not Indicated	31
Total	504

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Library review consultation undertaken in addition to the questionnaires

This annex contains summaries of all the consultation undertaken in addition to the formal questionnaires. Brief summaries are contained in the main report. Information from this annex and the information from the questionnaires have all been analysed to provide information for Elected Members to consider as part of the library review.

1 Letter and e-mails

All library review correspondence received from 4th October 2012 to 25th January 2013 has been recorded. A total of 180 submissions were received during the period, 17 from groups or their representatives, 163 from individuals.

1.1 Correspondence from groups:

Correspondence was received from the following groups and/or their respondents :-

Age Concern Liverpool & Sefton

Ainsdale Community Care

Ainsdale Civic Society

Friends of Ainsdale Library

Aintree Ratepayers Association

Aintree & Old Roan Townswomen's Guild

Birkdale Library Action Group

Farnborough Road Junior School

Formby Parish Council

Stephen Gent Parish Councillor Aintree Village

Lydiate Parish Council

John McClaren Parish Councillor Aintree Village

Revd. of a church (unnamed), Ainsdale

St Johns Primary School Ainsdale

Sefton Area Partnership of Parish Councils

Sefton Partnership for Older Citizens

Southport Group Liverpool and South West Lancs Local History Society

1.2 Key issues from groups relating to specific libraries

Library / Libraries discussed	No. of responses from groups	Specific comments included	Alternative suggestions
All Libraries	2	<ul style="list-style-type: none"> • Concern for older people 	<ul style="list-style-type: none"> • Increase the range of services offered in libraries • Relocate libraries to cost effective venues • Ringfence savings to support socially isolated
Ainsdale	5	<ul style="list-style-type: none"> • Travel time and cost to reach nearest alternative library • Concern over mitigating actions • Loss of a community facility 	

Aintree	6	<ul style="list-style-type: none"> • Library important venue for organised group activities • The only council community facility in Aintree 	
Birkdale	3	<ul style="list-style-type: none"> • Provision of help-desk service for Local History • Condition survey costs – consider that not as much is needed – could be done for less money 	<ul style="list-style-type: none"> • Reduce opening hours • Costed proposal to increase use of volunteers, reduce hours and reduce staff
Formby	1	<ul style="list-style-type: none"> • Need to invest in IT standards • Improve building conditions • Use of data in consultation process 	

1.3 Key issues from individuals relating to specific libraries

Library / Libraries discussed	No. of responses from individual	Specific comments included	Alternative suggestions
All Libraries	8	<ul style="list-style-type: none"> • Importance of IT provision • Impact on local communities • Concern for children & elderly 	<ul style="list-style-type: none"> • Reduce opening hours • Find savings from other council areas
Southport area	17	<ul style="list-style-type: none"> • Lack of car parking in town centre • Southport population disproportionately affected by recommended Option 	<ul style="list-style-type: none"> • Reduce opening hours • Find savings from other council areas • Volunteer support • More services into libraries
Ainsdale	17	<ul style="list-style-type: none"> • Safe access for children • Importance of IT provision 	<ul style="list-style-type: none"> • Reduce opening hours • Close a town hall
Aintree	25	<ul style="list-style-type: none"> • Limited public transport to next 	<ul style="list-style-type: none"> • Reduce opening hours

		<p>nearest libraries</p> <ul style="list-style-type: none"> Library only remaining community facility 	<ul style="list-style-type: none"> Close a different library
Birkdale	8	<ul style="list-style-type: none"> Value of car parking Impact on school children 	<ul style="list-style-type: none"> Income generation proposals
Churchtown	24	<ul style="list-style-type: none"> Local proximity a key value Impact on school children 	<ul style="list-style-type: none"> Find savings from other council areas Volunteer support
Churchtown	47 letters from Larkfield Primary School	<ul style="list-style-type: none"> Impact on school children Liked staff and library Enjoyed reading 	
Crosby area	2		<ul style="list-style-type: none"> Find savings from other council areas
Crosby	2	<ul style="list-style-type: none"> Provision of Reference and Local History Services Reading groups popular 	

College Road	4	<ul style="list-style-type: none"> • Heritage of Carnegie building • Users travel from variety of Sefton areas 	<ul style="list-style-type: none"> • More services into the library • Provide mobile library service
Formby	8	<ul style="list-style-type: none"> • Impact on local community • Good venue for organised group activities 	<ul style="list-style-type: none"> • Reduce opening hours
Not specific to a library	1	<ul style="list-style-type: none"> • Comment on e-books 	

1.4 All key issues raised via letter or e-mail

The 180 e-mails and letters raised a total of 422 comments. The majority of these comments related to the following key issues :-

<p>Children & Young People – 97 comments were made relating to libraries’ role in providing children’s activities, as well as supporting reading for education and recreation. The potential impact of library closures on children and young people was the largest single subject raised in the correspondence.</p>
<p>Older People – 41 comments expressed concern for older people. Specific comments related to the importance of access to a local service, and the potential risk of social isolation for the elderly.</p>
<p>Services delivered at libraries – of the 68 comments relating to library services 33 highlighted the importance of access to computers provided via the People’s Network. 9 comments highlighted the value of the libraries as spaces to host group activities, and 8 concerned the potential impact of library closures on the Homevisits service.</p>
<p>Access & Transport – 71 comments raised issues relating to reaching an alternative library. Logistics of public transport was an issue for 34 correspondents. The importance of car parking facilities was raised 24 times (at Birkdale in particular). The general importance of local proximity was mentioned on a further 13 occasions.</p>
<p>Alternative suggestions [to make budget savings] – 15 alternative proposals were raised in the correspondence leading to 50 comments in total. Of these 13 preferred the option for reducing library opening hours, 9 supported the use of volunteers</p>

and 8 recommended savings in other areas of the Council.

Community Impact - 59 comments related to the impact that library closures would have on local communities. The lack of other services and venues in the Aintree area was an expressed concern from 19 correspondents.

Other comments – 36 other comments were made, of which 15 praised the customer service from library staff. 10 comments related to the consultation process itself.

2 Meetings

2.1 Members of the library review team and/or project board attended a number of meetings as part of the consultation process. A standard script was used so that the same message was received by all groups. It was adapted slightly to suit the circumstances of the audience e.g. certain Area Committee meetings where Officers outlined the response to date from the consultation in that area and equality groups to reflect who the group represented and any particular concerns e.g. older people. Officers outlined the background and process to date, summarised the options considered and stressed that the recommended option (B) was for consultation and no decisions had been made. There were then opportunities for attendees to question the process and for discussion.

2.2 Meetings attended were:

10/01/13	Area Committee – Crosby
8/11/12	Area Committee - Formby
12/11/12	Area Committee - Linacre & Derby
7/11/12	Area Committee – Litherland & Ford
06/12/12	Area Committees – Sefton East Parishes
21/11/12	Area Committee - Southport
17/01/13	Area Committees - St Oswalds & Netherton & Orrell
10/12/12	10 Parish Councils – SAPLC
03/12/12	Equalities Standing Group (including Bootle Older Peoples forum)
13/12/12	Sefton Partnership for Older Citizens (SPOC)
11/12/12	Ability Network
10/12/12	Schools Forum
17/12/12	Friends of Ainsdale Library executive
6/12/12 7/12/12	Home Visits Volunteers (2 meetings)
19/12/12	Storytime/rhymetime volunteers

2.3 The constitution of area committees allows for questions to be submitted prior to up to 15 minutes before the start of the meeting. It also allows for items on the agenda to be discussed by the members of the committee and for members of the public, at the discretion of the Chair of the Area Committee. The summary below includes the comments made at Area Committee whatever the method.

2.4 Most of the comments, discussions and questions at these meetings were about libraries in general or related to the libraries/areas identified for possible

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closure within option B. The key points made at the Area Committee, 10 Parish Councils, and Friends of Ainsdale Library (FOAL) were:

Specific libraries/areas

- The number of residents in the Ainsdale area outside a three mile radius of a library if option B is implemented
- Lack of car parking at Southport library
- Current library buildings – whether there are any restrictions on use of building (particularly College Road library)
- Future of Crosby Civic Hall
- Usage of libraries in the Southport area compared to those in the Bootle area

Libraries in general

- The potential impact on children and young people and the libraries' role in supporting reading for education and recreation
- The need for professional staff
- Transport links and car parking
- The importance of computers in libraries, particularly for benefit claims needing to be completed on-line
- Usage of libraries in some of those proposed to close compared to those some of those proposed to remain open
- Concern over some aspects of the review/consultation and use of data – only consulting on option B
- The effect of any library closure on the community and lack of a community facility for some communities
- The detrimental impact on health, particularly mental health and well being if a person can no longer get to a library
- Whether the volunteers were consulted about the Home Visits Service

3 Consultation with Children and Young People

- 3.1 An easy-read questionnaire was developed that was used by children and young people. Based on the experience of other library reviews, the response rate from any questionnaire is generally low from children and young people,

when compared with the rest of the population. (There were 37 responses from those under 16 years – the same response rate as Tameside). The questionnaire was therefore supplemented with a number of meetings/focus groups with children and young people. Publicity and information was also sent to a number of organisations dealing with children and young people e.g. schools and children's centres.

3.2 The meetings/focus groups attended were:

Chatterbooks (children's reading) groups at:

- Ainsdale
- Crosby
- Formby
- Meadows
- Netherton

Teenage reading groups at:

- Birkdale
- Meadows
- Southport

A total number of approximately 80 children plus 2 teachers attended the reading group meetings

Special meeting of Young Advisors across Sefton

This was a special meeting that took place on 7th January 2013 at Crosby library. 6 young advisors plus the Young People's Engagement & Participation Lead from Sefton CVS.

3.3 The content of the meetings followed a different format to other meetings attended and outlined in this report. At some meetings the children and young people were provided with copies of the questionnaire to complete afterwards, and at other meetings the children and young people were taken through the questionnaire where they reached majority decisions or the discussions were more open ended.

3.4 Key points from the children and young people at meetings where they were taken through the questionnaire or held discussions were:

- They prefer to visit libraries at weekends and evenings (outside of school hours)
- There was majority agreement with the criteria for a sustainable library service (question 4) and what the library service should do for a comprehensive and efficient library service (question 8).

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Although there was a majority decision the points where there were differences of opinions were:

Q 4 The ability to share services within one building and opportunities for future sharing. (approximately 70% said yes, 30% said no)

Q4 Community profile e.g. levels of deprivation, age profile within a community (approximately 70% said yes, 30% said no)

Q8 Be efficient, of good quality and accessible through co-location with other services or agencies where this brings benefits to communities (approximately 70% agreed, 30% disagreed)

Q8 Exploit new technologies to deliver cost effective quality and inclusive library services for the future (70% agreed, 30% disagreed)

- There was a mix of interest in their willingness to volunteer to support the library with some groups showing considerable support for this. One of the areas that they were particularly interested in was to help people to learn basic skills of IT
- There was a difference of opinion between the groups about whether they preferred choices of option B or option C. Approximately 5% preferred option A. In general this related to where they lived/went to school and whether the library they used was affected. The majority stated that they would still be able to use another library.

3.5 Other key points discussed were:

- They would like to see charges for use of computers abolished. College students (aged 16-18) are put off using them for course work because they only get 30 minutes free
- Interest in how to attract more young people to use libraries e.g. youth nights, “games rooms” and gaming tournaments
- They showed concern over groups of people other than themselves e.g. their grandparents
- Concern over loss of staff with a wealth of knowledge
- Queries about the future of Crosby library and the Civic Hall

3.6 Other responses relating to children and young people

All schools, colleges, children’s centres in Sefton were contacted with details of the library review and consultation process and/or details of the links to the on-line questionnaire (s). This resulted in responses from individual schools via letters and e-mails and within the over 16s questionnaire.

There were also 47 letters from individual students at Larkfield School, a petition in the form of Christmas cards from children/students in the Birkdale area which were subsequently followed with approximately 394 Christmas tags and cards displayed on a Christmas tree. These letters and cards were about

how much the children enjoyed reading, their local library and that they did not want their local library to close.

The questionnaires were handed out to parents attending storytime/rhymetimes to complete on behalf of their younger children and there was a meeting with the volunteers who support storytime.

4 Consultation with equality groups

4.1 The Equalities Standing Group is a voluntary sector network that brings together communities of interest that can experience discrimination and barriers to accessing services. The networks comprise of EMBRACE, the network for gay, lesbian and bisexual people, ABILITY, the network for people with disabilities, the faith network, the Sefton Partnership for Older Citizens, Sefton Access Forum, Young Advisors, In Trust, the network for transgender people, the Sefton Fawcett Society and Equal Voice, the network for Black and minority ethnic communities including migrant workers. The Equalities Standing Group works alongside the Council to assess budget options, policies and procedures to ensure that any new proposals will not directly or indirectly discriminate against any group or group. The networks were consulted as part of the library review process and the key points were:

- Concern over the social isolation/loneliness for older people if their local library closed
- Queries about whether the Home Visits Service would continue
- Queries about the library at the Atkinson (Southport), looking forward to it opening
- The questionnaire takes a long time to complete
- There were some positive opportunities to enhance library facilities
- The potential to use libraries more for community development
- Positive feedback on how visually impaired people had been supported to complete the questionnaire via the telephone

4.2 In addition to the formal meetings held, organisations and individuals dealing with a range of people with specialist needs were contacted via e-mail, articles in newsletters and informal discussions. The detailed analysis of any equality issues raised within the questionnaires and from people with “protected characteristics” is contained within the overall analysis of the questionnaire responses. The meetings with the Home Visits volunteers (at paragraph 5) also details the response in relation to the people who use the service.

5 Consultation with Library volunteers

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Two meetings were held with the Home Visits Service volunteers and one meeting with the storytime/rhymetime volunteers. The key points of discussion were:

- Concerns and positive statements about the ability for volunteers to continue delivering the Home Visits Service if libraries closed. There was a mix of those who thought it would be a problem and those who did not
- The parking difficulties faced at Southport library
- The importance of adult education and summer activities for children in libraries
- Ideas about potential sponsorship opportunities
- Suggestions about future storage of Home Visits material and one central telephone number of the service
- Interest in Sunday opening and coffee shops in libraries
- Ideas about the use of volunteers in general



Birkdale Library Proposal 2013

Name of Organisation: Sefton CVS

Southport address: Top Floor, Shakespeare Centre, 45-51 Shakespeare Street, Southport PR8 5AB

Chief Executive: Angela White

E-mail: Angela.white@seftoncvcs.org.uk

Phone number: 0151 920 0726 ext 204

Registered Company Limited by Guarantee No: 2832920

Registered Charity No: 1024546

Objective of Proposal: To Develop Birkdale Library into a Community Resource Centre

Background:

Sefton CVS (www.seftoncvcs.org.uk) is a Voluntary, Community & Faith (VCF) Sector infrastructure organisation providing a wide range of information, advice and guidance services to VCF Sector organisations in Sefton. Sefton CVS also manages Volunteer Centre Sefton based in Southport.

This proposal has been developed by Sefton CVS, Sefton Pensioners' Advocacy Centre (SPAC) and Brighter Living Partnership. The consortium currently offer the following services from their base in Shakespeare Centre in Southport:

Sefton CVS:

Volunteer Centre Sefton – Providing information, advice and guidance to new and existing volunteers, support for volunteering engaging organisations in recruitment and management, on-line database of volunteering opportunities and development of new projects such as charity shop network, uniformed groups network and foodbank volunteers programme. Currently the VC has over 6000 registered volunteers and 900 organisations/projects.

Handy Help Scheme- Accident Prevention Scheme to support vulnerable older people to live independently in their own homes with reduced risk of injury, supporting mobility and security. The service incorporates minor adaptations, small household repairs and support service, available to all adults living in the North of Sefton aged over 55 years of age with a disability and all residents over 60, currently the project has over 2000 people registered.

Social Inclusion Project for Older People – The project reduces the social & health related problems that surround social isolation and social exclusion of older people in the North of Sefton and enables them to live as independently as possible for as long as possible. The project provides 3 social clubs per week and 2 shopping services with the support of volunteers, currently the project supports over 75 people.

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Buddy-Up (13 to 16 mentoring) A mentoring project to support young people aged 13 to 16 with Special and Additional Needs and particularly those who attend special schools. The project works with young people from mainstream schools to increase social participation, self confidence and self-esteem whilst reducing isolation and providing a pathway to local community activities and support families of the young people with the opportunity of a short break. Currently the project works with 80 young people.

Credit Union (outreach) – Weekly sessions to promote the financial support to its members via a broad range of innovative financial products supported by the excellent service of dedicated, well-trained staff.

Sefton Pensioners' Advocacy Centre (SPAC):

Sefton Pensioners Advocacy Service small charity providing one to one casework advocacy and self-advocacy services to older people (aged 60+) in Sefton and surrounding areas. The charity provides help in a range of areas, from general advocacy to specialist services to support people with a variety of needs. Additional projects include: **Dementia Advocacy** - Older People with Dementia will have the support of a specialist advocate to enable access to health and social care systems and promote their choices and wishes.

Nursing/Residential Care Advocacy – providing an independent person to represent older people living in residential, nursing homes or sheltered accommodation or seeking to access these types of accommodation, in addition a one-to-one ongoing partnership between an advocate and the person who is not in a good position to exercise his/her rights and is at risk of being mistreated or excluded.

Cancer Advocacy - Promoting advocacy services for older people diagnosed with cancer and to enable older people diagnosed with cancer to receive appropriate information and support at critical times, to empower them to make informed choices, and to live in the way they choose whilst undertaking their cancer journey.

Sefton Older Peoples' Forums - sub-groups of the Sefton Partnership of Older Citizens. The Forums work with agencies from all sectors around developing mechanisms to facilitate consultation and participation with older people.

Brighter Living Partnership:

Fruit and Vegetable Co-operatives – currently running across North and South Sefton. The aim of the project is to provide affordable, fresh produce to people living in areas of deprivation and/or to those with limited access to fresh fruit and vegetables. We also run co-ops in partnership with Riverside and One Vision Housing in which we visit some of their accommodation schemes to sell produce to their residents. In addition we also sell eggs and other items such as pulses. The co-ops can be accessed by any member of the public.

Healthy Eating – delivering cookery sessions/courses at various venues throughout the borough, teaching people basic cooking skills and providing information about eating healthily and different aspects such as cooking on a budget and healthy family meals.

Peer Mentors – this project involves training members of the community to be able to deliver basic health information and provide support to other community members. The project educates individuals about services available locally so they can refer suitable individuals they encounter to the relevant organisations. We have trained in excess of 100 people and have secured additional funding to train more mentors in the near future.

Our Vision for Birkdale Library:

In relocating from our current premises to Birkdale Library we believe we would be able to:

- enhance the profile and reach our existing services that are currently being delivered from the sixth floor of an office block with limited parking

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- maintain many of the current services based at the library
- develop additional services linked to emerging challenges such as welfare changes.

We would seek to develop a section of the building into an internet cafe that would enable the Henshaws group to continue, as well as providing community access points that could be used for job seekers, finding volunteering opportunities and benefit claims. This would also create a community meeting venue for isolated people. We would also create a dedicated training/meeting space that would support a range of community initiatives.

Maintenance of community information: - We will continue to provide local people access to community information through the internet and paper based resources. We will explore the provision of lifelong learning opportunities through partnerships with Colleges and VCF providers.

Sefton CVS have experience in establishing reading groups so will be able to continue to support the existing group.

Local History Groups –we will allocate space for this resource and work with U3A and the Library Service to maintain the group.

Storytime and Rhymetime – we have discussed with Parenting 2000 who will support the development of groups with expertise and resources.

Outreach Services for Sefton Library Service: We would look to work in partnership to recruit volunteers to support an at home library service for housebound people and to explore the possibility of operating a limited lending service for those who cannot get to the town centre service. We are aware that due to the potential dynamics of public access to Library services, this area of need will increase; therefore the Volunteer Centre would work with the Library Service to develop services with volunteers to address increase needs and demands.

Fruit and Vegetable Co-ops- possibility for the library to be used as a venue to sell fruit and vegetables to the local community at set times during the week. Fruit could also be sold to organisations and individuals attending the library.

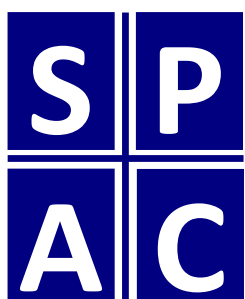
Peer Mentors- the library will provide a valuable resource for the peer mentors, a space where they can invite people in for a chat in a pleasant environment. A successful bid has provided funding for more peer mentors to work with older people and those with long term conditions. The library setting will help to set up the networks and support for these peer mentors.

Lifestyle and behavioural change- the library will provide an environment for training and support for those people who want to make changes and to improve their health. Resources can be made available to help people to make those changes.

Partnership working – the library will enable us to further develop partnerships and to encourage a range of services that can be developed and delivered to the community from the library setting.

Modifications to the Building

We have not yet had the chance to have a full assessment of the building but believe the works required would not require major structural adaptations – other than toilet and kitchen. All partners would be prepared to work closely with the local authority to ensure that the building will continue to provide services that support the well-being and resilience of the community.



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BLAG BIRKDALE LIBRARY ACTION GROUP

Dear Sefton Council,

11th January 2013.

Attached is a submission from Birkdale Library Action Group in response to the consultation regarding Sefton's Library Services of the Future.

Please consider this document when making your decision as to the future of Birkdale library.

Yours sincerely,



ON BEHALF OF BLAG.

**Terry Durrance
368, Liverpool Road,
Birkdale, PR8 3BZ
01704 578196**

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BLAG. Birkdale Library Action Group.

In response to consultation by Sefton Council regarding proposed closure of Birkdale Library.

INTRODUCTION

Following a proposal by Sefton Council to close down 7 Libraries in Sefton, BLAG set up an action group to investigate ways that a library service could continue to operate in Birkdale. Various BLAG sub groups have carried out research on library issues, which was co-ordinated into an overall plan by a central steering group. A petition was signed by just under 2,000 people demanding that Birkdale Library should be saved.

AIMS.

- To maintain a valuable Public Library/Reference/Information Service.
- To create a more cost effective & manageable service.
- To maintain an accessible library service for all.

BASIS OF BLAGS CASE.

It is essential that the library service in the Southport area should be accessible to all people and for this reason thought must be given to disabled and elderly people who can only access a library by car. Birkdale is the only library in Southport with a dedicated car park containing reserved spaces for the disabled. (The councils chosen library option for Southport – The Atkinson – will have the worst possible access for anybody arriving by car.)

It is felt that if Birkdale library were to close, that this user group could be victims of discrimination.

Another group that would be greatly affected by closure are pupils of the 8 local schools who would not be able use a library without travelling by public transport out of the area. By removing the “convenience factor” of not being able to use the library on the way home from school, it is thought that most of these children would be lost to the library system at the expense of their educational needs.

BLAG have investigated how Birkdale Library could remain open at a reduced cost to the council. This report contains details of how a saving of 48% can be made to the current revenue budget (see Appendix 2) reducing the net annual cost to £43,460.

This report also contains details of how Birkdale Library could provide an improved service in meeting local community needs whilst generating increased income which would contribute towards library running costs.

The report is broken down as follows:

- 1. AREAS OF PUBLIC CONCERN.**
- 2. PRESENT COSTINGS FOR BIRKDALE LIBRARY.
INCLUDING COST OF REMEDIAL WORK.**
- 3. HOW SERVICES CAN BE CHANGED/DIVERSIFIED TO REDUCE COSTS.**
- 4. SUPPORTING INFORMATION/EVIDENCE:
INCLUDING CAR PARKING. IMPACT ON SCHOOLS. MEANS OF ACCESS
PUBLIC OPINION. EQUAL OPPORTUNITIES. LEGAL COMMITMENT.
ALTERNATIVE SERVICE. COUNCIL BUDGET ISSUES.**
- 5. PROPOSALS.**

1. AREAS OF PUBLIC CONCERN.

- Libraries are no longer just places from where books can be borrowed. Today's libraries are community centres for a whole range of local activities. This is a vital service for the promotion of community spirit and has the potential to be extended in order to further develop this social cohesion.
- Apart from schools, the Library is the only council run agency in Birkdale and as such could be used more by the council to bring council run services to the attention of the public.
- If the libraries were to close, this valuable link between the council and the community would be lost for ever.
- It meets the need of providing an equal opportunity to the young & senior citizens along with people with various types of disabilities or learning needs, by providing various formats of technology to access information e.g. Internet services, large print books, talking books
- The loss of an extremely valued Library service for the housebound. This service is carried out by volunteers who often need to carry large numbers of books to their cars. A car park is essential for volunteers engaged in this service.
- The council should be mindful of its responsibility to provide equal library access to all members of society - Reference: Equality Act 2010, Section 149.

2. PRESENT COSTINGS FOR BIRKDALE LIBRARY

Outgoing: Premises	£34,578.00	Income: Sales of Books/Publications	£ 3,101.00
Staffing	70,683.00	Fees	11,112.00
		Fines	4,845.00
		Lettings	2,060.00
Total Outgoing	£105,261.00	Total Income	£21,118.00

Total cost of running Library £84,143.00

For breakdown see Appendix 1

IN CONSIDERATION OF THE COSTS OF REMEDIAL WORK REQUIRED ON THE BUILDING.

The Condition Survey with Cost Summary states a cost of £174,399.

BLAG would claim that this is a distorted figure, particularly with regard to the cost of the electrical work..

In an attempt to put this into perspective BLAG requested Southport Architect Martin Perry MA,DipArch,RIBA (known by Sefton Council as an expert in his field) to inspect the building and give his opinion on the work required.

His report, a summary of which is attached, (Appendix 3) concluded that the work proposed in the councils survey is "substantially overstated".

Mr Perry also makes the observation that the council report "does not show any of the proposed work as being of an urgent nature. He states – "There may be a number of desirable work projects, but in the real world, building owners have to cut their cloth to suit their coat". Regarding the estimated cost of repairs, he says – "If I had a budget of a total of £60,000 over 3 years to carry out the (listed) improvements to the library building, I could do all the desirable things necessary".

This figure is only 35% of the council's own estimate.

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3. HOW SERVICES CAN BE CHANGED/DIVERSIFIED TO REDUCE COSTS.

- The numbers of professional staff can be reduced (Appendix 2) whilst maintaining a satisfactory level of expertise, supplemented by volunteers. A professional member of staff should always be available during library opening hours. This would reduce staffing costs to **£30,000** giving a saving of **£40,683.00**.
- Consideration could also be given regarding other council business to be handled over the library counter (e.g Giving advice on council matters, signposting community services, receiving council payments).
- Citizens Advice Bureau could provide weekly surgeries. Age Concern, Social Services and Disability Awareness Groups could provide regular advice sessions. Councillors surgeries.
- Childrens groups could be extended and senior citizens activity sessions would improve social relationships for this age group. Greater use should be made of hiring out rooms for meetings by businesses, individuals and other organisations. Special rates could be offered for not-for-profit community organisations. Film nights could be held on a regular basis.
- Organisations such as Birkdale Civic Society could be invited to play a part in organising these events.

4. SUPPORTING INFORMATION/EVIDENCE.

CAR PARKING

Birkdale Library is the only library in the Southport area with a dedicated car park, including reserved disabled bays. This makes it user friendly to elderly and disabled and, as a result of this, is used by people from right across Southport who find the easy access a major reason to use this library. In this respect, the new Atkinson Library in Southport Town Centre will be extremely difficult for this client group to use because of the great difficulty of parking in that vicinity.

IMPACT ON SCHOOLS

Birkdale Library is also used by a large number of school children on their way home from school. There are 8 schools in the vicinity of this library with over 4700 pupils between them.. They are: Farnborough Road Infants (NOR: 343), Farnborough Road Juniors (479), Our Lady of Lourdes (528), Birkdale Primary (323), St Theresa's (89), Birkdale high (892), Greenbank High (873), and Christ the King High (1194). These children use the library because of its convenience and would be denied using the service if Birkdale were to close down. There is no way that the majority of them would switch to using another library as it would mean a bus journey and would take them out of their way. Convenience is a major factor in encouraging library use and taking this service away from the area could seriously damage the education process for these children.

MEANS OF ACCESS

Council statistics show that the most popular means of accessing libraries is by foot. Being situated in the middle of a residential area, Birkdale has a huge advantage in attracting foot customers. The second most popular means of travel is by car. Again Birkdale has the biggest advantage. Public transport – Three regular bus services stop outside the door.

PUBLIC OPINION

Completed petition forms containing around 2,000 signatures are available for council scrutiny. Public services are an important part of our lives. Birkdale Library is vital to the community spirit in the Birkdale Area. It is the only community hub in the area and is essential in promoting the feeling of social cohesion.

A letter from a G.P. stating her opinion that the closure of Birkdale Library will have a far reaching detrimental impact on the most vulnerable members of our community, which include the elderly and those with disabilities. (See Appendix 4)

IMPLICATIONS ON PUBLIC/EQUAL OPPORTUNITIES

If Birkdale Library were to close the impact would be felt by people of all ages in the Birkdale area. However, the elderly and the disabled would be particularly hard hit as there is no alternative library with car park access other than to drive to Formby.

Mobility problems might well deny this group library usage.

Also, school children would be denied a library service as they cannot be expected to use public transport to travel out of their area whilst on their journey home from school.

LEGAL COMMITMENT

The above mentioned difficulty whereby the elderly and disabled are denied library access could well be considered discrimination against a vulnerable group within society and could contravene the Equality Act 2010, section 149.

POSSIBLE ALTERNATIVE SERVICE

We have researched alternative schemes throughout the country of libraries that have been taken over and run as community projects. In some instances the council has handed over the building to a charitable trust who, in some cases, have run the library very successfully. A major advantage of this scheme is that the business rates are cut by 80% which greatly reduces the operating costs. **However, we have decided, at this point, not to make application to the council to proceed down this route.**

COUNCIL BUDGET ISSUES

BLAG are mindful of the need to reduce the costs of all council services in order to meet cuts of £50.7million to the council budget, brought about, mainly, by a reduction in Central Government funding. However, the savings to be made by implementing Option B as a way of reducing library costs, will only bring about a saving of around £400,000. Considering the upheaval that will be caused to local communities by this proposed loss of, what is for many, the only community hub in their neighbourhood, it has to be considered a devastating sacrifice, for an extremely small financial saving. This has to be balanced against a picture of **under spend** in the council's 2010/11 Budget (£3million) and 2011/12 Budget (£6million).

PROPOSALS:

- That Birkdale Library service remains, with a reduction in professional staffing levels supplemented by the utilisation of volunteers. Volunteers have been a feature of some libraries for many years. However, it is important that their talents and enthusiasm are not misused. Librarianship is a profession and professional staff would be central to the future running of the library.
- Implement changes to Staffing levels & personnel giving a saving of £40,000 +
- Implement alternative costing to repairs required allowing a significant saving.
- Increase community usage by encouraging additional children's "after school" and holiday time groups and activities. Also set up Senior Citizens activity, discussion and advisory sessions. These could be volunteer led.
- Consideration be given to increase income opportunities through positively encouraging outside Lettings.

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Appendix 1 **EXISTING COSTINGS – BIRKDALE LIBRARY**

The cost of running Birkdale Library (2011/12) was £84,143. This was made up of premises costs £34,578 and staffing costs £70,683, weighed against an income of £21,118.

These costs break down as follows:

Premises.

Water and Sewerage Charges	£2,826 . 00
Electricity	2,563 . 00
Gas/ Oil	522 . 00
Internal & External Repair Costs	8,466 . 00
Refuse Collection	734 . 00
Telephone	291 . 00
Business Rates	12,557 . 00
Building Cleaning	6,619 . 00

TOTAL PREMISES COSTS £34,578 . 00

Staff

£14,349 . 00
10,684 . 00
17,712 . 00
4,386 . 00
7,998 . 00
11,544 . 00
4,011 . 00

TOTAL SALARY COSTS £70,683 . 00

Income

Sales of Books/Publications	£ 3,101 . 00
Fees	11,112 . 00
Fines	4,845 . 00
Lettings	2,060 . 00

TOTAL INCOME £21,118 . 00

TOTAL COST OF RUNNING LIBRARY £84,143 . 00

There is also a cost attached to alleged repairs required to the building.

The council place this cost at £174,399

Appendix 2 **A PROPOSAL TO REDUCE OPERATING COSTS**

	<u>Current Opening Times</u>	<u>Reduced Opening Times</u>	<u>(Reduction)</u>
<u>Monday</u>	10am – 5pm	10.30am – 5pm	(0.5 hrs)
<u>Tuesday</u>	Closed	Closed	
<u>Wednesday</u>	10am - 7.30pm	10.30am - 7.30pm	(0.5 hrs)
<u>Thursday</u>	10am - 5pm	10.30am - 1pm	(3.5 hrs)
<u>Friday</u>	10am - 5pm	10.30am - 5pm	(0.5 hrs)
<u>Saturday</u>	9.30am - 1pm (all closed for lunch 1pm – 2pm)	10.30am - 1pm	(1.0 hrs)
TOTAL	30 hrs	24 hrs	(6.0 hrs)

Current staffing at Birkdale Library (as per Appendix 1) amounts to 116.22 “gross” hours per week at a cost of £70,683. Within the 116.22 hours is allowance for absence due to staff holidays, sickness and training which we estimate at 16% (on the basis of 6 weeks holidays, 2 weeks sickness and 0.2 weeks training). Accordingly the normal weekly staff availability is $116.22 \times 84\% = 97.5$ hours per week.

For preparation time one member of staff is present half an hour before opening = 2.5 hours per week, meaning that 95 staff hours are available to cover 30 hours of opening. This equates to average staff cover of around 3.15 staff across the hours of opening (note that this includes the Library Manager).

Reducing opening hours by 6 hours per week will require $6 \times 3.15 = 19$ hours per week **LESS** of available staff time, or 23 hours per week of “gross” staff time (allowing for the 16% holiday leave etc factor)

This means that “gross” staffing could be reduced from 116.22 hours per week to 93 hours per week because of the cut in opening hours. We estimate this alone would save approx. £14,000 pa on staffing costs.

However our main proposal to reduce costs is to use volunteers to cover 48 of the “gross” hours per week. 45 “gross” hours per week would still be paid library staff. At the 84% factor, 45 “gross” hours equates to 38 staff hours per week of available staff time. Allowing for 2.5 hours per week of preparation time, this would mean an average of 35.5 hours per week of paid library staff time covering the (proposed) 24 hours of opening. This equates to average paid library staff cover of around 1.5 staff across the hours of opening (note that this includes the Library Manager).

The allocation of 45 “gross” hours of the retained paid library staff would be a matter for library management, but to illustrate the financial saving from **BOTH** reducing opening hours from 30 to 24 per week and the use of volunteers, we put forward the following potential staffing structure (using the hourly costs implicit in Appendix 1):

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Appendix 2 - continued

Potential revised staffing

Library Manager (18 hours)	£14,349. 00
Senior Library Assistant (14 hours)	£8,550. 00
Library Assistant (13 hours)	£7,101. 00
TOTAL APPROX. SALARY COSTS	£30,000.00

This represents a saving of over £40,000 against the present staffing cost of £70,683.

As a consequence, the current net annual cost to the Council of Birkdale Library of £84,143 (as per Appendix 1) would reduce by over £40,000 to £43,460.

This represents a saving of 48% on the current revenue budget.

We recognise that the significant use of volunteers is not an “easy option”, but we believe there is the necessary public support to make it succeed. To illustrate the number of volunteers needed we have identified 9 sessions each of 2.5 or 3 hours.

These are: 5 mornings of 2.5 hours
 3 afternoons of 3 hours
 1 evening of 2.5 hours

As stated above, the retained paid library staff hours are sufficient to provide average coverage of 1.5 (paid) staff across the hours of opening (this includes the Library Manager). In order to revert to the current average (total) staff cover rate of 3.15 it would be necessary to have an average of 1.65 volunteers present across the hours of opening. Based on 24 hours of opening per week this equates to a requirement for 40 available hours of volunteer time per week (or 48 “gross” hours, allowing for 16% holidays/sickness etc. - as identified above).

This requirement for 40 available hours of volunteer time per week equates to 15 volunteer sessions of 2.5 or 3 hours.

Although it is possible that some volunteers would be willing to undertake more than one session per week, it is safer to assume that one would be the norm. Allowing for holidays, sickness etc it seems clear that a minimum of around 20 volunteer personnel are needed to provide the proposed level of volunteer cover.

We believe the necessary level of commitment exists in the Birkdale area to enable the volunteer option to work, but we do not wish to understate the amount of organisation required.

2 Cost Summary
 Condition Survey of Birstdale Library done by/for
 Saffron KBC 25. June 2012.
 Pages 1-5. (p. 5 is blank).

Library inspected December 2012 by independent Architect to comment
 on Condition Survey ^{building}

1. Repair work broken down by elements & by priority categories 1-5. No Category 1 - i.e. urgent work. Most in Category 2 - £74414. Substantial Electrical in Cat. 3 - £99,806. No Category 4 - i.e. work not essential.

2. ^{& blocked} Private areas & roofs not inspected.

3. Generally poor maintenance with uproot ivy growing up the building, & with gutters ~~and~~ blocked in car parks for instance.

4. Flooring. Substantial replacements proposed but Rubber flooring in Entrance & Lobby does not need replacing but minor repair at threshold. Hard to identify where the other areas are, but the surveyor ~~proposes~~ to replace the whole entrance hall floor. ~~which is based on this~~

5. Windows are proposed to be replaced but inspection shows that most windows are sound and need minor repairs.

6. Lighting. proposed to replace & repair fittings for a very substantial sum of over £100,000. The wiring has not been maintained otherwise the report would say so, & a general upgrade of light fittings,

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where required, would cost ^{very} considerably less than stated.

T. Car park ^{is} proposed to be resurfaced on left hand side at a cost of £18,750. Actually general minor repairs of tarmac to all car park areas is required, after general maintenance of clearing gullies & mud, & all at a significantly lesser sum than charged.

Summary. General housekeeping is required by maintenance staff, which has been neglected in recent years.

Work proposed in survey is substantially overstated; ~~it would appear to have been~~
~~written~~

(W) W. M. A. Dip Arch. RIBA,

Appendix 4

9th January 2013

Dear Sefton Council,

Re: Detrimental impact of the closure of Birkdale library on the elderly and disabled

It is my professional opinion as a General Practitioner, that the closure of Birkdale library will have a far reaching detrimental impact on the most vulnerable members of our community- which include the elderly and those with disabilities.

Many elderly and disabled people come to Birkdale library specifically because of its accessibility and parking facilities. If the library is closed, these people will find it difficult if not impossible, to access a facility on Lord Street, which does not provide parking in the immediate vicinity and thus requires either public transport to be negotiated, or parking at some distance away from the building and then a walk (which in a lot of circumstances will also incur a cost). Then there is the issue of physically getting the books home. My fear is that many elderly and disabled people will be unable to access a central library if Birkdale were to close. **This poses a significant and real knock-on effect in terms of health and well-being.**

The likely outcome is one of social isolation. Libraries are a community space- one of the few places left in our society where people can meet without obligation to buy anything, where social interaction takes place, where relationships are made, conversations are held and people from all walks of life are together under one roof. They are places where our most vulnerable people can feel safe, warm and comfortable and at the same time have access to intellectual material. Many vulnerable people use the library as there is simply no-where else for them to go to interact with others. **Take this accessible resource away and the result is isolation, loneliness and loss of well-being.**

Loneliness and social isolation are risk factors in a number of diseases. Not only is there a strong link with mental health problems (stress, depression, anxiety) but also with poorer physical health, including falls, decreased physical activity, obesity, poor nutrition, higher intake of alcohol and also with cognitive decline. It is anticipated that the likely costs of treating these problems would far outweigh any savings the Council makes by closing Birkdale library down.

As a doctor, I must voice my concerns to you about the likely health implications of library closures and raise your awareness of the significant threat to the quality (and potentially, quantity) of life of our most vulnerable in society.

Yours sincerely,

Dr Maria Markides

MBChB, DRCOG, DFFP, MRCPG(distinction), PGCEHigherEd(distinction)

41 Dover Road, Birkdale, Southport.

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Public Sector Equality Duty: Analysis Report

Library Services Review

Agenda Item 4

Contents:

1. Introduction and Background
2. Library Services offer - borough wide
3. Consultation process and outcomes of consultation
4. Assessment of impact related to Option B
5. Conclusions and mitigations

Appendix PSED A – maximum travel distance to nearest library.

Appendix PSED B – spread of active users across the borough by key protected characteristic.

Appendix PSED C- comprehensive and efficient key items cross tabulated against protected characteristics

Appendix PSED D – previous information on Option selection

Library Services Review and Public Sector Equality Duty (PSED).

1. Introduction and Background.

In order to meet equality legislation Sefton Council has to consider, in relation to the library review programme, the issues of:

- Eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the act (e)
- Advancing equality of opportunity between persons who share a relevant protected characteristic and person who do not share it (a)
- Fostering good relations between persons who share a relevant protected characteristic and persons who do not share it (f)

Background:

The library services review started in the financial year 2009/10, and there have been several stages in this process which are well documented. These stages have included gathering of people's views about the library service and the future of the library services, formulating options for reviewing Library services, and then consulting with the public on the Council's preferred option.

The three drivers of the review were:

- The need to consolidate the service in order to ensure its future – as many of the buildings are becoming unserviceable and over costly to maintain as evidenced in the conditions surveys undertaken.

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- To look at efficiencies in service delivery, right- sizing the service to the need of Sefton’s population as a whole.
- To meet sefton’s definition of a comprehensive and efficient library service in light of Council’s reduced budget.

The overriding principle in the review was to develop a ‘comprehensive and efficient’ library service.

Sefton Council defined for itself what it meant by a comprehensive and efficient library service and this is set out in the report to Cabinet on 11 October 2012 and is set out below:

“A comprehensive and efficient Library service introduces and sustains a public appreciation and participation in reading and information, for leisure and personal development, formally and informally supporting individuals and groups through lifelong learning journeys.

The Council’s service is universal and will continue to be for all ages, encompassing the widest spheres of public interest and usership. It continues to be comprehensive insofar as it will not exclude any person who lives, works or studies in Sefton from accessing or benefiting from its services; it will do so efficiently by responding to trends in technology and customer interaction, changes in lifestyles and customer requirements, by providing services which may be less efficiently provided elsewhere and being set in the context of whole Council resource.

It should be noted that the service will continue to be delivered in welcoming, safe, democratic, social spaces, which the public generally choose to access rather than have to access. In addition to this the service will look to maximise the use of new technologies, where a business case can be evidenced, provide services in the most efficient and effective manner whilst continuing to develop a culture of reading and literacy across all ages.”

Scope of the Analysis.

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This analysis will look at three core elements to the review and Option B to ascertain whether the PSED has been met. The core elements are:

1. The Service offer.
2. The consultation process and results of the consultation
3. The changes due to the review and option B under consideration and the consequential impact of these changes.

2. The Service Offer.

The 'service offer' is what the library service delivers borough wide, albeit in most cases from buildings in the community. It is correct to review the borough service offer to ensure that it is not discriminatory and it is advancing equality both before and after the review.

Whilst there is a clear link between the 'service offer' and the portals from which the services are delivered (library buildings/public buildings) this section will assess the 'available service offer borough wide' and section 3 below will assess the 'physical location and distribution' of service portals.

Table 1 (below) illustrates the types of service the library offers, e.g. lending books, how this service meets the Public Sector Equality Duty, which protected characteristics are relevant to the particular service provision and whether the needs would be met should Members agree Option B.

Table 1 Borough wide service offer. (The PSE duty: eliminate discrimination=e, Advance equality of opportunity = a, foster good relations between different groups = f)

Item/Offer	PSED	Protected characteristic	Pre-review	Post review (option B)
Books - Life styles: books and information	e/a/f	Single parents/ Sexuality /transgender/	Yes	Yes

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<p>depicting different and differing lives.</p> <ul style="list-style-type: none"> - Countering stereo types: Positive images/ stories/ information challenging sexism/ racism etc. - Special interests: e.g Gender specify information/ hobbies and interests/medical - Culture and Religion - - - <p>Disability formats Large font / audio books / easy read.</p> <ul style="list-style-type: none"> - 	<p>e/a</p> <p>a/f</p> <p>a/f</p> <p>e/a/f</p>	<p>gender/religion & belief/age</p> <p>Gender & Transgender / ethnicity/ religion and belief/ age/</p> <p>Gender & Transgender/sexuality /disability/age</p> <p>(major world religions/ humanism/ life style choices)</p> <p>Disability & carers</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>yes No Braille</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
DVDs, CDs	e/a	All	yes	yes
Reservations		all	yes	yes
Prison library	a/f	adult	yes	yes
Reading/ writing groups	a	Adult - all	yes	yes
Home visits	e/a	Disability /mobility/age	yes	yes
Housing benefit form checking	a	Adult - all	yes	yes

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IT and Internet access	e/a	all	yes	yes
Safe accepting environment	e/a/f	all	yes	yes
<u>Children and Young people</u>				
Reading challenge	a	Children (all)	yes	yes
Pre-school activity	a	Children (all)	yes	yes
School/class visits	a	Children (all)	yes	yes
Study support	a	Children (all)	yes	yes
Teenage groups	a	Children (all)	Yes	Yes

Table 1 demonstrates that on a borough wide basis the library service offer addresses the Public Sector Equality Duty by:

1. **Eliminating discrimination and harassment (e):** by offering supportive environments and good customer care to service users. By ensuring that the materials available, such as books/magazines cover wide life style choices and is inclusive of all groups. Providing services from many sites/portals (the detail of this will be examined in section 3)

2. **Advancing Opportunity (a):** the purpose for any library service offer is to promote the opportunity for leaning and understanding, the library offer addresses this by:
 - a) Recognising that particular life stages present particular needs and challenges, as such its range of services cater for children, adults and Sefton's older citizens. Also that particular people, such as those with disabilities, may need material and equipment in different formats.

 - b) In addition the service offer recognises that different people have different needs that differ from each other, and as such it offers multi materials on different life styles and interests.

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c) It regularly works with schools, and has developed a home visiting service to include those that would be disproportionately excluded from services such that they are included. The active library membership records clearly show that Sefton's' community is represented by active use of the library

3. **Fostering good relations between different groups:** In delivering the offer it demonstrates tolerance and acceptance of different needs and lifestyle. As a public service it promotes the ideal of equality in provision for all of the community.

Should members agree option B, the Council is not fundamentally changing the quality of the **service offer** borough wide, is not discriminating in the borough wide offer and is therefore showing due regard to Section 149 of the Equality act 2010 and meeting its duties.

3. Consultation process and results of consultation.

The consultation and engagement process was an extensive programme of events covering Library meetings, area committee meetings, community meetings including a specific programme for children and young people and the Equality Standing Group meetings. All meetings encouraged feedback and to fill out questionnaires.

As a consequence this generated several petitions, letters & emails from people and organisations and over 3000 completed questionnaires. Whilst there were many comments covering all aspects of the review, the key comments linked to the Public Sector Equality Duty, were:

1. Worry over additional travel and the feeling that when the identified libraries are removed this would be discrimination.
2. Worry over the additional cost incurred by using public /private transport.
3. Worry over the loss of a 'community' building which brings kinship and 'belonging' to library visitors.

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These worries and concerns will be addressed in Section 3 below.

Results from the questionnaire that are important from an equality perspective are:

Gender: More females responded than males

Answer Options	Response	Response %
Male	899	40
Female	1356	60
Total	2255	100

Age: All the age groups responded, the largest group being the 40 -74 year olds.

Answer Options	Response	Response %
Under 16 years	37	2
16-24 years	49	2
25-39 years	277	11
40-59 years	706	29
60-74 years	906	38
75+ years	435	18
Total	2410	100

Disability: Out of just over 3000 respondents, 535 respondents reported that they had a particular impairment (some reporting more than one issue). This represents 17% of respondents.

Do you have any of the following (*Tick all that apply*)

Answer Options	Response	Response %
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Physical Impairment	186	28
Visual Impairment	77	12
Learning difficulty	23	3
Hearing Impairment / Deaf	141	21
Mental Health / Mental distress	51	8
Long term illness that affects your daily activity	185	28
Total	663	100

Ethnicity – Out of just over 3000 respondees to the questionnaire, 2092 filled out their ethnicity - the largest group identifies as ‘white British or white English’ (91.3%) which reflects Sefton’s demography.

Answer Options	Response	Response %
Asian:		
Bangladeshi	0	0
Indian	7	0.33
Pakistani	0	0
Other Asian Background	3	0.14
Black:		
African	4	0.19
Caribbean	0	0
British	68	3.25
Other Black Background	2	0.1
Chinese:		
Chinese	5	0.24
Other Chinese Background	2	0.1
Mixed:		

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Answer Options	Response	Response %
Asian & White	5	0.24
Black African and White	1	0.05
Black Caribbean & White	2	0.1
Other mixed background	1	0.05
White:		
British	1108	52.96
English	804	38.43
Irish	27	1.29
Scottish	21	1
Welsh	14	0.67
Polish	2	0.1
Latvian	2	0.1
Gypsy / Traveller	2	0.1
Other White Background	12	0.57
Total	2092	100

Religion: Do you have a religion or belief?

Answer Options	Response	Response %
Yes	1442	74
No	510	26
Total	1952	100

If **yes**, please tick one of the below...

Answer Options	Response	Response %
Buddhist	10	0.71
Christian	1375	97.8

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Hindu	6	0.43
Jewish	9	0.64
Muslim	5	0.36
Sikh	1	0.07
Total	1406	100

Sexual Orientation: 1852 responded to this question, that's nearly 61% of people who filled out the questionnaire felt comfortable in answering this question.

However, those that have identified as 'gay or lesbian' 0.5% in both cases it is a low number. A typical survey of the population, according to Stonewall and Government figures should show between 7% and 10% responding as 'gay or lesbian'. The Equality Standing Group which include EMBRACE, (gay, lesbian, bi-sexual network) as a member - was also consulted and this may have meant their views were expressed through this process rather than completing questionnaires.

How would you describe your sexual orientation?

Answer Options	Response	Response %
Heterosexual	1765	98
Gay	14	1
Lesbian	3	0.5
Bisexual	14	0.5
Total	1796	100

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

Answer Options	Response	Response %
Yes	1839	99
No	13	1

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Total	1852	100
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The above tables show that there was a good cross section of the community represented in the surveys. This, coupled with additional meetings and other forms of responses demonstrates a comprehensive and effective consultation process.

In using the equality data, and breaking down key questions we can ascertain if any one group had radically different views from the main stream view. This helps to identify areas of concerns and mitigations that may need to be put in place that affect one group more than another.

When looking at Option B, two key groups identify their preferred options: **Gender** because this encompasses the biggest two differing groups (the community is roughly split 50 -50 between men and women) and **Disability** and those that have identified as **having an impairment** (this captures individuals who believe themselves to meet the legal definition of disabled and those that consider they have a serious impairment, which would include older people with mobility problems).

Gender:

Of the 2203 who answered both question 2 and the question about gender, 60% were Female, of which **595 (45%)** chose Option B, **558 (42%)** chose Option C

Answer Options	None	Option A	Option B	Option C	Total
Female	153	20	595	558	1326
Male	144	21	374	338	877
Total	297	41	969	896	2203

Disability

Q2 Options	Cross Tabulation Disability
	People who have identified as having a disability and/or an impairment

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Option A	14
Option B	228
Option C	214
None of the Options	61
Option not identified	18
Total	535

When looking at the data as to which option is supported, in both 'Gender' and 'Disability', Option B is the preferred choice.

Although Option B was clearly the preferred choice, many people had particular comments:

Equality Issues – 329 comments

162 comments expressed concern for **older people** and those with a **disability**. The majority of respondents were worried about how these people in the community would access library facilities if changes were implemented.

92 comments related to the importance of the library for **social interaction** both for themselves and others. Respondents stated that a local library service was critical for the vulnerable and isolated in society. It was often stated that the service offers; "a lifeline", "point of contact" and "human interaction".

61 comments related to **financial impact**. Some of the points highlighted the current economic hardship they were personally experiencing. Other people expressed that the cost of public transport and parking would limit their visits. Most respondents in this category believed that the library offer was crucial in this economic situation.

14 people commented on the difficulty of **carrying library books**. This concern was especially for older people, those with a physical disability and parents with young children. This feeling was particularly notable in the Southport area in relation to lack of parking facilities and public transport concerns.

Children and Young people comments, relating to them as a protected characteristic:

213 respondents made **general** comments suggesting that the reduction in libraries could adversely affect young people at a critical time in their development.

64 comments referred to the library service's role in supporting children's **education**, especially with regards to resources for home work and school projects.

22 comments indicated the need for children to have **safe access** to the library. Parents pointed out that visiting an alternative library would limit the frequency and independence of their children's library visits.

14 comments related that their local library had been fundamental in **parental and family support**. Observations were expressed by single and/or working mothers and grandparents. They noted that libraries were vital to families as a fun and cost effective means of recreation.

4. Option B and its impact.

The primary and most significant change linked to Option B is the reduction of 13 specific library buildings to 6. This raises issues of accessibility and would be a concern to people with mobility problems such as some older citizens, people with particular disabilities, parents with small children, unaccompanied children. The protected characteristics of age (under 18's) and disability would come in to play.

In relation to travel and accessibility the protected characteristics of; sexual orientation, gender and transgender, marital status, religion and belief, ethnicity are not affected.

Travel & Distance

The consultation (phase one) showed that 40% of people walked to their library and 60% either took public or private transport. Both the 40% group and the 60% group have diverse characteristics, in that, they

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contained individuals from all age ranges, both genders, all ethnicities as well as disability.

Therefore there was no preference of travel linked to any protected characteristic.

Whilst it is understandable that there is concern over additional travel, it cannot be discriminatory if as a consequence of Option B more people have to use public or private transport to access their nearest portal, **as 60% of library users already** do this and the previous reports to Council, helping to formulate option B, showed bus routes and time tables which indicated 20- 30¹ minutes maximum were added to journeys.

Particular concern was raised by people with disabilities; and in particular whether the library service was so structured that people with disabilities found the service inaccessible, if this was the case then this could be deemed a negative disproportionate effect and may be discriminatory.

In response to this, three things need to be noted; firstly coming from the questionnaire there was support for Option **B** from those identifying themselves as disabled or having impairment (see above), secondly; when asked 'do you think there will be a gap in service provision with 'Option B' people with disabilities and limiting long term illness, said 'yes' (305 to 279) but not overwhelmingly so. This implies that people with disability and limiting long term limiting illnesses, themselves do not recognise that there will be a significant disproportionate effect.

People who have identified as having a disability and/or an impairment	Gap in provision	No Gap in provision
	305	279

Thirdly , further to this, evidence (map 1 & 2) shows that active library users, that have classed themselves as disabled/limiting long term

¹ See Annex PSED A

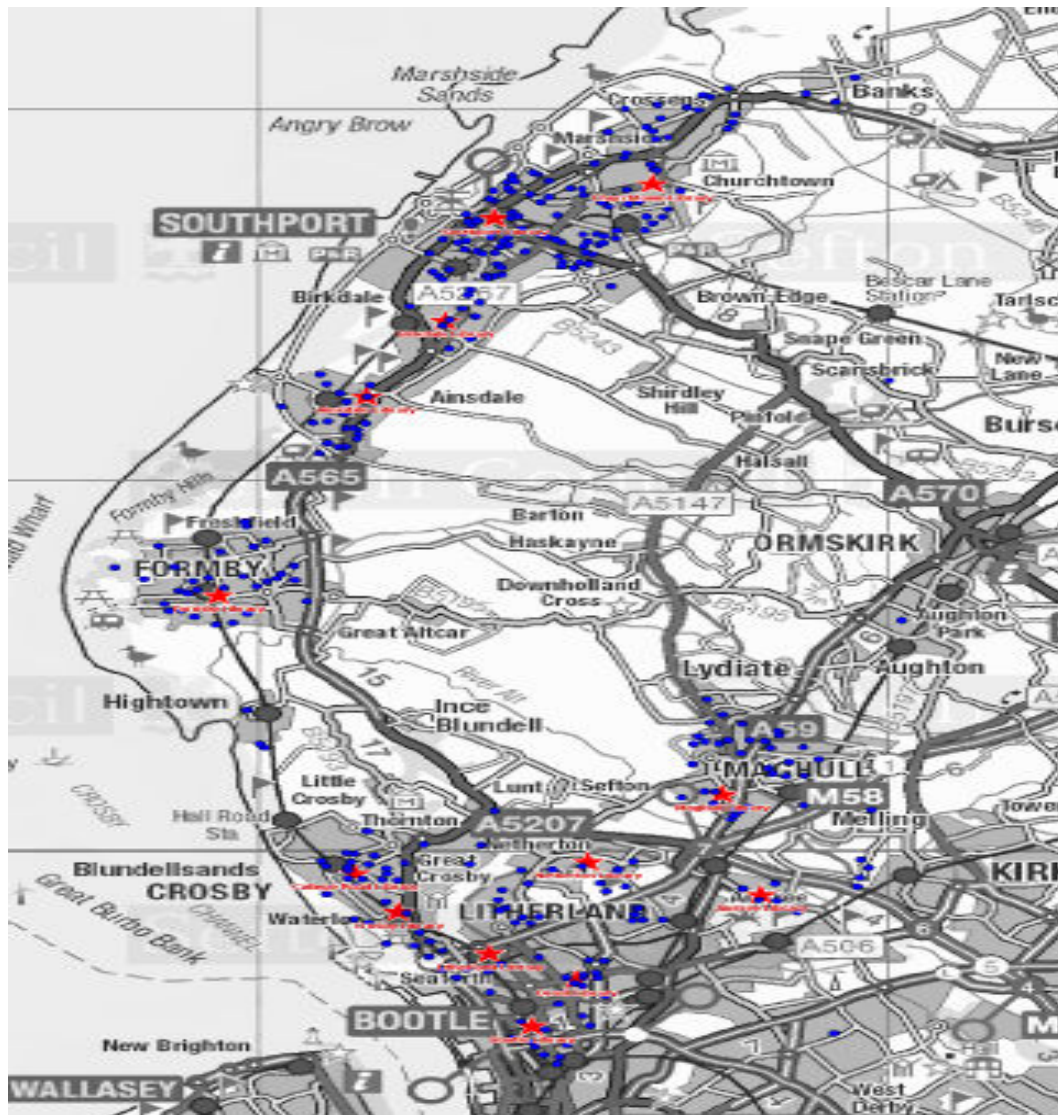
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illness are spread throughout the borough Therefore some disabled library users already travel a fair distance in order to access their usual library that is designated to remain open. This means that some users are already travelling distances at least equal to those that now have to travel that little extra, due to their usual library closing.

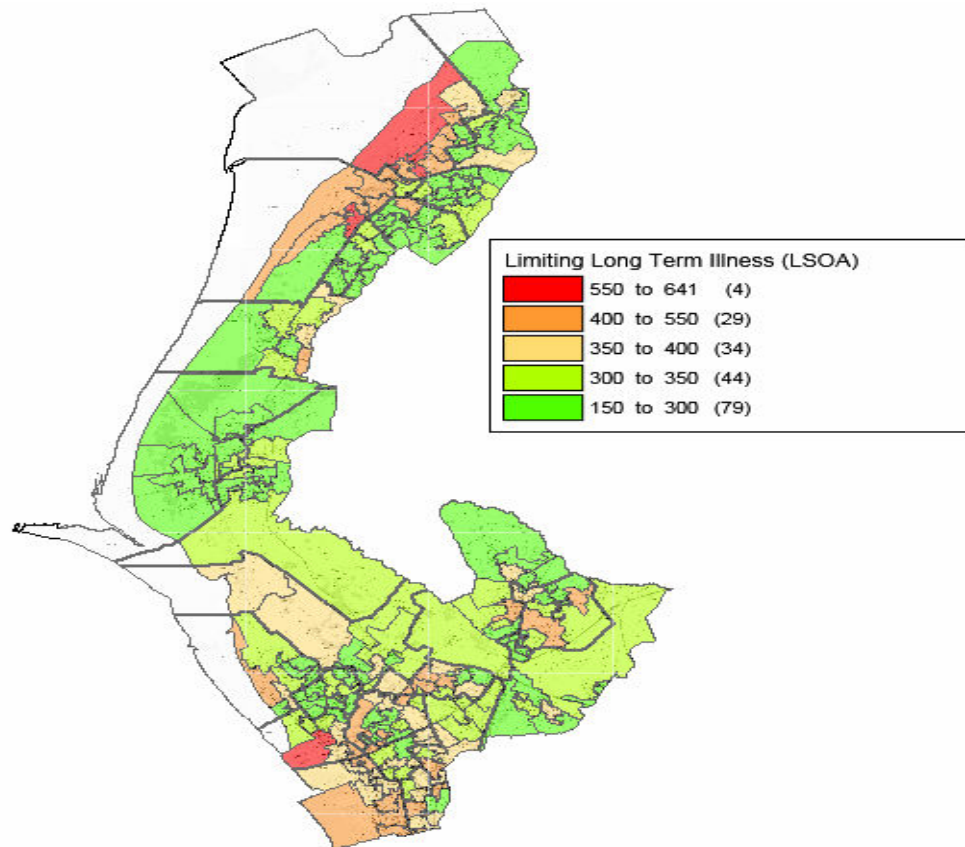
As such, whilst there may be extra journey time & distance for some disabled users due to their local library closing under Option B, it is none the less commensurate with other disabled users throughout different parts of the borough whose primary library remains open. Therefore there is not a disproportionate impact on disabled users as a protected characteristic with the additional travel and distance implied within Option B.

Map 1. Map showing spread of library users identifying themselves as disabled/long term illness

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Map 2. Map showing density & distribution of people classed as disabled/long term limiting illness



As the data is examined, evidence shows the same for young & older people and ethnicity (see Annex 'PSED B' below.) in that there is a spread across the borough such that there is no disproportionate impact on that protected characteristic. Whilst it is unfortunate that some people will have to travel further than before, it is unavoidable if the library service is to be sustainable in the long term.

Whilst young people make particular points, outside school and arranged formal visits, the library service cannot take responsibility for children under 18 years of age and as such the concerns that the young people raise around travel and safety must rest with parents & guardians. Option B focuses services on a 'local need' (combination of many factors) basis and there will remain 6 libraries open for young people to use. Links will continue to be maintained and developed with Schools and out of school reading clubs. The library will continue to facilitate young people activities within the remaining library sites.

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5. Conclusion & Mitigations

Conflation and proximity.

The concerns expressed around disabled, young and elderly users concerning extra travelling to libraries are ‘conflating’ two ideas; the idea that it is extra burdensome on them and as such it must be *discriminatory*. The conflation² is directly associating the ‘burdensome’ with ‘discrimination’. ‘Burdensome’ only becomes discrimination if it is linked to a principle, policy or practice that cannot but disadvantage people with a particular protected characteristic because of having that characteristic. In the case of the library service offer and option B, older people, disabled people, children etc ***will continue to use and enjoy the service***. Where an individual feels ‘disadvantage’ it is because of ‘vicinity’ rather than ‘inequality’, in that, for some people under option B their local facility will eventually close and they will naturally feel the effect of loss. The proximity to the portal is the issue and not necessarily them being disadvantaged due to their protected characteristic.

In a democratic society it is perfectly legitimate for people to press their leaders and raise concerns to try and change outcomes and the decisions of where libraries will sit; however in relation to the Equality Act 2010 Option B meets the Public Sector Equality Duty.

Costs, social experience and mitigations.

A number of respondents have cited ‘cost’ (due to additional travel) as a barrier to accepting the change. Whilst there is inevitability to this, Option B was calculated to minimise the effect on poorer communities and distribute the libraries as fairly as possible. In order to help mitigate this further, costs associated with the use of IT facilities and ‘reservation charges’ will be reviewed. To help reduce the need for extra travel there will be ‘local drop off and collection points’ for books and other materials.

Many report that the library building acts as a catalyst to engender community spirit and identity. However, this is not a core function of the

² The blurring of two concepts or ideas in to one.

library but a by-product of the analogue data era (paper books/newspapers/index cards) needing a physical 'warehouse'. Whilst this will continue as many libraries will remain open, the move to digital data and the continued growth in smart phone usage will change the libraries of the future and offers different ways to engender community spirit and opportunities to reduce social isolations. However Council notes this issue, and has long been working with the VCF sector to identify programmes around 'isolation' and 'loneliness' -in particular for the older community in general and not just in relation to libraries.

As part of the library offer, home visits are available to those who have difficulty leaving their homes.

Conclusion:

The Equality and Human Rights Commission's, 'Using the equality duties to make fair financial decisions. A guide for decision-makers' recommends that there are four possible outcomes of an assessment. More than one may apply to a single proposal:

- **Outcome 1: No major change required** when the Assessment has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.
- **Outcome 2: Adjustments to remove barriers identified by the Assessment or to better promote equality.** Are you satisfied that the proposed adjustments will remove the barriers identified?
- **Outcome 3: Continue despite having identified some potential for adverse impact or missed opportunities to promote equality.** In this case, the justification should be included in the Assessment and should be in line with the duty to have 'due regard'. For the most important relevant policies, compelling reasons will be needed. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.
- **Outcome 4: Stop and rethink** when the Assessment shows actual or potential unlawful discrimination

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In relation to the library offer, the original three proposals of Option A, Option B and Option C, only on option B does outcome 1 above apply, in that whilst there are changes, the Libraries Offer clearly meets the PSED. Annex PSED 'D' (see below) shows why from an equality perspective Option B is preferred over the other two options.

The consultation process was wide and encompassing. On the specific issue of 'locating the remaining libraries', Option B is based on 'local needs assessment'. Although respondents have identified travel issues and cost issues, these are not areas of discrimination in relation to the PSED on this matter due to the borough wide nature of service delivery

As such, Option B meets the Section 149 -Public Sector Equality Duties, of the Equality Act 2010 by:

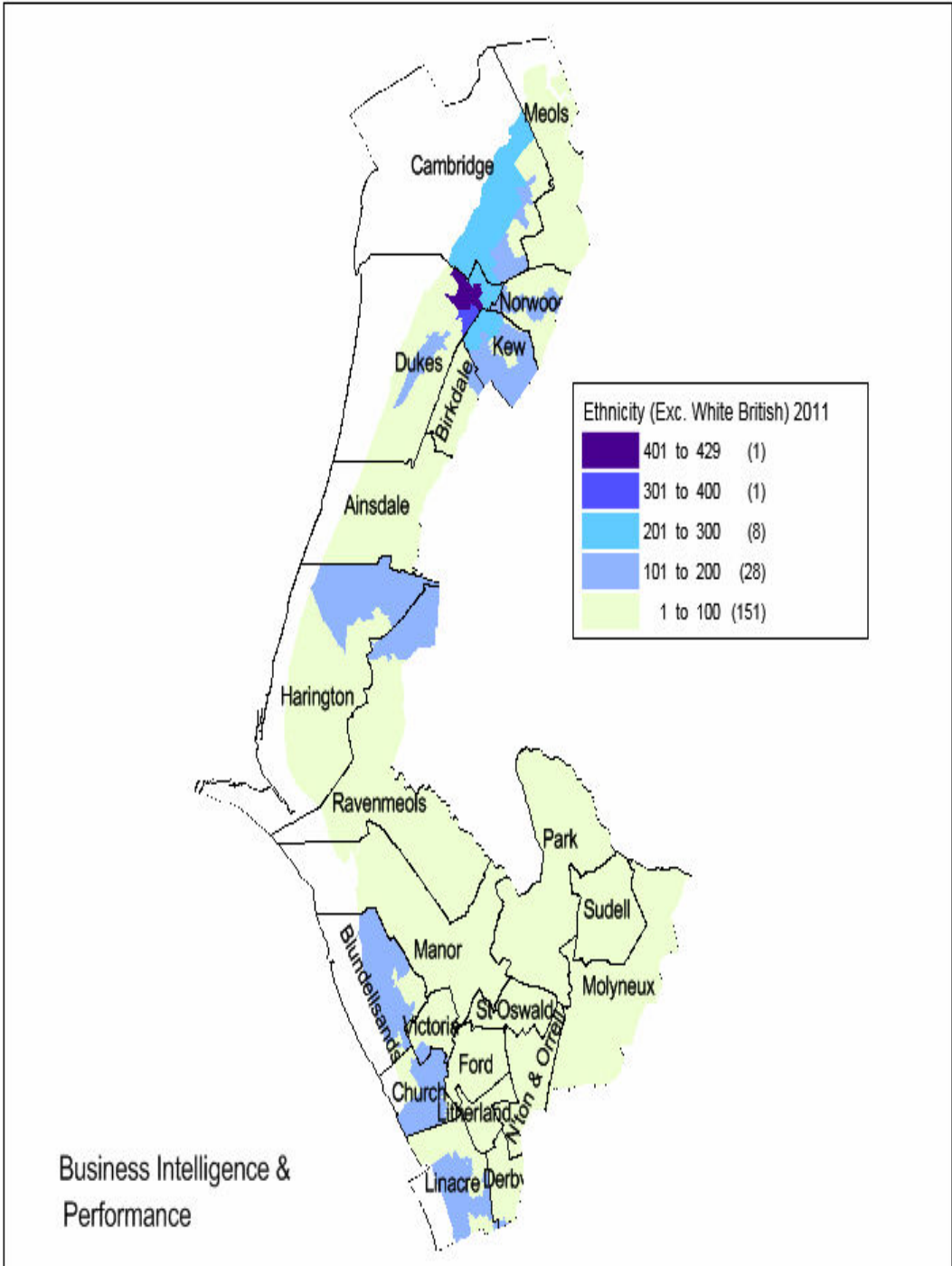
- 1) Offering a service that is open and available to all of the community from different sites, as best spread across the borough.
- 2) It offers different facilities and services to meet different needs, it does so by having:
 - a) Material that presents many and multi-aspects of modern day life, making it inclusive.
 - b) Equipments, material, and a safe environment delivered by professional staff that responds to different needs
 - c) Support services to meet needs of disabled users including home visits.
- 3) Delivers services to different groups (e.g. children/adults etc) in a way that promotes understanding and discourages prejudice.

Annex PSED A: Maximum Travel distances from one library to the next nearest.

		Number of libraries within a 10 minute drive	Number of libraries within a 10 minute drive	Number of libraries within a 15 minute drive	Number of libraries within 20 minutes by public transport	Number of libraries within 20 minutes by public transport	Number of libraries within 30 minutes by public transport
Ainsdale Library	PR8 3NE	2	2	4	2	4	3
Aintree Library	L10 6LF	4	7	7	0	1	3
Birkdale Library	PR8 4PD	3	5	4	2	4	4
Bootle Library	L20 3EN	5	8	7	2	4	5
Churchtown Library	PR9 7PL	2	2	3	1	3	2
College Road	L23 3DP	5	8	7	3	9	4
Crosby Library	L22 0LQ	5	8	8	3	9	4
Formby Library	L37 4AN	1	1	4	3	9	5
Litherland Library	L21 6NR	7	13	7	5	13	6
Meadows Library	L31 7BB	3	5	7	0	1	2
Netherton Library	L30 3TL	6	11	6	2	4	4
Orrell Library	L20 6ES	6	11	6	3	9	4
Southport Library	PR8 1BT	2	2	2	2	4	3

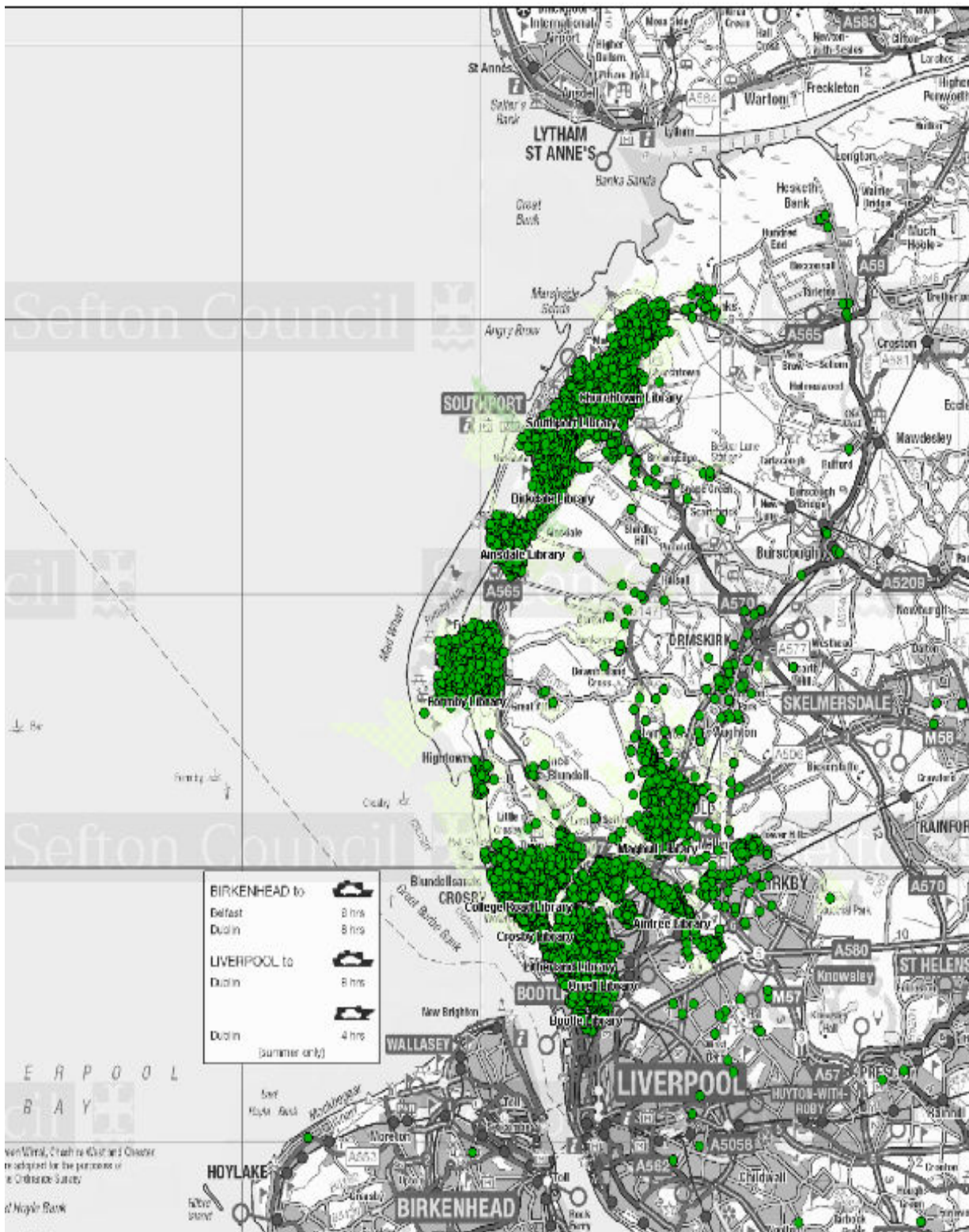
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Map showing the density and distribution of ethnic minority groups across Sefton



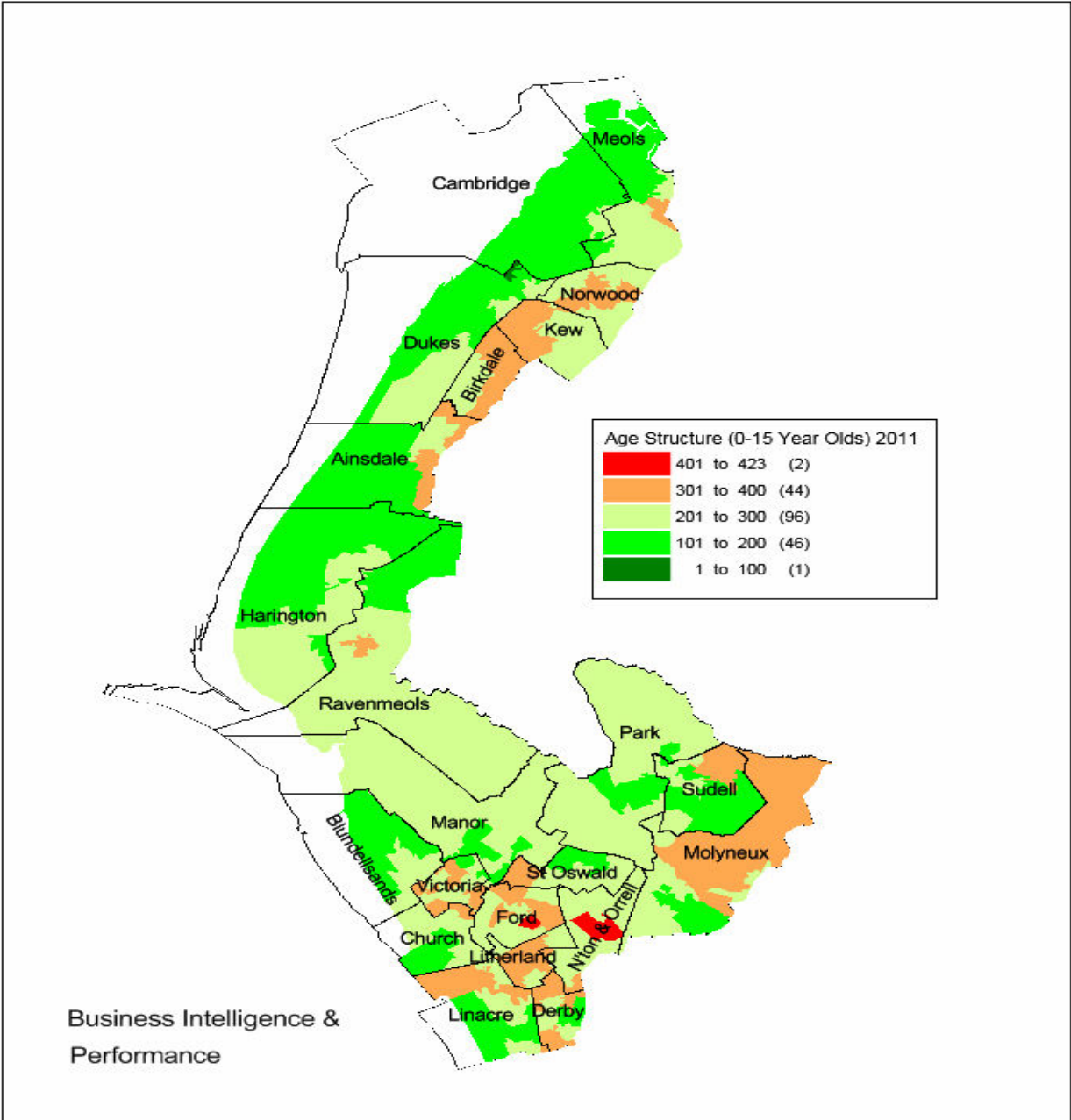
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Active Library Users 1-16 years old



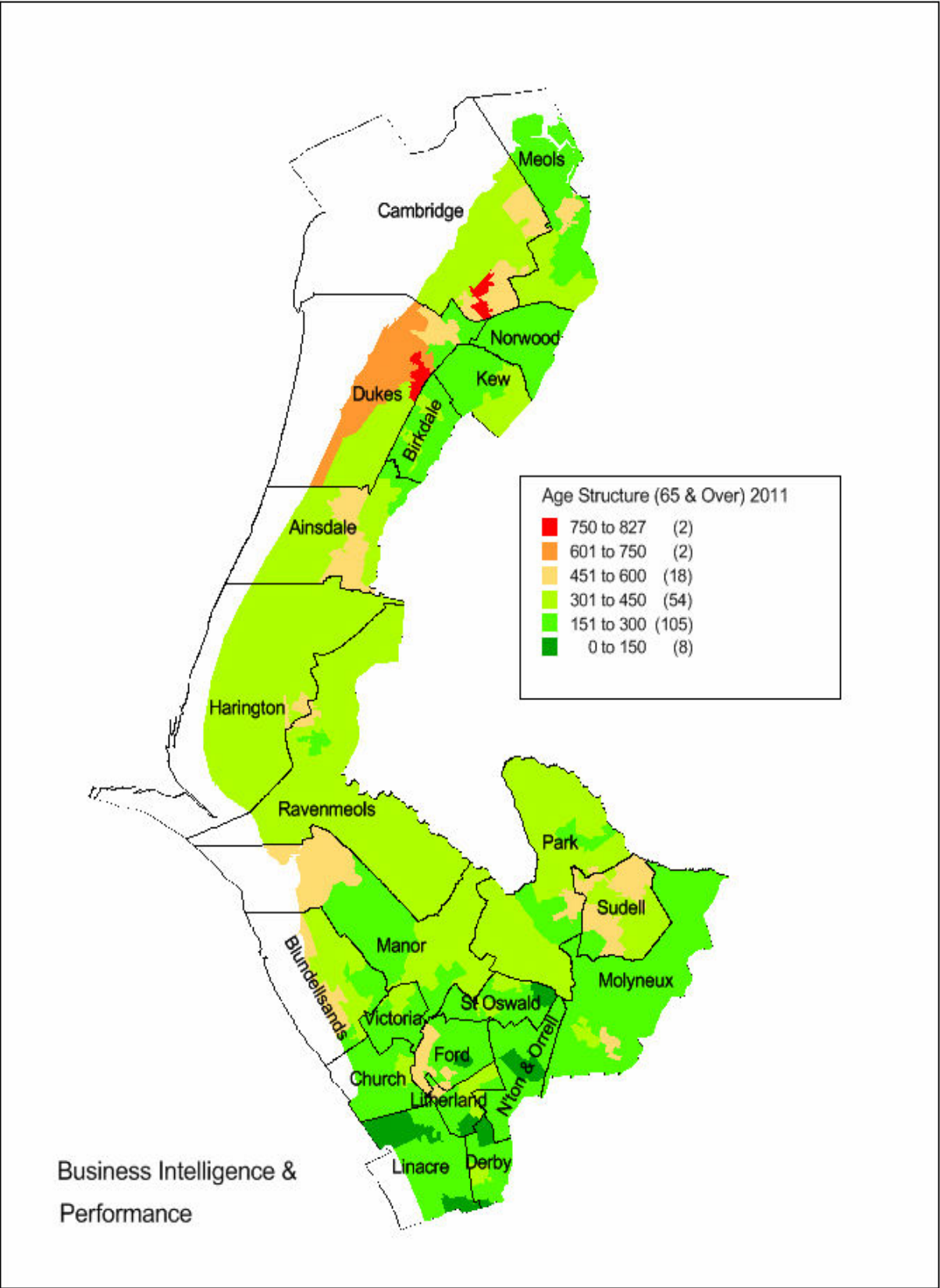
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Map showing the density and distribution of young people across Sefton.



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Maps showing the density and distribution of older residents across Sefton.



Annex 'PSED C'

This chart shows cross tabulation against the main issues of service delivery contained within the 'comprehensive and efficient' definition adopted by Sefton and the protected characteristics contained within the PSED.

	Item listed in 'comprehensive and efficient' definition	Description	AGE	TRANSGENDER	DISABILITY	SEXUALITY	Male/female	PREGNANCY /MATERNITY	RELIGION & BELIEF
1.	All Ages	Membership shows all ages	yes						
2.	Public Interest & Usership	Library service actively used by community	Yes (evidence in membership)	Data not collected by membership. Evidence in user and available material	Yes (evidence in membership)	Data not collected by membership. Evidence in user and available material	Yes (evidence in membership)	Data not collected by membership Evidence in user and available material	Yes (evidence in membership)
3.	Will not exclude any person	Library service is open to all.	yes	yes	yes	yes	yes	yes	yes
4.	Trends in technology	Library service offers IT/internet. And web based services	yes	yes	yes	yes	yes	yes	yes
5.	Customer Interaction	Positive feedback from service users in all	yes	yes	yes	yes	yes	yes	yes

		questionnaires. Staff trained in customer care and equalities. N>B any future volunteer workers would have to undergo appropriate training.							
6.	Customer Requirements	Library services continue to be designed and delivered with the service user in mind.	Yes. Children/parents activities. Reading clubs for all ages. Multi- site provision, shared council building provision, drop off points for material in communities, home visit service available	Yes Material and information	Yes. Alternative formats available. Accessible buildings. Multi -site provision, shared council building provision, drop off points for material in communities, home visit service available	Yes Material and information	Yes Material and information	Yes Material and information	Yes Material and information

7.	Changes in Lifestyles	Library services covers different age ranges and information need from service users (e.g. learning for study, reading for pleasure)	yes	yes	yes	yes	yes	yes	yes
8.	Welcoming, safe, democratic, social spaces	The library service maintains an environment free from discrimination, harassment and bullying and sets acceptable codes of behaviours for users.	Yes	Yes	Yes	Yes	Yes	Yes	Yes
9.	New Technologies	Library services incorporates new technology and will continue to develop this.	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Highlights from previous interim assessment (September 2012) which aided Council's decision in defining which option to recommend to the public. Option B scored highest from an equality perspective. The scores = 'unmet' (zero points), 'partially met' (1 point) and 'met' (2 points).

Protected Characteristic in play	Issue/Need	Option C	Option B	Option A	Comment
Female/ Male	All users will fit this category..	Presumed M	Presumed M	Presumed M	Not in play at this juncture as long as consideration is given to the issues below.
Disability	Travel	P	M	M	
	Physical Facilities (toilets/accessibility)	M	M	U	
	Usability (length of opening hours for assistance/time in using facilities as some disabilities result in tasks taking longer)	M	M	U	

<p>Pregnancy and maternity (parents with infants/ young children)</p>	<p>Toilets and Changing facilities / space and time to use library functions (everything takes longer with young children)</p>	<p>M</p>	<p>M</p>	<p>U</p>	<p>This section also covers the issue of parents with infants. N.B parents, from this point of view will include any adult who is legally responsible for the child they bring in to the service. This will mean they may be male or female and may have disabilities.</p> <p>Analysis of user data, if it shows that women are far more likely to bring infants/young children in to the service, then any reduction of facilities that solely and overtly affect this group may be gender discrimination</p>
<p>Age: Children</p>	<p>Opening times for parents and length of time service available</p>	<p>M</p>	<p>M</p>	<p>U</p>	
<p>Teens/young adults</p>	<p>Facilities to go after school/ college safe place for homework/course work/ meet with friends</p>	<p>P</p>	<p>M</p>	<p>U</p>	<p>Children and young teens that go to the library unaccompanied, whilst wouldn't be discriminated against with a smaller number of libraries, in relation to 'advancing' equalities the more 'local and easy</p>

Adults	Opening times and accessibility around work times/school times/bringing in children are a key issue	P	M	U	travelable' the better. Opening times and length of opening times will also be a factor in this. Safeguarding is a key issue here this links to quality and vigilance of staff
Older Adults	Opening times and length of available service. Meeting place.	P	M	U	
Sexuality	Assumptions in section A apply.	Presumed met	Presumed met	Presumed met	Not in play at this juncture
Religion/ Belief	Assumptions in section A apply.	Presumed met	Presumed met	Presumed met	Not in play at this juncture
Gender / Transgender	Assumptions in section A apply	Presumed met	Presumed met	Presumed met	Not in play at this juncture

SCORES		20	24	10	
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List of background documents and links available to view on-line

The following documents will be available to view on-line

www.sefton.gov.uk/libraries

- Cabinet Library Review report and annexes (including Equalities Impact Assessment) 14th February 2013
- Overview and Scrutiny (Regeneration and Environmental Services) Report 1st November 2012 plus minutes
- Cabinet Library Review report and annexes 11th October 2012 plus minutes
- Overview and Scrutiny (Regeneration and Environmental Services) Report 13th April 2010 plus minutes
- Library Review Project Initiation Document (PID)
- Population maps (within 2 mile radius of current libraries, unless otherwise stated)
- Transport and travel maps and information for 13 libraries
- Transport and travel maps and information for 6 libraries
- Profile for each library with usage and costs data
- Pre-assessment Equality Analysis Report
- Sefton Strategic Needs Assessment 2012

Links to the following reports/information will be available at

www.sefton.gov.uk/libraries

Wirral Inquiry – Charteris Report

September 2009

Select Committee on library closures

The Culture, Media and Sport Committee has concluded its inquiry into Library Closures and published its report. The report was published on 6 November 2012 as:

Library Closures, Third Report of Session 2012-13, Volume I
House of Commons, Culture, Media and Sport Committee 2012

The Government has responded to the report and is published as:
Government Response to the Report of the Culture, Media and Sport Select Committee, Third Report of Session 2012-13: Library Closures
DCMS 2013

DCMS

Information about their legal responsibility and current position about library closures. Includes links to “mindful not to intervene” letters

Agenda Item 4

What do the public want from libraries?

Museums Libraries and Archives (MLA) December 2010

The MLA commissioned research in this area.

Top line results and a practitioner guide:

Local solutions for future local library services

Local Government Association June 2012

Carnegie Trust

2012

They have published: a full report of the research, a discussion paper and a factsheet on the future of public libraries

Envisioning the library of the future

Arts Council 2012

A programme of research and debate to help develop a long-term vision for public libraries in England.

On Permanent Loan? Community managed libraries: the volunteer perspective

The Women's Institute 2013

Further information may be published on-line following publication of this report

Agenda Item 5

Report to: Cabinet

Date of Meeting: 14 February 2013

Subject: Transformation - 2012/13 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

Purpose/Summary

To inform Cabinet Members of the progress in achieving of the approved savings for 2012/2013.

Recommendation(s)

Cabinet is recommended to: -

- i) Note the progress to date on the achievement of approved savings for 2012/2013; and
- ii) Confirm the inclusion of the additional monies received from the Department of Health (paragraph 2.8) into the Adult Social Care budget for 2012/13.

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

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

Reasons for the Recommendation:

To 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.

Agenda Item 5

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.

Cabinet agreed in October 2012 that specific areas of non-achieved savings, (totalling £3.169m), could be financed from earmarked reserves at the year-end. However, should other savings be identified within departmental budgets, then this would be the first call on meeting this amount. The December report to Cabinet identified underspending in other areas, which enabled the forecast use of earmarked reserves to reduce to £1.669m.

Any usage of 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.

This report also identifies an increase in the value of savings falling into the "Red" category (significant risk of non-achievement) from £0.055m to £0.150m.

Additional grant has been received from the Department of Health (£0.557m) relating to the additional winter cost pressures for the elderly and for the transitional costs relating to the transfer of Public Health to the Council.

(B) Capital Costs

None.

Implications:

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

Legal	Statutory Duty
Human Resources	None
Equality	
1. No Equality Implication	<input checked="" type="checkbox"/>
2. Equality Implications identified and mitigated	<input type="checkbox"/>
3. Equality Implication identified and risk remains	<input type="checkbox"/>

Impact on Service Delivery:

None.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance & ICT (FD2098/13) and Head of Corporate Legal Services (LD1414/13) 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@ps

Background Papers:

None

1. Introduction

- 1.1 Cabinet were presented with a report on 13 December, which provided an update on the achievement of the approved budget savings for 2012/13 (as at the end of October). A number savings were identified as being at significant risk of not being achieved; these totalled some £1.724m. It was agreed that earmarked reserves (to the value of £1.669m could be utilised to finance the non-achievement of these approved savings, unless other departmental budget savings could be identified to reduce the forecast overspend.
- 1.2 This report presents an update (as at the end of January 2013) of the achievement of the 2012/2013 financial year approved savings.

2. Approved savings for 2012/13 – Current position

- 2.1 The net saving requirement for 2012/13, agreed by Cabinet on 1 March 2012, was in excess of £20m (with an agreed utilisation of Council reserves totalling £2.5m, to help phase in some of the saving items). The savings agreed included a large number of savings, across a wide range of services. In order for the Council to remain within its financial budget for the year, it is crucial that as much of the identified saving areas are actually achieved during the year. Consequently, regular updates to Members are important.
- 2.2 The table at Annex 1 identifies the current position of the agreed savings for 2012/2013. They are 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).

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

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).

- 2.3 A summary of the current position (as at the end of December 2012) of the achievement of savings is shown below. The variance since the December report is also identified: -

	Total £m	Variance £m
Achieved (Blue)	9.965	+0.130
Progress is satisfactory (Green)	7.809	+0.070
Review scheduled/risk of saving not being fully achieved (Amber)	1.180	-0.295

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Known shortfalls/significant risk of saving not being fully achieved (Red)	0.150	+0.095
Known shortfalls/significant risk of saving not being fully achieved, <u>with Earmarked Reserve cover</u> (Red)	1.669	0.000
Total Approved Savings	20.773	

2.4 The “Blue” (Achieved) category has seen an increase of £130,000. Two items have moved from “Green” (Satisfactory); these relate to: -

C4.1	Vehicle Maintenance – Stores & Parts	+£ 30,000
E6.6	Public Conveniences – revised operational arrangements	+£100,000

2.5 One item has moved from “Amber” (Review scheduled) to Green (Satisfactory)

C8.3	Housing Benefit	+£200,000
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2.6 One item has moved from “Amber” (Review scheduled) to “Red” (Significant Risk). This relates to the Vehicle Maintenance Operation (part of the saving has been achieved - see above); however, £95,000 has been identified as unachievable.

2.7 Cabinet agreed in October that earmarked reserves could be used to support the non-achievement of specific approved savings totalling some £3.169m. This was with the proviso that if savings could be achieved within the departmental budget, then the reserves would not be required. The Cabinet report on 13 December identified alternative savings which reduced the need to utilise reserves to £1.669m. This position remains unchanged in the latest projection.

2.8 With regard to the wider budgetary position, the Authority is facing additional cost pressures on care services for the elderly. The Department of Health (DoH) recently made available additional resources to Strategic Health Authorities (SHA) to support local resilience during this winter and to ensure access to both elective and non-elective care is maintained throughout 2012/13. Each SHA Cluster was instructed to transfer some of this funding directly to local authorities. This funding must be used to invest in additional social care services to support local resilience during this winter and the continued improvement in the number of delayed transfers of care attributable to social care. The funding made available to Sefton in 2012/13 to support additional social care pressures, (including additional placement commitments and the commissioning of additional hospital beds in local hospitals) is £468,000. This funding is ring-fenced and therefore should be added to the Adult Social Care Budget to meet the additional commitments during the winter months.

The Council has also received a further £89,000 from the DoH, to support transitional arrangements in relation to the transfer of Public Health functions back into the local authority. This funding should be allocated to the Adult Social Care Budget but will be recharged out to appropriate departments in support of additional costs incurred during the transfer of Public Health functions back to Sefton Council.

A1 - SAVINGS ACHIEVED TO DATE

Ref	Description	Owner	Value 2012/13	Progress	Comment
C1.3	Safeguarding Children	Marilyn 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
C4.1	Vehicle Maintenance - Operation of Stores and Parts (part)	Jim Black	£30,000	Blue	Savings achieved
C5.2	Legal Fees	Marilyn Banham	£21,000	Blue	Saving will be achieved - new legal agreements in place
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	£87,000	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	Marilyn 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	Marilyn 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
E2.6,7,9	Re- Commission Nursing and Residential Care (*)	Robina Critchley	£1,500,000	Blue	This saving has been achieved through the 2012/13 budget decision to pay nil inflation on residential and nursing fees for 2012/13. The recommissioning of residential and nursing care budget option has a full year impact of 33m in 2013/14. Any non achievement of the 2013/14 budget will be considered as part of the 2013/14 budget reports.
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
E4.1	Cleansing Administration and Running Costs - Review	Jim Black	£50,000	Blue	Saving will be achieved
E4.9	Cease supply of hanging baskets	Jim Black	£30,000	Blue	Saving achieved with cessation of activity

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APPROVED SAVINGS PROPOSALS TRACKING REPORT FOR CABINET 14th FEBRUARY 2013

Annex 1

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
E5.4	Fairways Park and Ride - Figure Reduced from £20k	Alan Lunt	£15,000	Blue	Saving achieved
E6.3	Reduce Area Committees Budgets	Graham Bayliss	£26,000	Blue	Saving achieved through reduced budgets to the area committees
E6.6	Public Conveniences - Market Test	Jim Black	£100,000	Blue	This saving has been achieved by the implementation of revised operational arrangements, enabling costs to be contained within reduced budgets.
E6.8	Environmental Conservation & Coast Management - Minimum Level (part)	Alan Lunt	£88,000	Blue	£50,600 saving achieved. Shortfall of £37,400. Underachievement has been dealt with as part of review of overall budget position
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
	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
	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
	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
	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
	Legal Department - charge to HMRI	Mike Fogg	£50,000	Blue	It has now been confirmed that the full amount of this income contribution from HMRI will be received in 2012-13.
	Total		£9,965,050		

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

Ref	Description	Owner	Value 2012/13	Progress	Comment
C1.2	Social Care Commissioned Services (part)	Marilyn Banham	£55,000	Green	Full amount identified for future years.
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
C5.1	Children in Care - Reduce Care Package Costs	Marilyn 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
C8.3	Finance - Housing Benefits (2012/2013 and 2013/2014 only)	Margaret Rawding	£200,000	Green	Saving likely to be achieved.
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	Marilyn Banham	£135,000	Green	Savings being made by not filling vacancies - needs careful monitoring
E2.1	Supporting People (*) (part)	Graham Bayliss	£489,000	Green	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. A report to Cabinet on the 8th November agreed savings that will amount to £489,000 in 2012/13. The full amount of savings is expected to be achieved in 2013-14.
E2.8	Area Finance / Finance Visiting Officers - Review (part)	Robina Critchley	£44,500	Green	Saving through the implementation of Liquid Logic. Dependent on achieving 'Go Live' - The £200,000 savings was split equally between the 2012/13 and 2013/14 financial years. To date approximately £44,500 of the savings target for 2012/13 has been achieved through VR/VER and three posts have been identified as directly related to the saving. The following options have been identified in order to achieve the balance of £155,500 savings: o Reorganise the existing Area Finance teams by integrating same and similar functions. o Reorganise the existing Financial Visiting teams by integrating same and similar functions.
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
E4.2	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	£158,000 savings achieved; £62,000 expected to be achieved; £30,000 for golf course income at risk of not being achieved due to poor weather conditions
E4.6	Recharge sports users and allotment users the costs of provision of utilities	Jim Black	£26,000	Green	Likely to be met
E4.7	Recharge formal sports users the costs of Grounds Maintenance	Jim Black	£39,000	Green	Likely to be met
E5.2	Planning Services	Jane Gowing	£88,000	Green	Mix of savings will be achieved
E5.5	Car Parks (Including Management) - Blue Badges	Alan Lunt	£15,000	Green	Likely to be met
E6.2	Committee Support - Reduce Level	Graham Bayliss	£61,000	Green	Committee Support – Reduce Level £61k: Following advice from HR implementation of restructure has been delayed. Part of the costs are likely to be offset by additional income received, but it is still unclear if the full level of saving will be achieved in 2012-13. This saving was identified as one to be funded from one-off resources at Cabinet on 11th October.
E6.4	Voluntary, Community and Faith Review	Steph Prewett	£20,000	Green	Saving achieved from reduced payments to some VCF groups
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
CM23	Increase Charge to Schools for Energy Advice	Alan Lunt	£10,000	Green	Saving will be achieved through use of the energy contract fund
CM24	Charge schools for Env Education or stop service	Alan Lunt	£17,500	Green	Saving will be achieved through use of the energy contract fund
	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

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APPROVED SAVINGS PROPOSALS TRACKING REPORT FOR CABINET 14th FEBRUARY 2013

Annex 1

Youth Services Review	Olive Carey	£500,000	Green	It is anticipated that the Youth Service savings will be achieved based on current forecasts. This position will be carefully monitored through the year.
Car Parks Contract Review (Retendering of Car Park Enforcement Contract from April 2012)	Alan Lunt	£100,000	Green	Will be achieved through the new car parks contract
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.
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 achieved through an extension of the grounds maintenance contract
Total		£7,809,000		

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
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. This transfer will take place during December 2012 which will allow increased income to be met in remaining months
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.
E2.1	Supporting People (*) (part)	Graham Bayliss	£261,000	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. A report to Cabinet on the 8th November agreed savings that will amount to £489,000 in 2012/13. 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
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
E5.7	Cemeteries and Crematoria - Increased Income	Jim Black	£215,000	Amber	Monitored new charges implemented
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
	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
	Total		£1,179,500		

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APPROVED SAVINGS PROPOSALS TRACKING REPORT FOR CABINET 14th FEBRUARY 2013

Annex 1

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

a) Expected to be unachievable 2012-13 only

C4.1	Vehicle Maintenance - Operation of Stores and Parts (part)	Jim Black	£95,000	Red	Delayed procurement exercise underway for possible implementation DEC 12/JAN 13. Savings to come from MOT income / parts savings
E2.8	Area Finance / Finance Visiting Officers - Review (part)	Robina Critchley	£55,500	Red	Saving through the implementation of Liquid Logic. Dependent on achieving 'Go Live' - The £200,000 savings was split equally between the 2012/13 and 2013/14 financial years. To date approximately £44,500 of the savings target for 2012/13 has been achieved through VR/VER and three posts have been identified as directly related to the saving. The following options have been identified in order to achieve the balance of £155,500 savings: o Reorganise the existing Area Finance teams by integrating same and similar functions. o Reorganise the existing Financial Visiting teams by integrating same and similar functions.
Total			£150,500		

b) Items which may be supported by Earmarked Reserves If funding cannot be found from further savings

C1.2	Social Care Commissioned Services (part)	Marlyn Banham	£25,000	Red	Full amount identified for future years. Cabinet 11th October - shortfall funded from one-off resources if other savings cannot be identified.
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. Cabinet 11th October - shortfall funded from one-off resources if other savings cannot be identified.
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. Cabinet 11th October - slippage funded from one-off resources if other savings cannot be identified.
E3.9	Library Service - Stock Services Unit / Stock Fund (part)	Steve Deakin	£8,000	Red	£122k achieved due to slippage. Shortfall of £6k experienced. Full amount will be saved in future years. Cabinet 11th October - 2012/13 shortfall funded from one-off resources if other savings cannot be identified.
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. Cabinet 11th October - funded from one-off resources if other savings cannot be identified.
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. Cabinet 11th October - funded from one-off resources if other savings cannot be identified.
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. A report to Cabinet on the 8th November agreed savings that will amount to £489,000 in 2012/13. The full amount of savings is expected to be achieved in 2013-14. The 2012/13 shortfall will be funded from one-off resources if other savings cannot be identified.
	Establish Pay & Display parking on the coastal car parks in Crosby	Jim Black	£15,000	Red	Will not be achieved in 2012/13 - . Likely to be achieved in 2013/14 subject to approval of car parking review. Cabinet 11th October - funded from one-off resources if other savings cannot be identified.
	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. Cabinet 11th October - funded from one-off resources if other savings cannot be identified.
	Elections	Graham Bayliss	£100,000	Red	This saving was identified as one to be funded from one-off resources at Cabinet on 11th October. It has now been identified that £30k of this savings target is likely to be achieved in 2012-13 due to an underspend against the local elections budget, leaving only £70k as unachievable if other savings cannot be identified. A saving of £200k will be achieved in 2013-14.
	Car Parks Fees and Charges (rising to £400K IN 2012/13)	Alan Lunt	£200,000	Red	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. Cabinet 11th October - funded from one-off resources if other savings cannot be identified.
Total			£1,669,000		

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Report to: Cabinet

Date of Meeting: 14th February 2013

Subject: Transformation Programme & Revenue Budget 2013 - 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

Executive Summary

The report to 31st January Cabinet updated on the outcome of consultation on options previously approved for consultation, recommending what should now be included in the final two year Budget Plan and identified further new budget options and assumptions for consideration and consultation.

This report updates on the outcome of consultation on a number of options previously approved for consultation and presents the outcomes of the consultation with residents on an increase in the Council Tax. No new options are presented in this report.

The resolutions made will form the basis of the report to Budget Council on 28th February which will enable the Council to set its budget and the two year plan. In reaching decisions the Cabinet and Council must take into account amongst other things the consultation and engagement activity to date and the impact and risk associated with each option.

The report is arranged in a number of parts with associated annexes as indicated below

		Annexes
Part 1	Background	
Part 2	Consultation and Engagement	
Part 3	Options previously approved for Consultation	A
Part 4	Risk	
Part 5	Next Steps & Conclusion	

Recommendations

Cabinet is recommended to

Part 1 Background

- a) note that figures and phasing in the annex are working assumptions of options to be considered and the figures should not be seen as predetermining any decisions. Some of these options remain subject to consultation, engagement and Public Sector Equality Duty (PSED) assessment, and any figures indicated are being used to facilitate outline budgetary forecasting only

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Part 2 Consultation & Engagement

- b) note and take account of the feedback on Consultation and Engagement in part 2 when taking decisions on the recommendations to Council including the outcomes of the consultation with residents on Council Tax.

Part 3 Options previously approved for consultation

Public Sector Equality Duty

- c) note and take account of the detail within the equality analysis report, the consultation feedback and the mitigating actions within each option when taking decisions on the recommendations to Council.

Annex A

- d) consider the options in Annex A and have due regard to the information contained, consider these options 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 notification, if appropriate to achieve change.

Part 4 Risk

- e) note and take account of the risks and mitigating actions outlined in the Annex of this report in making its recommendations to Council

and

- f) agree the outcome of 31st January Cabinet and budget options in this report be incorporated into the budget to be recommended to Overview & Scrutiny (Performance & Corporate Services) on 19th February 2013 and Council on February 28th 2013.

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 recommendations

The recommendations in this report, if approved, will bring the Council closer to agreeing the 2013/14 budget and a two year budget plan.

FD2093 What will it cost and how will it be financed?

(A) Revenue Costs

The recent provisional Government announcement on the Revenue Settlement for 2013/14 and 2014/15 has identified a further reduction in resources for the Council. As a result, the previously identified budget gap of £43.7m has now increased to £50.8m.

(B) Capital Costs

The Government has also announced that, unlike previous years, there will not be a process to allow capitalisation bids to help authorities spread the costs of equal pay claims. They have however agreed that local authorities can use the receipts from asset sales to meet such costs.

With regard to capitalisation directions for redundancy costs, no announcements have yet been made.

Implications:

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

Legal LD1409

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. Recommendations in this report contribute towards a legally balanced budget.

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 has been filed. 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 type="checkbox"/> |
| 3. Equality Implications identified and risk remains | <input checked="" type="checkbox"/> |

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Impact on Service Delivery:

Service implications as currently understood are described within the options and proposals in this report.

What consultations have taken place on the options and when?

- A questionnaire available on the Councils website, in libraries, One Stop Shops and Town Halls on setting a balanced budget
- Over 50 meetings and workshops with the public, voluntary, community and faith networks as part of the consultation on the Sefton Strategic Needs Assessment
- A telephone survey on setting a balanced budget
- The use of You Choose the budget simulator via the website
- Bespoke consultations such as libraries, public conveniences and burials and cremations.
- Older People Expert Stakeholder Panel
- Consultation on increasing the Council Tax via an e-form on the Councils website, a hard copy questionnaire in Town Halls and One Stop Shops and an impartial telephone survey.

Regular and ongoing consultations have taken place with Directors, employees and Trade Unions. Further information is contained in the annex of this report.

Are there any other options available for consideration?

Any new options identified by Members, Officers, public or partners will be assessed for feasibility and financial implications and will be reported to future meetings as appropriate.

Implementation Date for the Decision

Can be as set out in the individual options, subject to call in or it will be the subject of a further report for consideration by Members in due course

Contact Officers:

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Background Papers are available at

<http://sb1msgov1:9070/ecCatDisplay.aspx?sch=doc&cat=13417&path=13193>

- Feedback reports on the consultation and engagement on Council Tax
- Feedback following consultation on the proposal 'Cleaving - cease provision of free plastic sacks excluding those premises which are currently identified as 'difficult to access' (D1.24)

Part 1 Background

- 1.1 The report to 31st January Cabinet updated on the outcome of consultation on options previously approved for consultation, recommending what should now be included in the final two year Budget Plan and identified further new budget options and assumptions for consideration and consultation.
- 1.2 This report updates on the outcome of consultation on other options previously approved for consultation.
- 1.3 Cabinet is asked to note that figures in the annex are working assumptions of options to be considered and the figures should not be seen as predetermining any decisions. **Some of these options remain subject to consultation, engagement and Public Sector Equality Duty (PSED) assessment, and any figures indicated are being used to facilitate outline budgetary forecasting only.**

Part 2 Consultation & Engagement

- 2.1 An initial package of potential budget options was approved by Cabinet, 13th September 2012, to commence consultation and engagement on setting a balanced budget.
- 2.2 Formal consultation on setting a balanced budget commenced on the 15th October 2012 and closed on the 7th January 2013. The purpose of the consultation was to seek the views of the public on a set of principles to assist the Council in the development of policies in relation to service areas.
- 2.3 Members will recall that the findings of the consultation and engagement were reported in full to Members at the meeting of Cabinet on the 31st January 2013. In summary respondents were in broad agreement with the principles that the Council should endeavour to prioritise services for the most vulnerable, that the Council should deliver value for money through efficiency and the buying of services before reducing or ceasing services.
- 2.4 **Feedback on the consultation on Council Tax**
 - 2.4.1 In January 2013 the Council consulted residents to gauge their views on an indicative increase in the Council Tax of an average of £1.50 per household per week. This average increase would raise an additional income of £6 million every year, thereby reducing the amount of savings to be made. The consultation consisted of an on-line e-form questionnaire, an impartial telephone survey, hard copy questionnaires in Town Halls and One Stop Shops and press releases. The on-line consultation ran from the 15th January to the 31st January 2013. The telephone survey, in order to reach a thousand residents, ran from 15th January to the 4th February 2013.
 - 2.4.2 The consultation sought to gauge the opinion of local residents on their willingness to pay an average increase of £1.50 per week. If people were not willing to pay an average of £1.50, would they be prepared to pay another amount? In order to be assured that only local residents took part in the consultation the questionnaire included a mandatory box for the full postcode, all non Sefton post codes have been removed from the data base, and the telephone survey included only Sefton based residents

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2.4.3 The results of the consultation are as follows:

- **e-form and Questionnaire Feedback**

2.4.4 Headline Outcomes

On-line Form and Questionnaire Feedback

In total 1216 people responded to the on-line consultation; 1209 were from Sefton postcodes and six were from postcodes outside of the borough and these have been removed from the data. These results are not weighted therefore represent the actual feedback received.

- Of those who responded to the questionnaire 39% (466) said they would be prepared to pay an average increase of £1.50 per week in their Council Tax
- 61% (741) said they would not be willing to pay an average increase of £1.50 per week in their Council Tax
- of the total respondents 9% (107) said they would be prepared to pay another amount, which included amounts ranging from 20p up to an additional £5 per week.
- 14% (107) of those who said no to a £1.50 per week average increase did agree they would pay another amount, with the majority agreeing to pay either an additional 50p or a pound per week.

- **Telephone Survey Feedback**

2.4.5 In total 1002 residents took part in the survey. These results have been quota controlled and weighted to the local population on deprivation, age, work status, gender and disability and therefore are a representative sample.

- Of those who responded to the survey 63% (620) said they would be prepared to pay an increase of £1.50 per week in their Council Tax
- Of those who said no to the question 'Would you be prepared to pay an average increase of £1.50 per week in Council Tax?' 64% (245) said they would not be prepared to pay any increase in their Council Tax
- Of the 23% (92) who said they would be prepared to pay another amount responses ranged from less than 24p up to less than £1.49. 13% of respondents (10) said 25p, 37% (33) said 50p, 14% (8) said 75p, and 27% (25)

2.4.6 Full feedback reports on this consultation and engagement are attached as background documents.

2.4.7 Should Cabinet wish to proceed to make an increase in the Council Tax this would require a referendum. Cabinet is asked to note and take account of this feedback on taking their decisions on their recommendations to Council regarding Council Tax levels. It should be noted that the current plan assumes a Council Tax freeze for 2013/14.

Part 3 Options previously approved for Consultation

- 3.1 **Annex A** contains a number of options which were previously approved for consultation and are now presented for further consideration. Cabinet is asked to consider the change proposals in Annex A.
- 3.2 These options have been updated in light of the consultation and are now presented for consideration and to make the appropriate recommendation to Council. Should further related opportunities and or significant issues arise with respect to these options between now and next Cabinet, officers will advise Members accordingly. Having due regard for the information contained in Annex A 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.
- 3.3 F4.2 Review – Voluntary Community & Faith (VCF). In accordance with previous approvals by Cabinet, a number of organisations have been given notice of a potential reduction in funding. Details of these changes are listed below:

Organisation	Value of Saving/Reduction	Reason
Sefton CVS – Infrastructure Support	£50,000 – 2013/14	Service efficiencies
Benefiting Older Persons Fund	£50,000 – 2013/14	Small grants pot that funds one off activities.

This saving of £100,000 will contribute towards the budget reduction of £0.940m phased over the two year period. Lead officers have been in discussions with each of the organisations impacted to secure reductions in funding and or the decommissioning of activities. This will continue with clear engagement mechanisms being put in place through partnership arrangements. The Quality Assurance group has reviewed these proposals and recognises that commissioning arrangements will ensure that PSED will be considered as part of the decommissioning and recommissioning process.

3.4 Public Sector Equality Duty

- 3.4.1 Members are aware that as the Council continues to put actions into place to set a sustainable budget plan for 2013/14 and 2014/15 there is a need to be clear and precise about our processes to ensure that duties under the Equality Act 2010 are met. The Council constantly builds in to its thinking the equality implications to changes in services and mitigating risk as appropriately as possible. This research and subsequent findings are put before Members in the form of quality assurance statements or reports to 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.
- 3.4.2 The options outlined in Annex A have been and continue to be subject to appropriate consultation, engagement and PSED analysis as part of the process of assessing impact in order to have due regard to the Council's obligations under the Equality Act

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2010. Where appropriate a PSED analysis report and/or statement is provided which identifies any potential impact on those with protected characteristics and the mitigating actions to be taken should any risks remain. Cabinet is requested to note and take account of the detail within the PSED analysis reports or statements, the consultation feedback and the mitigating actions within each option in taking their decisions on the recommendations to Council.

- 3.4.3 Reducing budgets and activities is a difficult task, and one that the Council has to balance with the needs of the community. It is clear from the Sefton Strategic Needs Assessment and feedback from our local population, that the people of Sefton recognise that some members of our community need more support and services than others. In reviewing the recommendations within the reports presented, Members need to endeavour to keep this in view and balance the needs of the few with the needs of the general population whilst showing due regard to all statutory duties.
- 3.5 Officers will comply with HR policies and procedures and this will include regular HR monitoring reports to the Cabinet Member Corporate Services.
- 3.6 Cabinet is asked to identify any further information required, if any, for consideration at 28th February Council.

Part 4 Risk

- 4.1 The Council continues to regularly review strategic and operational risks and put in place measures to manage those risks. However it must be stressed that reductions in the Council's budget of the level required by Government cannot be achieved in a risk free environment. There will be significant risk associated with the budget options, which will be mitigated where possible. It must be recognised that it is no longer possible to mitigate all aspects of risk. In those circumstances steps will be taken to ensure they are identified and managed within the limited resources available.
- 4.2 All options contained in the annex of this report have been risk assessed by the relevant senior officers with mitigating actions identified where possible. These risks have been assessed and will be managed in the light of new financial forecasts. Cabinet is asked to note and take account of the risks and mitigating actions outlined in making its recommendations to Council.
- 4.3 Officers continue to monitor risks and issues, escalating significant risks and issues to Cabinet as appropriate.

Part 5 Next Steps & Conclusion

- 5.1 At its meeting on 31st January 2013, the Cabinet agreed a series of recommendations which, if accepted by Council, would produce a balance two year budget plan. A number of these options were working assumptions previously approved for consultation. This report details those options where consultation is considered complete and is therefore now presented for consideration. Approval of the recommendations will make the budget plan more robust. However it is recognised that consultation remains outstanding on a number of options previously approved and therefore work will continue prior to the Budget Council meeting on 28th February.

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It must be stressed that this report does not contain any new options not previously considered by the Cabinet.

5.2 At its meeting on the 28th February, the Cabinet will consider its final budget recommendation to Council of the same day. This will include:

- any further consultation outcomes
- the recommended phasing of the two year plan,
- any final recommendations to Council on budget options, Council Tax and outstanding reviews e.g. Libraries

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Annex A Options previously approved for consultation

Ref	Option	Recommendations
D1.23	Aiming High – Review of Integrated Short Breaks	<ul style="list-style-type: none"> • note that this option can now be delivered through improved ways of working and more efficient procurement of supplies and services and will no longer require consultation • recommend to Council a budget reduction of £55k
D1.24	Cleansing – cease provision of free plastic sacks excluding those premises which are currently identified as ‘difficult to access’	<ul style="list-style-type: none"> • agree to cease provision of free plastic sacks excluding those premises which are currently identified as ‘difficult to access’ • to consider, and note and agree the contents of the consultation report • recommend to Council a budget reduction of £60k
D1.32	Increase the charge for pay-to-use facilities and where feasible introduce a charge for use at all public convenience facilities.	<ul style="list-style-type: none"> • to consider increasing the charge for pay-to-use facilities and where feasible introduce a charge for use at all public convenience facilities, • consider a reduction in the current portfolio of facilities provided • to commit to the ongoing provision of facilities for the sole use of Arriva staff • to consider reducing the budget for repair, maintenance and vandalism on the understanding that should any significant work be necessary this may result in the closure of a facility due to a lack of funding. • to consider and note the brief overview from consultation and agree to a full report being presented to Council • recommend to Council a budget reduction of £40k based on the details stated above as an alternative to closure
D1.33	Cleansing – reorganisation of the workload and work patterns of the Rapid Response Service	<ul style="list-style-type: none"> • note the reduced standards of service that will occur should this budget reduction be agreed • recommend to Council a budget reduction of £75k

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D1.25	Re-finance the Mersey Forest subscription to make a saving on the revenue budget; accept voluntary reduction in working hours from two staff; and make further savings in supplies and services.	<ul style="list-style-type: none"> • to re-align costs and budgets in Economy & Tourism • to note the voluntary reduction in hours • to consider, and note the consultation information • recommend to Council a budget reduction of £51k
D1.27	Corporate Commissioning and Neighbourhood Coordination (CCNC) Service – rationalise service	<ul style="list-style-type: none"> • to effect any change (subject to any required employee/ Trade Union consultation) as necessary through HR procedures that may involve VR/VER • to consider, note the contents of the consultation report • to consider, note the contents of the Impact Assessment • recommend to Council a budget planning assumed reduction of £200k
D1.34	Further deferment in the re-instatement of Highway Management funding	<ul style="list-style-type: none"> • recommend to Council a budget reduction of £800k for the purposes of budget planning

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<p>D1.23 Service Description: Aiming High – Review of Integrated Short Breaks</p> <p>Short Breaks offer meets the needs of children with disabilities. It is funded from Children With Disabilities and Early Intervention funds for specialist services, such as:</p> <ul style="list-style-type: none"> • Various help and support networking groups • Opportunities to enjoy supported Family Activity days • Opportunities for disabled children and young people to access sports, arts, and cultural activities • Summer Play schemes, weekend and holiday activities • Jake’s World sensory centre • Specialist short breaks such as Home Care/Home Sitting/Overnight short breaks 	
<p>It is proposed to implement the following change option –Through improved ways of working and more efficient procurement of supplies, the budget reduction will be achieved and services will not impacted on. This means that this option will no longer require consultation.</p>	
<p>Rationale for service change proposal – To ensure better value for money</p>	
<p>The following activity will change, stop or significantly reduce – Better and more efficient procurement</p>	
<p>Impact of Service Change – Service Users -. None Partners – Commissioned activities will be reviewed Council – None</p>	
<p>Communications, Consultations & Engagement –</p> <p>Type Consult (External) <input type="checkbox"/> Consult (Internal) <input type="checkbox"/> Inform <input checked="" type="checkbox"/></p>	
<p>Public Sector Equality Duty – 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.</p>	
<p>Legislation Considered – Statutory provision from April 2011 to provide a range of short breaks – no guidance or case law. The Children’s Act 1989.</p>	
<p>Risks & Mitigating Actions – None</p>	
<p>2012/13 Service Budget: £1.2m</p> <p>Staffing:</p>	<p>Saving 2013/14 (#): £55k</p> <p>Investment Required: £ Nil</p> <p>Indicative Number of Staff at Risk: Nil</p>

D1.24 Service Description: Cleansing Services - Provision of Plastic Refuse Sacks

Free clear plastic refuse sacks are currently provided twice a year to approx 17,000 premises within the borough, with a total of 120 sacks issued to each premise per year. These premises are provided with a sack collection service as a wheelie-bin storage and collection service is not considered to be appropriate (restricted access/type of building/limited storage etc)

It is proposed to implement the following change –

It is proposed to cease provision of free sacks to approx 16,000 premises. This does not include those premises which are currently identified as ‘difficult to access’, which accounts for some 1,000 properties.

Currently only plastic sacks provided by Sefton Council are collected from the approx 16,000 identified premises. Removal of free sack provision would require all bagged waste placed out for collection to be removed from outside households that receive a sack collection service. It would therefore not be possible to control this as has previously been done so by limiting the quantity of Council supplied bags, and only collecting such bags.

In 2009/10 there was 71,500 tonnes of residual waste collected in Sefton.

In 2010/11 there was 74,500 tonnes of residual waste collected in Sefton.

The removal of the provision of free plastic sacks may increase the overall amount of residual waste collected from these premises and therefore the total disposed of in a year. This may result in an increase of the levy paid by the Council to the Merseyside Recycling and Waste Authority (MRWA). Please see ‘Risks & Mitigating Actions’ for further information. However, should this occur, the increase in tonnage may be offset by a reduction in the amount of fly-tipped (bagged/side) waste removed from the areas where a sack service is provided.

Rationale for service change proposal – There is currently a large amount of fly tipping in alleyways to the rear of properties in receipt of free plastic sacks as only sacks issued by Sefton Council are collected from the front of the premises. Therefore, when householders have no ‘Sefton issued’ plastic sacks available, a significant amount of excess waste is ‘fly tipped’, predominantly in rear entries.

By collecting all sacks presented it is expected that fly tipping will decrease.

There is a saving of £60,000 by not issuing free plastic sacks.

The following activity will change, stop or significantly reduce – Plastic sacks will no longer be provided free of charge. Residents will therefore need to provide their own bags for presenting rubbish to be collected.

It is expected that by collecting all rubbish presented outside properties there will be an increase in the amount of residual waste collected.

Impact of Service Change –

Service Users - Plastic sacks will no longer be provided free of charge, service users will have to provide their own plastic bags/method of containment.

Partners – N/A

Council – There will be immediate annual revenue saving of £60,000 by not issuing sacks.

Communications, Consultations & Engagement –

Type Inform Consult Engage Partnership

Residents were consulted on the proposal to cease the provision of free plastic refuse sacks

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and ask households to buy their own sacks from retailers. In return, any type of sack up to a standard 70 litre refuse sack, and any number of sacks per property, would be collected.

In addition to this, there would be an enhanced waste recycling service for households, who receive the weekly plastic sack refuse collection service as a result of grant funding obtained by Sefton Council.

Three options were proposed to residents receiving the service during the consultation:

- Option A – Keep the existing free of charge but limited sack service
- Option B – the Council makes available plastic refuse sacks, that can be purchased and collected by residents and continues to collect a limited quantity (2 per week) of only Council approved plastic sacks each week; or,
- Option C – households provide and use their own type of plastic sacks/bags and the Council agrees to collect all plastic sacks/bags of residual waste placed out for collection.

Consultation feedback was received from 57 of the 1,400 householders contacted, 53 online via eConsult, the council's consultation system, and four by email or letter.

The consultation shows that:

- Nearly two thirds of respondents were in favour of Option C, full report is attached as a background document.

Public Sector Equality Duty – The Quality Assurance group in looking at this proposal recognises that it is a change in provision. However, the change means that residents will now have to provide their own 'bin bags'. The restriction on the type of bin bag has been taken away, so **any** plastic bag can now be used. As such there is no detrimental impact on any protected characteristic.

Legislation Considered – Within the Environmental Protection Act 1990 there is no requirement to provide plastic sacks free of charge to households.

Risks & Mitigating Actions– There is a risk that if all rubbish presented is collected there could be an increase in the amount of residual waste collected, however, this additional rubbish would more than likely be largely composed of rubbish which had previously been fly tipped. Therefore this may reduce the amount of fly tipped waste which would have a beneficial impact upon cleanliness within sack collection areas.

The Council will, following a successful bid for funding, add cardboard and plastic bottles to weekly recycling collections for the premises affected by this change. This should divert more waste from the residual waste stream to the recycling collections.

There is a potential Health & Safety risk in the way refuse may be presented for collection by households if clear plastic sacks are not used. Instruction will need to be given to all affected households as to what is and is not acceptable in terms of rubbish containment when presenting for collection. Risk assessments of the operational collection process will need to be re-visited to take into account the variable nature of containment (bags) used by households that will continue to receive the sack collection service.

2012/13 Service Budget: £60,000 (provision of plastic sacks)	Saving 2013/14 (#): £60,000	Full Year
Staffing: None	Investment Required: None	
	Staff at Risk: None	

D1.32 Service Description: Cleansing Services – Public Conveniences

The Council currently operates a number of public conveniences across the Borough as follows:

5 x 'Danfo' pay-to-use units: 3 in Southport (Promenade, Eastbank Street, Hill Str
1 in Blundellsands (Burbo Bank)
1 in Waterloo (South Road).

'Free-to-use' toilets: Maghull (Leighton Avenue)
Crosby (Moor Lane)
Southport (Hesketh Park)
Churchtown (Preston New Road).

Static Attendants were removed from toilets last year as part of savings proposals. The toilets are currently cleaned by external Contractors under existing arrangements.

Savings identified in previous years have reduced the overall cost of the service to £92k per annum. This includes a range of 'fixed' costs such as non-domestic rates, utility charges and ongoing repair and maintenance charges across all of the public conveniences.

The 'Danfo' units were funded via Prudential Borrowing in 2006 over a ten year period. Funds for this prudential borrowing (£78k) are not included in the above sum.

Public conveniences are also provided at Shore Road, Ainsdale under the management of the Coast and Countryside service, which is also part of Street Scene. For consistency it is recommended that this facility be included in any decision to consider the introduction of charging for the use of these facilities.

It is proposed to /implement the following change –

It is proposed to;

- Increase the charge for pay-to-use facilities and where feasible introduce a charge for use at all public convenience facilities
- To consider reducing the current portfolio of facilities provided
- To commit to the ongoing provision of facilities for the sole use of Arriva staff and
- To reduce the budget for repair, maintenance and vandalism on the understanding that should any significant work be necessary this may result in the closure of a facility due to a lack of funding.

All of the above would aim to generate a saving of £40k.

Rationale for service change proposal –

Following consultation it is now recommended that the income generated to offset the cost of providing these facilities is increased by raising or introducing a charge (where feasible) for using all public convenience facilities.

Where usage and therefore potential income is low consideration will be given to closing a facility in order to achieve the overall saving required. In addition the budget for repair and maintenance of these facilities may be reduced however this may result in closure of a facility should significant unplanned costs be incurred. The proposal also relies on the ongoing receipt of income from Arriva under an arrangement that provides their staff with exclusive use of specific facilities for an agreed fee.

There will still be a net cost to the Council of operating both the pay-to-use and any remaining free-to-use toilets however the overall cost of providing this service will be reduced by £40,000,

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generating an annual saving for the Council.

Whilst this is less than the saving of £52k per year which would be generated from ceasing to provide public toilets there are potential (unquantifiable) environmental and economic benefits associated with continuing to provide such facilities.

The following activity will change, stop or significantly reduce – The overall subsidy provided by the Council for the public convenience service will reduce.

Impact of Service Change –

Service Users - If residents and visitors require the use of a toilet when away from their home they can access such provision via public sector facilities however this will be, in the majority of locations, at an increased cost. Visitors will still be able to make use of alternative private sector facilities should they choose to do so however the Council will not promote or direct the public to 'free to use' facilities in private premises.

Partners - Sefton Council currently has an agreement with Arriva to operate a toilet in Southport and a toilet in Crosby for the exclusive use of Arriva Drivers. These toilets are attached to existing Council facilities. Arriva have been consulted as a stakeholder and would prefer the current arrangement to remain in place. Therefore the Council would continue to receive a significant annual financial contribution towards the cost of operating these facilities which can be used to offset the overall subsidy provided by the Council.

Council – The five 'Danfo' units are subject to prudential borrowing and therefore costs of £78k per year would still be incurred until 2016. 'Mothballing' (NNDR/other) costs would also still be incurred if the facilities were closed. Rather than close all facilities this alternative proposal aims to reduce the overall level of subsidy provided by the Council for the provision of this service.

Communications, Consultations & Engagement –

Type Inform Consult Engage Partnership

The consultation on the proposal to close all public toilets in Sefton ran from 19th December 2012 until 1st February 2013. The following provides an overview of consultation on this saving option;

General themes arising from the consultation are the potential negative impacts for:

- Older people
- Disabled people
- Families with young children
- Tourism
- Local businesses

Some respondents indicated that:

- Increasing charges for the use of public conveniences may be preferred to the complete closure of all sites, especially where private sector facilities are not readily available.
- In some cases, where there are a larger number of private sector facilities available, a small number of people have said these would be preferred instead of public conveniences if cleanliness, physical access and free use can be guaranteed.
- Use of certain private sector facilities, such as public houses, has been identified as being unsuitable for older females and people with young children.

Detailed analysis of the consultation feedback is ongoing, and further information will be

provided in the 28 th February report to Council.			
Public Sector Equality Duty – Equality implications are currently being assessed in light of this on-going consultation and will be reported to Council on 28 th February 2013.			
.			
Legislation Considered: Section 87 of the Public Health Act 1936, local authorities may provide sanitary conveniences [including lavatories] in proper and convenient locations; this is a discretionary power and not a duty.			
Risks & Mitigating Actions – There is a risk that increasing the price to use facilities and/or introducing at charge at other (currently free-to-use) facilities may deter or decrease usage which would affect income and the overall saving identified. However public opinion favoured the provision and availability of pay-to-use public conveniences rather than none at all. The availability of public toilets should not adversely affect visitor numbers to a variety of tourist destinations across the Borough.			
It may be possible to reduce the overall number of facilities in areas where usage is low and would produce low income. This may therefore result in the future closure of some of the ‘older’ facilities however any decisions of this nature would be considered by the Cabinet Member for Communities and Environment in relation to the overall costs of the service and performance in relation to the saving target of £40,000. It is unclear at this stage whether any interest would be generated if such facilities were to be offered for purchase for an alternative use.			
2012/13 Service Budget: £92,000	Saving 2013/14 (#): Investment Required: Staff at Risk:	£40,000 None None	Full Year
Staffing: None			
Other Resources used:			

D1.33 Service Description: Cleansing Service
The Rapid Response Teams are responsible for responding to Requests for Service in relation to fly-tipping removal, graffiti removal, oil spillages, and collection of dead animals from the highway and responding to clean ups following road traffic accidents. Any tree branches that are fallen are also collected, as is fallen debris from vehicles. The Rapid Response Team also thoroughly clean subways on a rolling programme. All cenotaphs are currently cleaned prior to Remembrance Sunday.
It is proposed to continue with consultation on/implement the following change – It is proposed to review the operation of the Rapid Response function in response to the wider Cleansing Services Review to produce further economies of scale as per the detail below. This can only take place once the full impact of the planned reduction of 15 cleansing services posts in April 2013 is assessed. Therefore, this proposal will be designed to take effect from September 2013 (Quarter 3)
Rationale for service change proposal – This reduction will result in a saving of £25,000 from September 2013 to March 2014, rising to an additional £50,000 for the period 2014/15.
The following activity will change, stop or significantly reduce – The review will affect the time available to respond to requests for graffiti removal. The current response times are 48 hours for offensive graffiti and 28 days for non-offensive graffiti. The anticipated response times will be significantly higher following the review and would increase to 56 days for non-offensive graffiti. At this stage it is envisaged that offensive graffiti should still be able to be removed within current timescales. Response to road traffic accidents and oil spillages are dealt with as a priority. At the current time, crews are pulled from graffiti duty to respond to other more pressing incidents, as they arise, so increasing the time it takes for graffiti to be removed. Dependant upon the amount of accidents/incidents in any given period, there may be further impacts upon time available to remove graffiti within the time period above.
Certain functions currently undertaken via the Rapid Response Teams will be transferred to

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the newly formed night time operation, such as certain subway underpass cleansing regimes and fly tipping monitoring. This will allow for the planned reduction in the amount of resource directed to the Rapid Response Service.

Impact of Service Change –

Service Users – By decreasing the ability to respond and provide services within shorter periods of time, areas may appear more unkempt where graffiti/fly tipping is not removed quickly.

Partners – removal of graffiti by the Probation Service’s “Pay Back” scheme will not be affected by this proposal.

Council – Complaints to Elected Members may increase and there may well be a delay in responding to lower priority incidents. There will also be a detrimental environmental affect due to a perceived lowering of standards.

Communications, Consultations & Engagement –

Type Inform Consult Engage Partnership

Proposed Timeline Reduce service levels by September 2013

There are currently three Rapid Response Teams operating across the Borough with a total of six staff. This proposal will reduce the service by one team. There are no staffing implications as the two affected operatives will be utilised elsewhere within the service following the removal of fifteen posts from the as part of a separate savings proposal. All staff are aware of the proposal and unions have been consulted accordingly.

Public Sector Equality Duty – There are no proposed changes which will affect or disadvantage any individual or specific group with protected characteristics. Any changes proposed will affect all residents equally across the Borough

Legislation Considered – The requirements of the Environmental Protection Act 1990 have been considered in the development of this proposal

Risks & Mitigating Actions – There is a risk that levels of cleanliness across the Borough will be noticeably poorer, especially in relation to graffiti removal. During the implementation phase of the previously agreed Cleansing Review in 2013/14, additional resource will be allocated via the ‘Rapid Response’ services to allow areas of concern to be dealt with. However, it is expected that service delivery patterns will be established and area support mechanisms identified by September 2013, allowing for a further reorganisation and reduction in cleansing frequencies for graffiti removal, thereby providing an additional saving.

2012/13 Service Budget:
£150,000

Staffing: 6

Saving 2013/14 (#): £ 25,000 Part Year
(from Q3)

Additional Saving 2014/15 (#): £ 50,000 Full Year
Staff at Risk: None affected

D1.25 Service Description: Economy & Tourism

It is proposed to commence consultation on the following change

Economic Development delivers on the Council’s objectives for jobs and prosperity. It employs 55 people and is planning to spend £2.2 million in 2012/13. Cabinet decided that from April 2011 it should be funded from grants, contracts and reserves, from which the Council secured revenue saving of £748,000 in 2012/13 and subsequent years.

As a consequence of further Cabinet decisions to restructure the former Planning & Economic Regeneration Dept, and to revise senior management responsibilities from July 2011, the revenue budget was amended to include a contribution to Economic Development of £251,800 in the 12/13 financial year and subsequent years.

This contribution pays for

- £45,094 for supplies and services transferred from Planning & Economic Regeneration Dept to Economic Development. This code is currently over-programmed, with liabilities assigned to it of £32,803 (subscription to Liverpool City Region Local Enterprise Partnership), and £18,609 for a subscription to Mersey Forest (2 years remaining of a 5 year legal agreement, that started April 2010) – a total of £51,412.
- The combined salary cost for this service of £206k

It is proposed that for 13/14, a saving of £51,000 is made by Re-financing the Mersey Forest subscription to make a saving on the revenue budget; accept voluntary reduction in working hours from two staff; and make further savings in supplies and services.

These financial changes require internal consultation only.

Rationale for service change proposal

1. Mersey Forest provides a valuable service to the borough, and as a partnership between the city region local authorities is the most cost effective way of delivering pan-Merseyside projects. It is financed 80% from grants and contracts, with the balance recharged to the local authorities. By recovering the subscription cost from alternative sources, it is possible to offer up an £18k saving, while retaining intact the five year Partnership Agreement which ends 2015.
2. Saving of £27k by accepting voluntary reduction of working hours by 2 Business Investment Officers
3. Saving of £6k from economies in supplies and services.

A £51k reduction in funding will protect for 13/14:

- Subscription to the LEP (of which Sefton is a founding member)
- Head of Economy & Tourism post (which was confirmed in the 2011 senior management review, and is needed to protect the Council's client-side interest in the ED service)
- Salary cover for staff who meet the business case. Specifically, the Environmental Regeneration Manager will lead on a £10m+ regeneration investment into south Sefton associated with port expansion and the 2 part-time Business Investment Officers will help lever in £1.2m of grant associated with InvestSefton's Mersey Business Support project.

The following activity will change, stop or significantly reduce –Reduced capacity in Business Support Project, but compatible with delivery of contracted outputs.

Impact of Service Change

Service Users – None identified

Partners – None identified

Council – financial saving

Communications, Consultations & Engagement –

Type Inform Consult (External) Consult (Internal) Engage

Proposed Timeline: Immediate

Staff briefings have taken place with affected staff

1-1 meetings have taken place

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Discussions have taken place with Mersey Forest			
Implementation: With immediate effect following approval.			
Public Sector Equality Duty The Quality Assurance Group recognises this as a renegotiation of a service contract, whilst it may have implications on environmental management issues, these are not connected to the PSED			
Legislation Considered The Council has no statutory or legislative duty to provide these services.			
Risks & Mitigating Actions Discussions have taken place with Mersey Forest and affected staff to minimise risks in implementation.			
2012/13 Service Budget: £251k	Saving 2013/14 (#): Investment Required: £0 Staff at Risk: 0	£ 51k	Full Year
Staffing: 55 (excl. Tourism)			
Other Resources used: £2.2m (external funding)			

D1.27 Service Description: Reduction in Corporate Commissioning and Neighbourhood Coordination (CCNC) Service
It is proposed to implement the following change – To rationalise service delivery and reduce costs by £200,000, taking into account the outcomes of the domestic violence review.
Rationale for service change proposal – To reduce costs
The following activity will change, stop or significantly reduce – Direct management support to the service will be reduced through VER/VR and voluntary reduced hours. Specialist equalities support will cease, unless there is a need for expert support which would be assessed on a case by case basis Operating costs for neighbourhood activities will be reduced Strategic support for neighbourhood activities relating to Parish/Town Councils and town/village centres will be reduced
Impact of Service Change – There will be consequences on service delivery and support for Councillors, residents and communities. Service Users – A reduction in support for Parish and Town Councillors. Partners – Parish and Town Councils strategic liaison will be reduced. The integration of the Vulnerable Victim Advocate Team within a specialist DV VCF organisation would need agreement from the relevant VCF partner. These discussions are ongoing. Council – Financial saving.
Communications, Consultations & Engagement – Type Inform <input type="checkbox"/> Consult (External) <input checked="" type="checkbox"/> Consult (Internal) <input checked="" type="checkbox"/> Engage <input checked="" type="checkbox"/> Partnership <input checked="" type="checkbox"/>

Service meetings have taken place with all staff to ask for views on savings options. Unions have been consulted about the option.
 Parish and Town Councils have been consulted and informed the reconfiguration of the reduced support that they would receive
 Discussions are ongoing with the specialist VCF organisation who may provide DV services on behalf of the Council This doesn't affect the delivery of the savings option.

Public Sector Equality Duty – The Quality Assurance Group recognises that in relation to “Cease specialist equalities support” this is the end of a project and Reduction in Overall Management Support is an organisational change and such do not require an impact assessment. Equality implications for DV are currently being assessed in light of this on-going consultation with the specialist VCF organisation and will be reported to Council on 28th February 2013.

Legislation Considered – Crime and Disorder Act and Public Sector Equalities Duty

Risks & Mitigating Actions – Consultation has taken place with staff and partners to minimise risks of implementation.

2012/13 Service Budget: £1.1m	Saving 2013/14 (#): £200,000	Full Year
Indicative Number of Staff at Risk: Savings achieved through VER/VR and voluntary reduced hours		

D1.34 Service Description:

Deferment of return of highway management funding £800k for further 12 months to 2015/16.

It is proposed to commence consultation on/implement the following change – No consultation required. The temporary reduction in budget has previously been through the consultation process

Rationale for service change proposal –

The Council is under a statutory duty (sections 41 and 58 of Highways Act 1980) to ensure a safe highway network. Cessation is not a realistic option as it would likely result in damage to life and limb leading to claims against the authority and potential corporate manslaughter charges.

Extension of this temporary reduction does carry the risk of short and long-term implications in terms of deteriorating condition of the highways and related infrastructure, with increased risk of accident and injury on the highway.

In addition, there is a further risk that failure to repair in a timely manner can result in far greater expenditure to achieve the same outcome later as the infrastructure may have deteriorated to the extent that more significant works (and funding) are required. Disruption to use of the highway network has an associated detrimental economic impact.

Hence the proposal to defer reinstatement of the budget will help towards the savings targets on a temporary basis but the number of risks mean this would only be for a manageable for a short period and would require a corresponding subsequent significant reinvestment in the highway network infrastructure

The following activity will change, stop or significantly reduce –

This would require a continued restructure of the Highway Works Programme. Implementation of the current £800k reduction has delivered by: ceasing footway/carriageway reconstructions; ceasing carriageway "plane & inlay" resurfacing; removing landscaping/flowerbeds on roundabouts; and reductions to arboriculture database and maintenance.

Previous re-profiling of the reduced budget will be continued, with more emphasis placed on reactive minor repairs and less substantial slurry sealing, surface dressing and micro asphalt treatments. Such an approach will help to maintain the integrity of the highway network on a short term basis but is not a long term option.

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More substantial proactive maintenance and replacement works will therefore not be undertaken and more emphasis will be given to more costly and less effective reactive works

Impact of Service Change –

Service Users – Disruption to use of the highway network and deterioration of the highways network would affect movement of individuals, private business and other service delivery (e.g. refuse collection, community services, emergency services, public transport etc.) with associated detrimental economic impact.

Partners – These are works contracts, reduction of the budget would impact upon contractors and would have some implications for level of design and supervision work undertaken by Capita Symonds.

Council – Significantly increased reputational risk - corporate complaints increased by 43% last year following a rise of 70% the previous year.

Communications, Consultations & Engagement –

Type Inform Consult (External) Consult (Internal) Engage
Partnership

Saving already implemented and would therefore continue

Equality Impact Assessment –

Previously undertaken when budget initially reduced it was identified that any obstruction or difficulty in relation to disability access would be prioritised within the financial constraints.

Legislation Considered – Highways Act 1980

Risks & Mitigating Actions – This temporary reduction does carry the risk of short and long-term implications in terms of deteriorating condition of the highways and related infrastructure, with increased risk of accident and injury on the highway.

The budget is currently insufficient, continued non investment would put a significant strain on the demand budget & therefore increased highway risks and liability claims, potential increase in numbers of payouts & insurance premium. Also increase to inspector work load and associated accuracy risks.

The reduced budget means we have to target small reactive works as opposed to the more financially efficient proactive repairs. There will continue to be a deterioration of the highways and infrastructure. Failure to maintain in a timely manner increases the need for more substantial future funding to return network to a manageable state of repair.

Disruption to use of the highway network has an associated detrimental economic impact and a reputation impact. The reputational risk is significant with corporate complaints in this area increasing since the reduction in budget was agreed.

This continued temporary reduction will result in more significant maintenance costs in future years as more significant investment will be required to re-establish a suitable highway condition.

Previous Budget reductions as table below:

Budget Analysis	2011/12	2012/13	2013/14	2014/15	2015/16
Previous Permanent Reduction 1	£200,000	Ongoing	Ongoing	Ongoing	Ongoing
Previous Permanent Reduction 2		£50,000	Ongoing	Ongoing	Ongoing
Previous Temporary Reduction 1	£800,000	£800,000	£800,000 Deferment of return of	£800,000 Deferment of return of	£0 reduction (return of

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			budget for one year	budget for one year under consideration	budget)
Previous Temporary Reduction 2		£400,000	£400,000	£400,000	£0 reduction (return of budget)
Total	£1,000,000	£1,450,000	£1,450,000	£1,450,000 or £650,000	£250,000
2012/13 Service Budget: £6428850		Saving 2014/15 (#): £ 800,000			
Staffing:		Investment Required: 0			
		Staff at Risk: Nil			

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Agenda Item 7

Report to: Cabinet
Council

Date of Meeting: 14 February 2013
28 February 2013

Subject: Treasury Management Policy & Strategy 2013/2014

Report of: Head of Corporate Finance & ICT

Wards Affected: All

Is this a Key Decision? No

**Is it included in the Forward
Plan?** No

Exempt/Confidential No

Purpose/Summary

To advise Cabinet of the proposed procedures and strategy to be adopted in undertaking the Treasury Management Function in 2013/2014.

Recommendation(s)

Council be recommended that: -

- a) The Treasury Management Policy Document for 2013/2014 (Annex A) be agreed; and
- b) The Treasury Management Strategy Document for 2013/2014 (Annex B) be agreed.

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

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

Reasons for the Recommendation:

To enable the Council to effectively manage its treasury activities..

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What will it cost and how will it be financed?

- (A) Revenue Costs
There are no financial implications as a result of this report.
- (B) Capital Costs
None.

Implications:

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

Legal	Local Authorities are required to have regard to the Code of Practice on Treasury Management under the provisions of the Local Government Act 2003	
Equality		
1.	No Equality Implication	<input checked="" type="checkbox"/>
2.	Equality Implications identified and mitigated	<input type="checkbox"/>
3.	Equality Implication identified and risk remains	<input type="checkbox"/>

Impact on Service Delivery:

None.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance and ICT has no comments on this report because the contents of the report have no financial implications (FD2095/13:)

The Head of Corporate Legal Services has been consulted and comments have been incorporated into the report (LD2095/13 /13:).

Are there any other options available for consideration?

None.

Implementation Date for the Decision

With effect from 1 April 2013.

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

Background Papers:

None

1. Background

- 1.1. The Council has previously adopted CIPFA's revised 2001 Code of Practice on Treasury Management in the Public Services which recommends the production of annual Treasury Management Policy and Strategy Documents, and the revision to The Code in 2009 following the Icelandic bank collapse. The Council has also adopted the revisions contained within the 2011 Code.
- 1.2. In addition, the Council has also adopted, and incorporated into both documents:
 - a) The requirements of the 2003 Prudential Code for Capital Finance in Local Authorities; and,
 - b) An Investment Strategy produced in line with guidance from the then Office of the Deputy Prime Minister concerning the investment of surplus funds. This sets out the manner in which the Council will manage its investments, giving priority to the security and liquidity of those investments.

2. Treasury Management Policy and Strategy Documents

- 2.1. The Code requires the Council to produce:
 - a) A Treasury Management Policy Document – which outlines the broad policies, objectives and approach to risk management of its treasury management activities;
 - b) A Treasury Management Strategy Document – This sets out specific treasury activities which will be undertaken in compliance with the Policy in 2013/2014; and
 - c) Suitable treasury management practices, setting out the manner in which the organisation will seek to achieve these policies and objectives, prescribing how it will manage and control those activities.

The content of the policy statement and the treasury management practices will follow the recommendations contained in sections 6 and 7 of the Code, subject only to amendment where necessary to reflect the particular circumstances of the Council. Such amendments will not result in the Council materially deviating from the Codes key principles.

- 2.2. The proposed Policy and Strategy Documents are attached at **Annex A and B** respectively.
- 2.3. Economic conditions have been difficult since the onset of the credit crunch in August 2007. This caused all major economies to enter into recession caused by a reduction in lending as banks attempted to repair their balance sheets, with concerns being raised over the financial health of many institutions. The wider economic position has meant that a continuing review of the Treasury Management Policy and Strategy documents has been undertaken to identify whether any improvements can be made.

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All investments are made in accordance with the Council's Investment Criteria. This takes account of market and risk conditions at the time the investment is made, with security being assessed over liquidity, and liquidity being assessed over return.

- 2.4. In view of the complex nature of Treasury Management, regular treasury update reports will be presented to the Audit and Governance Committee.

3. Financial Procedure Rules – Banking Arrangements

- 3.1. The Treasury Management Policy Document at **Annex A** delegates certain responsibilities to the Head of Corporate Finance and ICT, including all executive decisions on borrowing, investment or financing, in line with the Constitution of the Council.

4. Minimum Revenue Provision (MRP) for Debt Repayment Policy Document

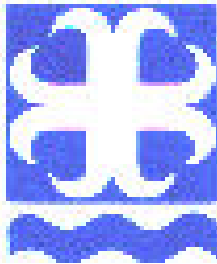
- 4.1. The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 introduced changes to the calculation of the MRP.
- 4.2. As a transitional arrangement for 2008/09, authorities were able to continue to calculate MRP as in previous years i.e. 4% of the underlying need to borrow for capital purposes, as measured at 31 March 2008. The Council's revenue budget for 2008/09 was constructed on this basis.
- 4.3. To comply with the legislative changes, the Council has, from 2009/10, retained this calculation for borrowing supported through the Revenue Support Grant but for unsupported prudential borrowing, MRP will be calculated using the estimated life method. This links the charges to revenue more closely to the life of the asset. The Council's Revenue Budget for 2013/14 to 2015/16 has been constructed on this basis.
- 4.4. The change in legislation also allows councils to apply an MRP "Holiday" on large projects, the costs of which span a number of financial years. Rather than starting to charge MRP as the expenditure is incurred, the option is given to apply MRP only when the scheme becomes operational. The total level of MRP remains unchanged, only the timing of the charge is altered. This option is considered to be the most appropriate for use within Sefton.

SEFTON COUNCIL

TREASURY MANAGEMENT

POLICY

2013/2014



CORPORATE FINANCE AND ICT

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1. Treasury Management Policy

1.1. The Council defines Treasury Management as:

The management of the Authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

1.2. The Council's Statement of Treasury Management Policy is:

- a) Effective Treasury Management is acknowledged as providing support towards the achievement of the Council's business and service objectives. It is therefore committed to the principles of achieving best value in Treasury Management, and to employing suitable performance measurement techniques, within the context of effective risk management;
- b) The successful identification, monitoring and control of risk is regarded as being the prime criteria by which the effectiveness of the Council's Treasury Management activities will be measured. Accordingly, the analysis and reporting of Treasury Management activities will focus on their risk implications for the organisation.

1.3 A dedicated team of three officers carries out the day-to-day treasury management activities. Two of the current officers are qualified accountants, whilst the third is a qualified accounting technician. The Treasury Group Accountant has obtained the CIPFA/Association of Corporate Treasurers sponsored qualification CertITM-PF, which is aimed at giving a solid grounding in treasury management and which is tailored to the public sector.

1.3.1 Members should receive training in the Treasury Management function, in order to assist in the understanding of this relatively complex area. This will be addressed via the provision of regular reporting to Cabinet, Corporate Services Cabinet Member Meeting and the Audit and Governance Committee, and the provision of specific training on Treasury Management.

2. Treasury Management Strategy

2.1. The Annual Strategy Document sets out in detail how the Treasury Management Activities are to be undertaken in a particular financial year to comply with the Council's Policy. The strategy for 2013/2014 is attached at **Annex B**.

3. Delegated Powers

3.1. The Head of Corporate Finance and ICT, under the Council's Constitution, is given the following authority:

- a) All money in the hands of the Council shall be aggregated for the purposes of Treasury Management and shall be under the control of the Head of Corporate Finance and ICT, the Officer designated for the purposes of Section 151 of the Local Government Act, 1972;

- b) All executive decisions on borrowing, investment or financing shall be delegated to the Head of Corporate Finance and ICT (or in his/her absence the Deputy Section 151 Officer) who shall be required to act in accordance with the Council's Treasury Policy, Treasury Management Practices and CIPFA's Standard of Professional Practice on Treasury Management.

4. Reporting Requirements/Responsibilities

4.1. Council

Council will approve, prior to each financial year, the Treasury Management Policy and Strategy Documents. Also, an annual outturn report on Treasury Management activity will be presented before 30 June following the end of the previous financial year.

4.2. Cabinet

Cabinet will:

- a) Consider, prior to each financial year, Treasury Management Policy and Strategy Documents and refer them to Council for approval;
- b) Monitor these documents and approve any in-year amendments necessary to facilitate continued effective Treasury Management;
- c) Receive an annual outturn report on Treasury Management activity prior to the 30 June following each financial year; and

4.3. Audit and Governance Committee

Audit and Governance Committee will:

- a) Implement and monitor performance on at least a quarterly basis necessary to facilitate continued effective Treasury Management;
- b) Receive an annual outturn report on Treasury Management activity prior to the 30 June following each financial year; and
- c) Will be responsible for ensuring effective scrutiny of treasury management and policies.

4.4. Head of Corporate Finance and ICT

The Head of Corporate Finance and ICT will:

- a) Draft and submit to Cabinet and Council prior to each financial year, Treasury Management Policy and Strategy Documents;
- b) Implement and monitor these documents resubmitting any necessary in-year revisions/amendments (at least on a quarterly basis) to Cabinet for approval;
- c) Draft and submit an annual outturn report on Treasury Management activity to Cabinet and Council by the 30 June following each financial year-end;

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- d) Draft and submit an annual outturn report (and quarterly performance reports) on Treasury Management activity to the Audit & Governance Committee by the 30 June following each financial year-end;
- e) Maintain suitable Treasury Management Practices (TMP), setting out the manner in which the Council will seek to achieve its objectives. The TMP's will also prescribe how the treasury activities will be managed and controlled;
- f) Be responsible for the execution and administration of treasury management decisions; and
- g) Act in accordance with the Council's policy statement and treasury management practices, and also in accordance with CIPFA's Standard of Professional Practice on Treasury Management.

4.5 Borrowing and investments

The Council's borrowing will be affordable, sustainable and prudent and consideration will be given to the management of interest rate risk and refinancing risk. The source from which the borrowing is taken and the type of borrowing should allow the Council transparency and control over its debt.

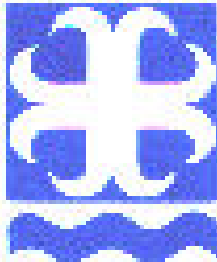
The Council's primary objective in relation to investments remains the security of capital. The liquidity or accessibility of the Authority's investments followed by the yield earned on investments remain important but are secondary considerations.

SEFTON COUNCIL

TREASURY MANAGEMENT

STRATEGY

2013/2014



CORPORATE FINANCE AND ICT

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SEFTON COUNCIL

Treasury Management Strategy

1. Introduction

- 1.1. The Treasury Management Strategy Document sets out in detail how the Treasury Management Activities are to be undertaken in a particular financial year to comply with the Council's Treasury Management Policy.
- 1.2 The Strategy had been produced to incorporate the requirements of the CIPFA Code of Practice on Treasury Management, the 2011 revised Prudential Code for Capital Finance, and the revised Treasury Management in the Public Services code of Practice and Cross-Sectoral Guidance Notes (2011).

2. Treasury Management Strategy 2013/2014

- 2.1. The Strategy for 2013/2014 covers:
 - a) Treasury Limits in force which will limit the borrowing activity of the Council (2.2);
 - b) Prudential Indicators 2013/2014 to 2015/2016 (2.3);
 - c) Interest Rates (2.4);
 - d) Capital Borrowing (2.5);
 - e) Debt Rescheduling opportunities (2.6);
 - f) Borrowing in advance of need (2.7);
 - g) Investment Strategy (2.8).

2.2. Treasury Limits for 2013/2014

The Treasury Limits set by Council in respect of its borrowing activities are:

The overall or Affordable Borrowing Limit (authorised limit as per Prudential Indicators 2013/2014).	Maximum £200.500m
--	-------------------

It is a statutory duty under S.3 of the Local Government Act 2003 and supporting regulations, for the Council to determine and keep under review how much it can afford to borrow. The amount so determined is termed the 'Affordable Borrowing Limit'. The Affordable Borrowing Limit takes into account the Council's current debt, an assessment of external borrowing to fund the Capital Programme in 2013/2014, the need to fund capital expenditure previously met from internal funding, and cash flow requirements.

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The amount of overall borrowing, which maybe outstanding by way of short-term borrowing.	Maximum £15m
--	--------------

The Short – Term Borrowing limit takes into account an assessment of any potential short-term financing the Council may need (e.g. bank overdraft, short-term funding in anticipation of grant receipts). Short-Term Borrowing is defined as being for less than 12 months.

The proportion of external borrowing which is subject to variable rate interest.	Maximum 33%
--	-------------

The limit on variable rate borrowing gives the Council flexibility to finance expenditure at favourable market rates, but ensures Council exposure to variable interest commitments is within prudent levels.

2.3. Prudential Indicators

The following prudential indicators are considered relevant by CIPFA for setting an integrated Treasury Management Strategy.

2.3.1 Interest Rate Exposure Indicators

Fixed rate borrowing and investment has the benefit of reducing the uncertainty surrounding future interest rate changes. However, in looking to improve performance best practice recommends retaining a degree of flexibility through the use of variable rates on at least part of the Treasury Management Activity.

To ensure that the risk associated with improved performance which may be achieved by using variable loans and investments is minimised, it is necessary to establish indicators to control the position. The control is based on setting an upper limit for both fixed and variable interest rate exposures expressed as a percentage of the Council's net outstanding principal sum. The following indicators are to be used:

Upper Limit for Interest Rate Exposures	2013/14 %	2014/15 %	2015/16 %
Upper limit for fixed interest rate exposure expressed as a percentage of net outstanding principal sum	340	340	340
Upper limit for variable interest rate exposure expressed as a percentage of net outstanding principal sum	-20	-20	-20

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2.3.2 Non Specified Investment Indicator

The Investment Strategy (Para 2.9) allows non-specified investments (see paragraph 2.9.3 for definition) to be made using funds managed by the Council. The indicator is designed to control the level of such non-specified investments when compared to the overall investments of the Council.

Upper Limit on Non-Specified Investments	2013/14 %	2014/15 %	2015/16 %
Upper limit on the value of non-specified investments as a percentage of total investments	40	40	40

2.3.4 Debt Maturity Indicators

The indicators are designed to be a control over an authority having large concentrations of fixed rate debt needing to be replaced at times of high interest rates. The control is based on the production of a debt maturity profile, which measures the amount of borrowing that is fixed rate that will mature in each period as a percentage of total projected borrowing that is fixed rate. Any borrowing decision and related maturity dates will be taken by the Council mindful of maturity profile limits set out below to ensure large concentrations of debt do not fall due for repayment in any one future financial year. The profile reflects borrowing advice provided by Arlingclose, the Council's Treasury Management Advisors, and has been noted by them.

Maturity Structure of Fixed Rate Borrowing During 2013/2014	Upper Limit %	Lower Limit %
Under 12 month	35%	0%
12 months and within 24 months	40%	0%
24 months and within 5 years	40%	0%
5 years and within 10 years	40%	0%
10 years and above	90%	25%

Policy on the use of external service providers

The Council employs Arlingclose as its treasury consultants. Arlingclose were engaged for the first time with effect from 01/04/2011, replacing Sector, following a tendering exercise for the contract. The Council recognises that responsibility for treasury management decisions rests with the Council at all times. It also recognises that there is value in such arrangements in order to acquire access to specialist skills, knowledge, and advice. The Council will

ensure that the terms of their appointment and the methods by which their value will be assessed are properly documented, and subjected to regular review.

2.3.5 Credit risk

Virtually any investment involves risk. The Council will consider the credit ratings supplied by a variety of recognised money market organisations, as part of the process to determine the list of Banks where the level of risk is acceptable, with security, then liquidity, being the key aims. As part of this process advice from Arlingclose will be considered, both in terms of maximum duration and level of investment.

The Council also considers alternative assessments of credit strength, and information on corporate developments and of market sentiment towards counterparties. The following key tools are used to assess credit risk:

- Published credit ratings of the financial institution (minimum A- or equivalent) and its sovereign (minimum AA+ for non-UK sovereigns);
- Sovereign support mechanisms;
- Credit default swaps (where quoted);
- Share prices (where available);
- Economic fundamentals, such as a country's net debt as a percentage of its GDP);
- Corporate developments, news, articles, markets sentiment and momentum;
- Subjective overlay.
- Background research in the financial press
- Discussion with our treasury consultants
- Internal discussion with Head of Corporate Finance and ICT

As a means of clarifying the level of acceptable risk, the Risk Matrix at **Annex B3** will be used. The Council will only invest in institutions that have a Risk Matrix scoring of long term A- (or equivalent).

The Council maintains a full record of each investment decision taken, each of which is authorised by an appropriate level of signatory.

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2.4. Interest Rates

2.4.1 Arlingclose provide regular forecasts of interest rates to assist decisions in respect of:

- a) Capital Borrowings (2.5);
- b) Debt Rescheduling opportunities, (2.6)
- c) Temporary borrowing for cash flow; and
- d) Investments strategy (2.8).

2.4.2. **Annex B2** gives details of Arlingclose's central view regarding interest rate forecasts. Arlingclose's forecast is for official interest rates to remain at 0.5% until 2016.

2.4.3. The advice from Arlingclose takes into account financial activity both in the UK and world economies and the impact of major national and international events. It is essential that borrowing and investment decisions are taken mindful of independent forecasts as to interest rate movements. The Council will continue to take account of the advice of Arlingclose.

2.5. Capital Borrowing

2.5.1 The Council's debt portfolio as at 31st January 2013 is as set out below:

Debt Portfolio	
Average Interest Rate	4.51%
<u>Debt Outstanding – Fixed Rate</u>	£m
PWLB	130.465
Other Borrowing	19.770
Other Long Term Liabilities	<u>5.907</u>
Total Debt	156.142

The category of other borrowing (£19.770m) represents finance lease liabilities.

Other long term liabilities (£5.907m) represent transferred debt from the Merseyside Residuary Body.

2.5.2 The Council will raise its required finance, following advice from Arlingclose, from the Public Works Loan Board (PWLB), or other local authorities.

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The Council's forecast borrowing requirement for 2013/2014 is as follows:

Borrowing Requirement	Estimate £m
New Borrowing	14.345
Replacement Borrowing	<u>7.173</u>
Total Borrowing	21.518

The new borrowing represents the unsupported borrowing as required by the Capital Programme in 2013/14. As noted in 2.5.4 below the Council is internally borrowed, and may take additional borrowing if required in order to reverse this position.

2.5.3. The Arlingclose forecast for Gilt interest rates (as set out at **Annex B2**). This would suggest that the following strategy is followed:

- The cheapest borrowing will be internal borrowing, which involves running down cash balances and foregoing interest earned at historically low rates. Consideration will always be given to long term borrowing rates and the possibility of rates rising, which could mean borrowing at future higher rates which could erode the advantages of internal borrowing
- Temporary borrowing from money markets or other local authorities.

2.5.4. The authority borrows from the PWLB in order to fund part of the capital programme, the maximum that we can borrow being the Capital Financing Requirement (CFR). PWLB borrowing as at 31 January 2013, plus lease liabilities and other long term liabilities, is £156.142m, as against a CFR of £220.500m for 2013/14. This position is classed as being internally borrowed which does have the advantage of reducing exposure to interest rate and credit risk. To be internally borrowed is a conscious decision to use cash balances to fund capital expenditure, rather than borrow from the PWLB. This position can be reversed at any time by borrowing from the PWLB.

2.5.5. 2013/14 is expected to experience a continuation of a low bank rate. Hence, internal borrowing is a sensible option where interest rates on deposits are much lower than the current PWLB borrowing rates.

2.5.6. However, as noted in 2.5.3, savings have to be weighed against the potential for incurring long term extra costs by delaying unavoidable new borrowing until later years when PWLB rates are forecast to be higher.

2.5.7. Against this background, caution will be adopted in undertaking borrowing in 2013/2014. The Head of Corporate Finance and ICT will monitor the interest rate market and following advice from Arlingclose, adopt a pragmatic approach to changing circumstances during the year.

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2.5.8. External v Internal Borrowing

2.5.9. The Council currently has a difference between gross debt and net debt (gross debt net of cash balances) of £72m. The general aim of the strategy would be to reduce the difference between the two in order to reduce the credit risk of holding investments.

2.5.10. As noted in 2.5.4 above the Council is internally borrowed. If this continues this will reduce the difference between gross and net debt. Early repayment of debt is, however, not a realistic option since the introduction by the PWLB of significantly lower rates on 1 November 2007, which has now been compounded by a considerable further widening of the difference between new borrowing and repayment has meant that large premiums would be incurred.

2.6. Debt Rescheduling Opportunities

2.6.1. As noted in 2.5.10 above, restructuring with the PWLB is now much less attractive than before due to the potentially large premiums that would be incurred.

The lower interest rate environment and changes in the rules regarding the premature repayment of PWLB loans has adversely affected the scope to undertake meaningful debt restructuring. However, the situation will be monitored and the Council will consider the option of debt restructuring during 2013/2014, should the financial circumstances change.

2.7 Borrowing in advance of need

The Council will not borrow more than, or in advance of, its needs purely to profit from the investment income made on the extra sums borrowed. Any decision to borrow in advance of need will be considered carefully to ensure value for money can be demonstrated and that the Council can ensure the security of such funds.

In determining whether to borrow in advance of need the Council will;

- Ensure that there is a direct link between the capital programme and maturity profile of the existing debt portfolio which supports the need to borrow in advance of need;
- Ensure that the revenue implications of such borrowing have been considered in respect of future plans and budgets; and
- Consider the merits of other forms of funding.

2.8 The Use of Financial Instruments for the Management of Risks

Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the

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expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in Section 1 of the Localism Act 2011 removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment). The CIPFA Code requires Councils to clearly detail their policy on the use of derivatives in the annual strategy.

The Council's policy on such items is that it will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

The Council will only use derivatives after seeking expertise, a legal opinion and ensuring officers have the appropriate training for their use.

2.9. Investment Strategy

2.9.1. The Council manages the investment of its surplus funds internally, and operates in accordance with the Guidance on Local Government Investments issued by CLG, and the 2011 CIPFA Treasury Management in Public Services and Cross Sectoral Guidance Notes.

2.9.2 The Council's investment priorities are, in order of priority:

- The security of capital
- The liquidity of capital

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

2.9.3. Under the system of guidance investments are classified as Specified or Non Specified.

Specified Investments are those which satisfy the following conditions:

- a) The investment and all related transactions are in sterling;
- b) The investment is short-term i.e. less than 12 months;
- c) The investment does not involve the acquisition of share or loan capital;
Either:
 - i) The investment is made with the UK Government or local authority;
OR
 - ii) The investment is made with a body or scheme, which has been awarded a high credit rating by a credit rating agency.

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Non Specified Investments are those that do not meet the above definition.

2.9.4 The Council's investment portfolio as at 31st January 2013 is set out below:

Investments Portfolio	£m
Specified Investments	70.930
Non-Specified Investments	<u>0.700</u>
Total	71.630

2.9.5 The Council banks with National Westminster, which is part of the Royal Bank of Scotland Group. It is currently a part government-owned institution. At the present time, it does meet the minimum credit criteria of A- (or equivalent) long term. If the credit rating falls below the Authority's minimum criteria the Bank will continue to be used for short term liquidity requirements (overnight and weekend investments) and business continuity arrangements when no other options are available.

2.9.6 The Council Strategy will be:

- a) To make Specified Investments in line with the above conditions;
- b) To make Non Specified Investments which satisfy all of the above with the exception of 2.9.3 b) which is extended to a period of less than 2 years or fixed term deposits, and a maximum of 5 years for negotiable instruments such as CDs;

It is suggested that the following investment vehicles should be made available to the authority:

Investment	Reason	Risk
Term deposits made with banks as listed in annexe B5, following the investment criteria as listed in annexe B4. Deposits also acceptable on an overnight call basis. Can also deposit with Local Authorities.	Certainty of rate of return and repayment of capital	Liquid, with potential for deterioration in credit risk. Most Local Authorities are not credit rated.
Certificates of Deposit with Banks and Building Societies	Certainty of rate and liquid	If not held until maturity, can be sold for a capital loss on the secondary market
Supra-national bonds	Greater levels of security of investment. A fairly liquid investment, though not as liquid as Gilts	High credit rating as placed with EIB and World Bank (AAA rated). Bond price may vary if sold early
Investments with	Certainty of rate of	Most Registered

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Registered Providers	return and repayment of capital	Providers are not credit rated.
Investments with organisations that do not meet the Council's specified investment criteria (subject to an external credit review and specific advice from TM advisor).	Greater diversification and allows a small portion of the portfolio to be invested at higher rates of return	Investments may not be with credit rated organisations
AAA rated Money Market Fund (MMF)	Same day liquidity and high credit worthiness due to considerable diversification	High credit rating via the International Money Market Fund Association or IMMFA (AAA rated)
Other Money Market and Collective Investment Schemes	Strong portfolio diversification	Variable Net Asset Value VNAV funds – potential for receiving less than paid in. Plus long lead time for return of investment.
Corporate Bonds	Can be sold on the secondary market	Can be sold for a capital loss
Gilts	Liquid and very secure. Interest paid every six months	High credit rating as Government backed (AAA rated). Bond price may vary if sold early
Treasury Bills	Liquid and very secure. Duration of < 1year	No interest paid – they are zero-coupon rated, but are typically bought at a discount.
Debt Management Agency Account Deposit Facility (DMADF)	Secure investment	High credit rating as Government backed (AAA rated). Interest earned low. Investment cannot be repaid early

The maximum that can be invested in any of the above vehicles is £25m, except for term deposits and MMF's for which no limit is set. The maximum maturity period in any is 2 years for non-tradeable deposits, and 5 years for deposits that are tradeable on the secondary market. However, advice from Arlingclose will be taken into account in determining whether shorter maximum investment period is more appropriate during the year.

It is NOT proposed that the Council will be making any Non Specified Investments in 2013/2014 that do not comply with the above, however, should the situation change, the Head of Corporate Finance and ICT will report to

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Cabinet requesting appropriate approval to amend the Strategy before any such investments are made.

2.9.7 The Bank of England Base Rate has remained significantly low at 0.5%. Arlingclose's project of interest rates is to remain at 0.5% to 2016 **Annex B2**. Given the volatility of the market, the forecasts can only be used as a general guide to the future position. Consequently for 2013/14, the Authority has taken a prudent view and budgeted for an investment return based upon Arlingclose's base rate projection during 2013/14.

2.9.9. In order to pursue the strategy of maximising returns from surplus funds at an acceptable level of security and liquidity, the following Brokers will be utilised for investments of over one month:

- ii) Sterling International Brokers Limited;
- iii) Tradition UK Limited;
- iv) Tullet Prebon Limited.

2.9.10 As noted in previous year's report, Cabinet agreed that the limit of investments that can be made to any UK or international banking institution was raised from £15m to £25m. This reflected the fact that our counterparty list became drastically reduced following the downgrading of many banks by the credit rating agencies following the credit crunch. However, now that stability has now entered the banking sector, on an operational basis we are using an institutional or group limit of £15m in order to increase security of capital by spreading risk. However, the overall limit of £25m will be maintained as a maximum, should conditions change.

It should be noted that an operational limit of £22.5m applies to Banking Groups, reflecting the fact that it represents two institutions (e.g. Natwest and RBS), as advised by Arlingclose. This represents 1.5 times the operational limit. The potential investment is apportioned between the institutions so that the maximum investment in either of the institutions is £15m.

2.9.11 The current list of Banks at **Annex B5** has been produced for information; this takes account of the most up-to-date credit ratings available in respect of the Banks and Building Societies named, and utilising Arlingclose's creditworthiness advice. It has also been rationalised to only include institutions that are backed by a no-UK sovereign rating of AA+, which implies that national Governments would support the Banks if they were facing financial difficulties. The organisations listed will be monitored daily with the assistance of Arlingclose to ensure they continue to meet the requirements outlined at **Annex B4**. In the event of a change in credit rating or outlook, the Council, with advice from Arlingclose, will evaluate its significance and determine whether to include (subject to Cabinet approval) or remove the organisation from the approval list.

2.9.14 If any of the Council's investments appear at risk of loss due to default (ie this is a credit related loss, and not one resulting from a fall in price due to movements in interest rates) the Council will make an assessment of whether a revenue provision of an appropriate amount is required.

2.9.15 Performance monitoring

a) Compliance with investment strategy (i.e level of risk is not exceeded).

b) The performance of the Council's investment strategy will be assessed by monitoring the average interest rate earned against the average 7 day LIBID on a monthly basis.

This will be reported to the Audit and Governance Committee on a quarterly basis, with outturn reports also presented to Cabinet and Council.

2.10 Member and Officer training

CIPFA's Code of Practice requires the Head of Corporate Finance and ICT to ensure that all members tasked with treasury management responsibilities, including scrutiny of the treasury management function, receive appropriate training relevant to their needs and understand fully their roles and responsibilities.

In order to address this, the Treasury Group Accountant has obtained the CIPFA/Association of Corporate Treasurers sponsored qualification CertITM-PF, which is aimed at giving a solid grounding in treasury management and which is tailored to the public sector. Training was provided for Members of the Audit & Governance Committee on 12 December 2012 and it is intended for such training to occur at least annually.

ANNEX B2

ARLINCLOSE INTEREST

RATE FORECAST

Arlingclose's Interest Forecast as at 31 January 2012

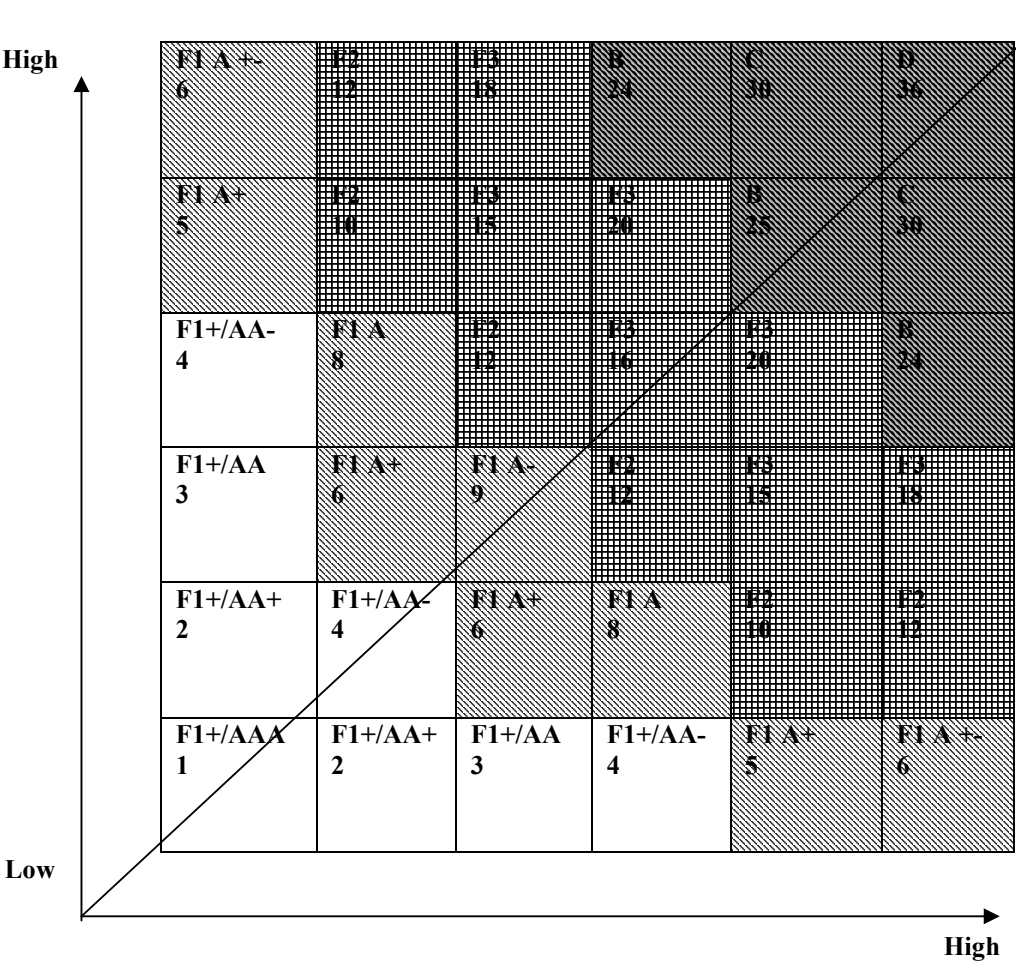
	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15
Official Bank Rate													
Upside risk				0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50
Central case	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
3-month LIBID													
Upside risk	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Central case	0.75	0.75	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
1-yr LIBID													
Upside risk	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	1.50	1.40	1.50	1.50	1.60	1.60	1.70	1.70	1.70	1.80	1.80	1.80	1.80
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
5-yr gilt													
Upside risk	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	0.60	0.60	0.70	0.70	0.70	0.80	0.80	0.90	0.90	0.90	0.90	0.90	0.90
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
10-yr gilt													
Upside risk	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	1.50	1.40	1.50	1.60	1.60	1.70	1.70	1.80	1.80	1.80	1.90	1.90	1.90
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
20-yr gilt													
Upside risk	0.25	0.25	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	2.50	2.40	2.40	2.40	2.50	2.50	2.60	2.50	2.50	2.60	2.60	2.60	2.60
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.50	-0.50	-0.50	-0.50	-0.50	-0.50	-0.50
50-yr gilt													
Upside risk	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	3.00	2.90	2.90	3.00	3.10	3.10	3.20	3.20	3.20	3.20	3.20	3.30	3.30
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.50	-0.50	-0.50	-0.50	-0.50	-0.50	-0.50

RISK ASSESSMENT MATRIX - FITCH RATINGS

**PROBABLITY
of DEFAULT**

High

**INCREASING
YIELD**



**SEVERITY OF
CONSEQUEN**

SEFTON RISK TOLERANCE	4	
LOW RISK	1 - 4	Investment Grade
LOW - MEDIUM RISK	5 - 9	Investment Grade
MEDIUM RISK	10 - 20	Investment Grade
HIGH RISK	21 - 36	Speculative Grade

FITCH RATING EXPLANATION

Short term rating

This places greater emphasis on the liquidity necessary to meet financial commitments.

F1 – highest credit quality - + denotes exceptionally strong

F2 – good credit quality

F3 – fair credit quality

Long term rating

AAA – highest credit quality – lowest expectation of credit risk and exceptionally strong capacity to pay financial commitments

AA – very high credit quality – very low credit risk and very strong capacity to pay financial commitments

A – high credit quality – low credit risk and considered to have strong capacity to pay financial commitments, but may be vulnerable

Viability rating

This assesses how a bank would be viewed if it were entirely independent and could not rely on external support.

Aaa – highest fundamental credit quality

aa – very high fundamental credit quality

a – high fundamental credit quality

bbb – good fundamental credit quality

bb – speculative fundamental credit quality

b – highly speculative fundamental credit quality

ccc – substantial fundamental risk

cc – very high levels of fundamental credit risk

c – exceptionally high levels of fundamental credit risk

f – failed

Support rating

Judgement of a potential supporter's (either sovereign state of parent) propensity to support the bank and its ability to support it.

1 – extremely high probability of external support

2 – extremely high probability of external support

3 – moderate probability

4 – limited probability

5 – cannot rely on support

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Investments with UK and International Banks (including the Nationwide Building Society) are limited by the Head of Corporate Finance and ICT to a maximum principal sum of £25m with any of the institutions listed above.

Investment with the Government's Debt Management Account Deposit Facility (DMADF), local authorities or any AAA rated or equivalent Money Market Fund will be limited to a maximum principal sum of £25m. However, the Head of Corporate Finance and ICT can decide day to day maximum sums lower than this; an operational limit of £15m is currently in place.

A group limit of 1.5 times the above limit will also be applied to institutions that are part of a group. This would allow, for example in the case of the RBS/Natwest Group, £15m to be invested with Natwest, and £7.5m with RBS.

SEFTON COUNCIL - STANDARD LENDING LIST

ANNEX B5

Counterparty Name	COUNTRY	Fitch Long-Term Issuer Default	Fitch Short Term Rating	Fitch Viability Rating	Fitch Support Rating	Moody's Long-term	MDY ST	Moody's Financial Strength Rating	S&P Long-term	S&P Short-term	Banking Group	Maximum Recommended Duration (where TMSS permitted)
COMMONWEALTH OF AUSTRALIA	AU	AAA	F1+			Aaa			AAAu	A-1+u		
AUST AND NZ BANKING GROUP	AU	AA-	F1+	aa-	1	Aa2	P-1	B-	AA-	A-1+		12 Months
COMMONWEALTH BANK OF AUSTRAL	AU	AA-	F1+	aa-	1	Aa2	P-1	B-	AA-	A-1+		12 Months
NATIONAL AUSTRALIA BANK LTD	AU	AA-	F1+	aa-	1	Aa2	P-1	B-	AA-	A-1+	National Australia Bank Group	12 Months
WESTPAC BANKING CORP	AU	AA-	F1+	aa-	1	Aa2	P-1	B-	AA-	A-1+		12 Months
GOVERNMENT OF CANADA	CA	AAA	F1+			Aaa			AAA	A-1+		
BANK OF MONTREAL	CA	AA-	F1+	aa-	1	Aa2	*- P-1	B- *-	A+	A-1		12 Months
BANK OF NOVA SCOTIA	CA	AA-	F1+	aa-	1	Aa1	*- P-1	B *-	A+	A-1		12 Months
CAN IMPERIAL BK OF COMMERCE	CA	AA-	F1+	aa-	1	Aa2	*- P-1	B- *-	A+	A-1		12 Months
ROYAL BANK OF CANADA	CA	AA	F1+	aa	1	Aa3	P-1	C+	AA-	A-1+		12 Months
TORONTO-DOMINION BANK	CA	AA-	F1+	aa-	1	Aaa	*- P-1	B+ *-	AA-	A-1+		12 Months
REPUBLIC OF FINLAND	FI	AAA	F1+			Aaa	P-1		AAA	A-1+		
NORDEA BANK FINLAND PLC	FI	AA-	F1+	WD	1	Aa3	P-1	C	AA-	A-1+	Nordea Group	12 Months
FRENCH REPUBLIC	FR	AAA	F1+			Aa1			AA+u	A-1+u		
BNP PARIBAS	FR	A+	F1+	a+	1	A2	P-1	C-	A+	A-1	BNP Paribas Group	100 Days
CREDIT AGRICOLE CIB	FR	A+	F1+	#N/A N.A	1	A2	P-1	D-	A	A-1	Credit Agricole Group	100 Days
CREDIT AGRICOLE SA	FR	A+	F1+	a	1	A2	P-1	D	A	A-1	Credit Agricole Group	100 Days
SOCIETE GENERALE	FR	A+	F1+	a-	1	A2	P-1	C-	A	A-1		100 Days
UNITED KINGDOM	GB	AAA	F1+			Aaa			AAAu	A-1+u		
SANTANDER UK PLC	GB	A	F1	a	1	A2	P-1	C-	A	A-1	Santander Group	100 Days
BANK OF SCOTLAND PLC	GB	A	F1		1	A2	P-1	D+	A	A-1	Lloyds Banking Group	6 Months
BARCLAYS BK PLC-ADR C	GB	A	F1	a	1	A2	P-1	C-	A+	A-1		12 Months
HSBC BANK PLC	GB	AA-	F1+	a+	1	Aa3	P-1	C	AA-	A-1+	HSBC Group	12 months
LLOYDS TSB BANK PLC	GB	A	F1	bbb	1	A2	P-1	C-	A	A-1	Lloyds Banking Group	6 Months
NATIONAL WESTMINSTER BANK	GB	A	F1		1	A3	P-2	D+	A	A-1	RBS Group	6 Months
NATIONWIDE BUILDING SOCIETY	GB	A+	F1	a+	1	A2	P-1	C	A+	A-1		12 Months
ROYAL BANK OF SCOTLAND PLC	GB	A	F1	bbb	1	A3	P-2	D+	A	A-1	RBS Group	6 Months
STANDARD CHARTERED BANK	GB	AA-	F1+	aa-	1	A1	P-1	B-	AA-	A-1+		12 Months
FEDERAL REPUBLIC OF GERMANY	GE	AAA	F1+			Aaa			AAAu	A-1+u		
DEUTSCHE BANK AG-REGISTERED	GE	A+	F1+	a	1	A2	P-1	C-	A+	A-1		12 Months
KINGDOM OF THE NETHERLANDS	NE	AAA	F1+			Aaa	P-1		AAAu	A-1+u		
ING BANK NV	NE	A+	F1+		1	A2	P-1	C-	A+	A-1		100 Days
BANK NEDERLANDSE GEMEENTEN	NE	AAA	F1+		1	Aaa	P-1	A	AAA	A-1+		12 Months
COOPERATIEVE CENTRALE RAIFFE	NE	AA	F1+		1	Aa2	P-1	B-	AA-	A-1+		12 Months
KINGDOM OF SWEDEN	SW	AAA	F1+			Aaa	P-1		AAA	A-1+		
SVENSKA HANDELSBANKEN-A SHS	SW	AA-	F1+	aa-	1	Aa3	P-1	C	AA-	A-1+		12 Months
SWISS CONFEDERATION	SZ	AAA	F1+			Aaa			AAAu	A-1+u		
CREDIT SUISSE	SZ	A	F1	a	1	A1	P-1	C-	A+	A-1	Credit Suisse Group	100 Days
UNITED STATES (GOVT OF)	US	AAA	F1+			Aaa			AA+u	A-1+u		
JPMORGAN CHASE BANK NA	US	A+	F1	a+	1	Aa3	P-1	C	A+	A-1		12 Months
Supranationals and multi-lateral												
EUROPEAN INVESTMENT BANK	LX	AAA	F1+			Aaa			AAA	A-1+		
EUROPEAN BANK FOR RECONSTRUC	GB	AAA	F1+			Aaa			AAA	A-1+		
COUNCIL OF EUROPE DEVELOPMNT	FR	AA+	F1+			Aaa			AA+	A-1+		
INTL BANK RECON & DEV	US	AAA	F1+			Aaa			AAA	A-1+		
NORDIC INVESTMENT BANK	FI		F1+			Aaa			AAA	A-1+		
INTER-AMERICAN DEV BANK	US	AAA	F1+			Aaa			AAA	A-1+		
KREDITANSTALT FUER WIEFERAUF	GE	AAA	F1+			Aaa			AAA	A-1+		

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Reasons for the Recommendation:

To enable the Council to effectively manage its Capital Financing activities, and comply with the CIPFA Prudential Code for Capital Finance in Local Authorities.

What will it cost and how will it be financed?

(A) Revenue Costs

There are no financial implications as a result of this report.

(B) Capital Costs

None.

Implications:

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

Legal	Local Authorities are required by Regulation to have regard to the Prudential Code when carrying out their duties under Part 1 of the Local Government Act 2003
Human Resources	None
Equality	
1. No Equality Implication	<input checked="" type="checkbox"/>
2. Equality Implications identified and mitigated	<input type="checkbox"/>
3. Equality Implication identified and risk remains	<input type="checkbox"/>

Impact on Service Delivery:

None.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance and ICT prepared the report (FD2094/13).

The Head of Corporate Legal Services has been consulted and comments have been incorporated into the report (LD1410 /13).

Are there any other options available for consideration?

None.

Implementation Date for the Decision

With effect from 1 April 2013.

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

Background Papers:

None

BACKGROUND:

1. Introduction

1.1. The CIPFA Prudential Code for Capital Finance in Local Authorities (The Prudential Code) was introduced following the Local Government Act 2003. It details a number of measures/limits/parameters (Prudential Indicators) that are required to be set each financial year. The approval of these limits will ensure that the Council complies with the relevant legislation and is acting prudently and that its capital expenditure proposals are affordable. This report presents for approval the Prudential Indicators required to be set by the Council in 2013/2014 to comply with the code.

1.2. The Council is required to approve Prudential Indicators for the following items:

- (i) Capital Expenditure (Section 2);
- (ii) Financing Costs/Net Revenue Stream (Section 3);
- (iii) Capital Financing Requirement (Section 4);
- (iv) External Debt (Section 5-7);
- (v) Impact on Council Tax (Section 8);
- (vi) Treasury Management Indicators (Section 9).

These indicators are presented in the following paragraphs and summarised at Annex A.

2. Prudential Indicator – Capital Expenditure

2.1. This indicator details the overall total planned capital expenditure of the Council and therefore reflects the Council's Capital Programme.

2.2. The actual capital expenditure that was incurred in 2011/2012 and the estimates for the current and future years capital programme recommended for approval are:-

	<u>2011/2012</u> <u>Actual</u> <u>£m</u>	<u>2012/2013</u> <u>Estimate</u> <u>£m</u>	<u>2013/2014</u> <u>Estimate</u> <u>£m</u>	<u>2014/2015</u> <u>Estimate</u> <u>£m</u>	<u>2015/2016</u> <u>Estimate</u> <u>£m</u>
Childrens Services	11.436	8.346	3.417	0.100	0
Housing – General Fund	2.543	2.616	0	0	0
Technical Services	5.709	7.618	8.864	11.250	1.233
Other Services	19.549	24.648	16.189	2.930	0.050
Total	39.237	43.228	28.470	14.280	1.283

2.3. The estimated levels of expenditure above represent those elements approved by Council and which have been included within the capital programme. This may change as grant allocations are made known to the Council and are approved for inclusion within the capital programme.

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3. Prudential Indicator – Financing Costs/Net Revenue Stream

- 3.1. This indicator measures the total capital financing costs of capital expenditure as a proportion of the total level of income from Government grants and local Council Taxpayers.
- 3.2. Estimates of the ratio for the current and future years and the actual figures for 2011/2012 are:

Financing Costs/Net Revenue Stream					
	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
General Fund	5.4	5.8	6.4	6.9	7.0

- 3.3. The estimates of financing costs include current commitments and proposals contained in the capital programme. The 2011/2012 percentage is lower than future projections as the future years projections reflect reduced levels of funding from the Government.

4. Prudential Indicator – Capital Finance Requirement

- 4.1. The Capital Financing Requirement indicator reflects the Authority's underlying need to borrow for a capital purpose. This is based on historic capital financing decisions and a calculation of future years planned capital expenditure requirements. It should be noted that the Council's PFI scheme for Crosby Leisure Centre is included as part of the Capital Financing Requirement, as are a number of assets that are now classified as finance lease assets. This is due to the implementation of International Financial Reporting Standards.
- 4.2. Estimates of the end of year Capital Financing Requirement for the current and future years are set out in the table below:

Capital Financing Requirement					
	<u>31/03/12</u>	<u>31/03/13</u>	<u>31/03/14</u>	<u>31/03/15</u>	<u>31/03/16</u>
	<u>£m</u>	<u>£m</u>	<u>£m</u>	<u>£m</u>	<u>£m</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
General Fund	214.528	216.800	221.000	225.000	230.000

4.3. CIPFA’s Prudential Code for Capital Finance in Local Authorities includes the following statement as a key indicator of prudence:

“In order to ensure that the medium term net borrowing will only be for a capital purpose, the local authority should ensure that net external borrowing does not, except in the short-term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years”.

5. Prudential Indicator – Borrowing Limits

5.1. External borrowing undertaken by the Council arises as a consequence of all the financial transactions of the Authority, both capital and revenue, and not simply those arising from capital spending. The Council manages its Treasury Management position in terms of its external borrowings and investments in accordance with its approved Treasury Management Strategy and Policy Statements. These documents are presented for approval elsewhere on today’s agenda.

5.2. The Operational Boundary

5.2.1. The Operational Boundary sets a limit on the total amount of long-term borrowing that the Council can undertake. It reflects the Authority’s current commitments, existing capital expenditure plans, and is consistent with its approved Treasury Management Policy Statement and practices. The figures are based on prudent estimates.

5.2.2. In respect of the Operational Boundary it is recommended that the Council approves the following limits for the next three financial years. These limits separately identify borrowing from other long-term liabilities.

Operational Boundary				
	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>
	<u>£m</u>	<u>£m</u>	<u>£m</u>	<u>£m</u>
Borrowing (long-term)	168.000	180.000	192.000	204.000
Other long term liabilities (transferred debt - Merseyside Residuary Body)	6.500	5.500	5.500	4.500
Total	174.500	185.500	197.500	208.500

5.2.3. The Council is asked to approve these limits and to delegate authority to the Head of Corporate Finance and ICT to manage the movement between the separately agreed limits for borrowing and other long-term liabilities within the total limit for any individual year. Any such changes made will be reported to Members at the earliest opportunity.

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5.3. The Authorised Limit

5.3.1. The Authorised Limit sets a limit on the amount of borrowing (both short and long-term) that the Council undertakes. It uses the Operational Boundary as its base but also includes additional headroom to allow, for example, for exceptional cash movements. Under the terms of section 3 (1) of the Local Government Act 2003, the Council is legally obliged to determine and review how much it can afford to borrow i.e. the authorised limit. The authorised limit determined for 2013/14 will be the statutory limit determined under section 3 (1).

5.3.2. The Council is asked to delegate authority to the Head of Corporate Finance and ICT to effect movement between the separately agreed figures for borrowing and other long-term liabilities within the total authorised limit for any year. Any such changes will be reported to the Council at the earliest opportunity. The Authorised Limit for external debt are:

Authorised Limit				
	<u>2012/2013</u> <u>£m</u>	<u>2013/2014</u> <u>£m</u>	<u>2014/2015</u> <u>£m</u>	<u>2015/2016</u> <u>£m</u>
Borrowing (short & long-term)	183.000	195.000	207.000	219.000
Other long term liabilities	6.500	5.500	5.500	4.500
Total	189.500	200.500	212.500	223.500

6. Prudential Indicator – Actual External Debt

6.1. The Prudential Code requires that in setting indicators for 2013/14, the Council reports its actual levels of external debt as at 31 March 2012. The Council's actual external debt at 31 March 2012 was £156.689 comprising £130.793m borrowing, £19.770m in respect of finance lease liabilities, and £6.126m other long-term liabilities.

7. Gross Debt and the Capital Financing Requirement

7.1. This is a new prudential indicator, and is used to ensure that the authority does not borrow in advance of need. If the authority borrowed in advance of need then the net position would be negative – i.e. borrowing greater than the CFR.

Authorised Limit				
	<u>2012/2013</u> <u>£m</u>	<u>2013/2014</u> <u>£m</u>	<u>2014/2015</u> <u>£m</u>	<u>2015/2016</u> <u>£m</u>
CFR	216.800	221.000	225.000	230.000
Gross Debt	-162.598	-174.821	-187.029	-199.237
Net	54.202	46.179	37.971	30.763

8. Prudential Indicator – Impact on Council Tax

- 8.1. Under the Prudential Code, Local Authorities are able to decide the level of borrowing required to meet the demands of the capital programme. Any unsupported borrowing will have to be funded by Council Taxpayers. As such, these indicators are a key measure of affordability of unsupported borrowing undertaken to support capital investment decisions.
- 8.2. The indicators for the impact on Council Tax of unsupported borrowing are to reflect any ADDITIONAL/NEW unsupported borrowing approval.
- 8.3. Due to current budget constraints no new starts have been included within the 2013/14 capital programme.
- 8.4. In the event that any amendments are made to the New Starts Capital Programme, the indicator will be recalculated accordingly.

9. Prudential Indicator – Treasury Management

- 9.1. The Council has adopted the CIPFA Code of Practice for Treasury Management in the Public Services. The annual Policy and Strategy Documents establish the following limits/controls for interest rate exposure, debt maturity profiles and an upper limit for investments made by the Council for more than 364 days.

9.2 Interest Rate Exposure

- i) An upper limit on its fixed interest rate exposures for 2013/2014 – 2015/2016 of 340% of its net outstanding principal sums;
- ii) An upper limit on its variable interest rate exposures for 2013/2014 – 2015/2016 of -20% of its net outstanding principal sums.

This indicator calculates exposure of either fixed or variable rate borrowings, less fixed or variable rate investments, expressed as a percentage of both fixed and variable rate borrowings net of fixed and variable rate investments.

9.3 Debt Maturity Profile

A debt maturity profile is detailed in the following table i.e. the amount of borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate.

Debt Maturity Profile	<u>Upper limit</u>	<u>Lower limit</u>
Under 12 months	35%	0%
12 months and within 24 months	40%	0%
24 months and within 5 years	40%	0%
5 years and within 10 years	40%	0%
10 years and above	90%	25%

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9.4 Investments Over 1 Year

An upper limit on the value of non-specified investments over 1 year, but less than 5 years (as approved in the annual Treasury Management Policy and Strategy Documents) is set at 40% of Total Investments. This limit will be kept under review to take advantage of any opportunities in the current money market. Members will be advised of any change.

10. Monitoring Prudential Indicators

- 10.1. Having established the Prudential Indicators the Head of Corporate Finance and ICT will monitor them during the year and report on actual performance as part of the Council's Annual Accounts. In the event of any variations during a financial year, reports will be presented to Cabinet highlighting the variation, the reason and the corrective action to be taken.

Summary of Prudential Indicators.

ANNEX A

Capital Expenditure - 2011/2012 to 2015/2016 (Para 2)					
	2011/2012 £m Actual	2012/2013 £m Estimate	2013/2014 £m Estimate	2014/2015 £m Estimate	2015/2016 £m Estimate
Education	11.436	8.346	3.417	0.100	0
Housing – General Fund	2.543	2.616	0	0	0
Technical Services	5.709	7.618	8.864	11.250	1.233
Other Services	19.549	24.648	16.189	2.930	0.050
Total non-HRA					
TOTAL	39.237	43.228	28.470	14.280	1.283

Financing Costs/Net Revenue Stream (Para 3)					
	2011/2012 Actual	2012/2013 Estimate	2013/2014 Estimate	2014/2015 Estimate	2015/2016 Estimate
	5.4	5.8	6.4	6.9	7.0

Capital Financing Requirement (Para 4)					
	2011/2012 £m Actual	2012/2013 £m Estimate	2013/2014 £m Estimate	2014/2015 £m Estimate	2015/2016 £m Estimate
Non HRA	214.528	216.800	221.000	225.000	230.000

Operational Boundary(Para 5)				
	2012/2013 £m	2013/2014 £m	2014/2015 £m	2015/2016 £m
Borrowing	168.000	180.000	192.000	204.000
Other long term liabilities	6.500	5.500	5.500	4.500
Total	174.500	185.500	197.500	208.500

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Authorised Limit (Para 5)				
	2012/2013 £m	2013/2014 £m	2014/2015 £m	2015/2016 £m
Borrowing	183.000	195.000	207.000	219.000
Other long term liabilities	6.500	5.500	5.500	4.500
Total	189.500	200.500	212.500	223.500

Gross and Net Debt (Para 7)				
	2012/2013 £m	2013/2014 £m	2014/2015 £m	2015/2016 £m
CFR	216.800	221.000	225.000	230.000
Gross Debt	-162.598	-174.821	-187.029	-199.237
Net	54.202	46.179	37.971	30.763

Unsupported Borrowing (Para 8)			
	2013/2014 £m	2014/2015 £m	2015/2016 £m
General Fund	0.000	0.000	0.000

Impact on the Band D Council Tax (Para 8)			
	2013/2014 £	2014/2015 £	2015/2016 £
	0.00	0.00	0.00

Limit on Interest Rate Exposure (Para 9)		
	Upper Limit	Lower Limit
Fixed Borrowing/ Investment	340%	120%
Variable Borrowing/ Investment	-20%	-240%

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Fixed Rate Debt Maturity (Para 9)

	Upper Limit	Lower Limit
Under 12 months	35%	0%
12 months and within 24 months	40%	0%
24 months and within 5 years	40%	0%
5 years and within 10 years	40%	0%
10 years and above	90%	25%

Investments over 1 Year (Para 9)

Non-Specified Investments over)
1 year but less than 5 years) 40% of
with) Total
)
approved Banks/Building) Investments
Societies)

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Agenda Item 9

Report to:
Planning Committee
Cabinet

Date of Meeting:
6 February 2013
14 February 2013

Subject: Housing in Multiple Occupation (HMO) and Flats Supplementary Planning Document (SPD)

Report of: Director of Built Environment

Wards Affected: All

Is this a Key Decision? Yes

Is it included in the Forward Plan?
Yes

Exempt/Confidential

No

Purpose/Summary

The purpose of the report is to make members aware of the results of the recent consultation on the draft SPD and to approve the SPD for adoption for decision making for planning applications and enforcement purposes.

Recommendation(s)

(1) That Planning Committee note the results of the recent consultation and recommend to Cabinet that the SPD be approved for adoption for the purposes of decision making for planning purposes.

(2) That Cabinet note the results of the recent consultation and approve the SPD for adoption for the purposes of decision making for planning purposes.

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

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

Agenda Item 9

Reasons for the Recommendation:

To adopt the HMOs and Flats SPD.

What will it cost and how will it be financed?

(A) Revenue Costs

None

(B) Capital Costs

None

Implications:

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

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

Impact on Service Delivery:

The SPD will allow greater certainty for both developers and decision makers and allow more effective decision making.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance and ICT (FD.1405/13) has been consulted and has no comments on the report. The Head of Corporate Legal Services (LD1405/13) have been consulted and any comments have been incorporated into the report.

Are there any other options available for consideration?

No

Implementation Date for the Decision

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

Contact Officer: David Robinson

Tel: (0151) 934 3598

Email: david.robinson@sefton.gov.uk

Background Papers:

The final draft HMOs and Flats Supplementary Planning Document.

Table of comments received during the consultation and the Council’s response.

Both can be viewed at: www.sefton.gov.uk/HMO

Agenda Item 9

1. Introduction/Background

- 1.1 Changes in legislation and changes to the way housing benefit is calculated mean that the Council's planning policies on Housing in Multiple Occupation (HMOs) and flats are out of date and new guidance is needed. The Council has therefore written and consulted on some new guidance, a HMOs and Flats Supplementary Planning Document (SPD). The SPD can be viewed at www.sefton.gov.uk/HMO.
- 1.2 The need for the SPD partly arises as a result of changes to the General Permitted Development Order which came into force in April 2010. This introduced a new Use Class C4 which means that dwelling houses shared by three to six people do not need specific planning permission. The importance of the issue of HMOs is also increasing with demand for such properties through changes to the benefits system which will reduce the rates paid. Previously these would have been sufficient to cover a one bedroom flat but now these are only likely to pay for a room within a shared property. Similarly people who may have benefits that will have covered a two bedroom flat may now only be able to have a one bedroom flat
- 1.3 Recent appeal decisions for three HMO sites in Sefton have reinforced the need to clarify this issue. In these cases, the Inspector has confirmed that HMOs should provide acceptable living conditions for their occupants.
- 1.4 As a result of the above, the SPD has been prepared for the assessment of applications for HMOs and self-contained flats. The SPD recognises that flats and HMO bedsits created from conversion and sub-division of larger properties can make an important contribution towards housing supply. However, conversions and sub-division can also raise concerns relating to the quality of accommodation provided in terms of modern space and amenity standards. This SPD is intended to provide a consistent approach to assessing the quality of accommodation which will be more in line with current Merseyside Licensing Standards.
- 1.6 A draft SPD was produced and went out for public consultation on August 10th 2012 until December 2nd 2012. Seven comments were received. The draft SPD has been reviewed in light of the comments received and also after further officer consideration. A table of comments received and officer comments is available to view at www.sefton.gov.uk/HMO.

2. Response to Consultation

2.1 The main comments received were as follows:

- The SPD lacks clarity in some areas both in content and style.
- The size standards for flats and HMOs has been criticised for both providing an inadequate standard of accommodation and a too spacious standard.
- The size standards tables are complicated and hard to understand.
- The Trees and Greenspace contributions are excessive and unreasonable.
- Not clear what type of development the SPD covers.
- The SPD should not cover self-contained flats except where they are part of an HMO and should focus on HMOs as these are fundamentally very different types of accommodation.

3. Main changes to the SPD since the final version

3.1 Following further work and consideration of the comments received during consultation officers have made changes to the SPD. These are reflected in the updated document. Some of the more important changes are highlighted below;

- The SPD has a restructured introduction section that explains more clearly what the purpose of the SPD is and what type of development the SPD concerns.
- Where possible, the SPD has been simplified.
- The definition of what is an HMO and what will require planning permission has been simplified.
- The tables showing size standards have been altered to make them clearer to understand. An additional table has been included showing standards for shared facilities within HMOs and the table for overall flat sizes has been removed because it was felt that they were too complicated. Instead minimum standards for self-contained flats will be assessed through minimum room sizes.
- The addition of advisory appendices on security and fire safety.

4. Conclusions

4.1 This policy document will be an important consideration in planning decisions. It will set expected standards of development and aims to provide consistency of approach and decision making for officers, landlords, developers. At the same time the updated policy will take account of recent changes in connection with the benefit system for example, allowing the planning system to have up to date policy position to enable delivery of the appropriate standards of accommodation. Members are asked to note the comments received from the consultation and to formally adopt the SPD for the purpose of decision making.

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Agenda Item 10

Report to: Cabinet
Council

Date of Meeting: 14th February 2013
28th February 2013

Subject: Red Rose Park

Report of: Director of Built Environment

Wards Affected: Ravenmeols

Is this a Key Decision? Yes

Is it included in the Forward Plan? Yes

Exempt/Confidential No.

Purpose/Summary

To seek approval to a project to refurbish existing pitches and to provide new pitches within the existing Gypsy & Traveller site at Red Rose Park, Broad Lane, Formby.

Recommendation(s)

It is recommended that:

- i) Cabinet accepts the grant offer of £308,020 made under the Homes and Communities Agency's Gypsy and Traveller fund to refurbish the existing pitches and provide four new pitches within the existing site boundary;
- ii) Cabinet authorises the Director of Built Environment to invite tenders for a contractor to carry out the works at Red Rose Park as set out in the report, subject to the necessary planning permission being granted for the works;
- iii) Cabinet authorises the Director of Built Environment to secure "Investment Partner" status with the Homes and Communities Agency;
- iv) Council approves the inclusion of the total scheme cost of £323,020 within the Capital programme in 2013/14 to be funded by grant (£308,020) and a revenue contribution of £15,000 as per the report.

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	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		

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Reasons for the Recommendation:

The project to refurbish the existing pitches and provide new pitches at the site is currently not part of the approved Capital Programme.

What will it cost and how will it be financed?

(A) Revenue Costs: The match funding of £15,000 can be accommodated within the existing revenue budget, through savings in repair and maintenance costs and additional rental income generated by the project.

(B) Capital Costs: The Council will administer grant funding of £308,020 and match funding of £15,000 to cover the capital cost of this project.

(C) Implications:

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

Legal: Failure to provide sufficient and/or high quality authorised traveller pitches would inevitably lead to an increase in unauthorised illegal encampments. Such incidents are dealt with by officers through existing legislation and where it is necessary to take such action the cost of doing so is borne from the Housing Service budget.

Human Resources: Delivery of this work will be managed by the existing Housing Investment Team and therefore there are no additional human resources required as a consequence of this expenditure.

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:

This will ensure that the Council can continue to deliver a high quality authorised traveller pitch service in the borough.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance (FD1384/13) has been consulted and any comments have been incorporated into the report.

The Head of Corporate Legal Services (LD2068) has been consulted and any comments have been incorporated into the report

Are there any other options available for consideration?

The offer of grant could be rejected, and as there is no allocated funding for the purpose, the existing pitches could not be ungraded and no additional capacity can be added to the site. The condition of the existing accommodation is particularly poor and without improvements necessary to address these issues a question is raised about whether the Council wish to continue providing sub-standard accommodation of this sort. Closure of Red Rose Park is likely to result in an increase in illegal encampments in the borough and leave 16 families without accommodation, most of who have resided at the site for many years

Implementation Date for the Decision

Upon the expiry of the “call-in” period following the Cabinet Meeting

Contact Officer: Lee Payne

Tel: 0151 934 4842

Email: lee.payne@sefton.gov.uk

Background Papers:

None

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1.0 BACKGROUND:

- 1.1. Red Rose Park Traveller site in Formby has provided authorised Traveller accommodation in the borough since 1988.
- 1.2. The site currently comprises 16 standard pitches utilising 6 existing utility blocks which house washing and cleaning facilities. A small playground is also provided within the boundary of the site.
- 1.3. The traveller community on the site is very settled and there is little turnover of residents. Over recent years these families have grown putting increased pressure on existing facilities at the site.
- 1.4. The existing facilities are no longer fit for purpose, particularly the hot water systems contained within the utility blocks which are subject to frequent breakdowns, requiring regular reactive repair orders which are costly to the Council and inconvenient for residents. A condition survey carried out of the site also identified the play equipment in the playground area to be dangerous and it was therefore subsequently closed to residents.
- 1.5. In 2008, Sefton, Liverpool, Knowsley and Wirral Councils jointly commissioned an assessment of Gypsy and Traveller accommodation provision across the Merseyside area. This report identified a shortage of this type of accommodation across the City Region and recommended that Sefton provide an additional 16 pitches by 2016.
- 1.6. During the summer of 2012 the Homes and Communities Agency (HCA) announced a further round of Gypsy and Traveller Funding, primarily intended to provide new traveller accommodation.
- 1.7. Officers held discussions with the HCA with a view to gaining access to this funding. A funding proposal was submitted in September 2012 and funding was approved in December.
- 1.8. In order to access the funding the Council must secure 'Investment Partner' status with the HCA by way of a short application process.

2.0 PROJECT PROPOSAL:

- 2.1. The work necessary to refurbish the existing pitches and utility blocks in order to bring them up to a decent standard has been costed at £76,072.50.
- 2.2. In addition to refurbishing the existing pitches proposals have also been put forward to provide 4 new family pitches on land within the confines of the site. These pitches would primarily accommodate the expanding family units who have been resident on the site for a number of years. The new pitches will be served by 2 new utility blocks providing efficient hot water systems for washing and cleaning.
- 2.3. A small play area with new play equipment will also be provided within the bounds of the existing site. The cost of providing this new accommodation is £246,947.85, giving a total project cost including all fees of £323,020.

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- 2.4 Grant of £308,020 has been offered, leaving a £15,000 match funding requirement.
- 2.5 The refurbishment of the current pitches will see the equipment that is no longer fit for purpose replaced with new and much more reliable equipment, notably the hot water heaters in the utility blocks, which are used by residents for washing and cleaning. For the first 12 months this equipment will be covered by warranties provided by the manufacturer, and thereafter it is anticipated that repair and maintenance costs for the site will reduce dramatically.
- 2.6 Once completed it is estimated that the annual rental income from the additional 4 family pitches will be £14,872, increasing the total potential income from the site to £68,622 (assuming 100% occupancy and rental collection).
- 2.7 Undertaking this project will therefore reduce revenue expenditure and increase revenue income from the site. It is proposed that these projected savings are used to provide the £15,000 match funding for this scheme in 2013/14.
- 2.8 Consultation has been carried out with residents of Red Rose Park about this proposal, and residents are in favour of it. The site is very isolated with only one residential property in the vicinity of the site. This resident has been made aware of the proposal and as the new pitches will require Planning Consent further community consultation will take place on this proposal as part of the planning process.
- 2.9 Should this proposal be approved by member work will commence on the project in March with a view to completing it by late 2013.

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Report to: Cabinet **Date of Meeting:** 14th February 2013

Subject: High Street Innovation Fund

Report of: Director of Corporate Commissioning

Wards Affected: Blundellsands, Church, Manor, Victoria, Sudell, Park, Dukes and Cambridge Wards

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

Exempt/Confidential: No

Purpose/Summary

To recommend how the High Street Innovation Fund is allocated across the borough.

Recommendations

- (i) To note the current Town Team partnerships that exist within Crosby, Maghull, Southport and Waterloo and their agreed activities
- (ii) Agree that the £100,000 High Street Innovation fund be allocated as follows; Crosby - £17,000, Maghull - £17000, Southport - £49,000 and Waterloo - £17,000

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		/	

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Reasons for the Recommendation(s):

To allow Town Teams to progress with their initiatives and for the HSIF to be allocated across the Borough.

What will it cost and how will it be financed?

The HSIF a £100,000 grant from government allocated to Sefton in March 2012 and has been received by the Council in the current financial year.

In addition to the HSIF Crosby, Maghull, Southport and Waterloo have also been awarded £10,000 each from the Government as part of their Portas Pilots submissions. This funding has also now been received by the Council.

Implications:

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

Legal None	
Human Resources None	
Equality	
1. No Equality Implication	<input checked="" type="checkbox"/>
2. Equality Implications identified and mitigated	<input type="checkbox"/>
3. Equality Implication identified and risk remains	<input type="checkbox"/>

Impact on Service Delivery:

No direct impact on service delivery.

What consultations have taken place on the proposals and when?

A number of discussions have taken place with the Town Teams and other private sector representatives.

The Head of Corporate Finance & ICT has been consulted and comments have been incorporated into the report (FD 2099/13)

The Head of Corporate Legal Services has been consulted and has no comments on the report (LD1315/13)

Are there any other options available for consideration?

No

Implementation Date for the Decision

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

Contact Officer: Steph Prewitt
Tel: 0151 934 3485
Email: steph.prewitt@sefton.gov.uk

Background Papers:

None

Agenda Item 11

Background

- 1 Sefton has a number of key Town Centres and shopping parades throughout the Borough, these centres have an important role to play in Sefton for serving the needs of the local community. They form a focal point for the surrounding area and provide a wide range of services that are accessible to the population, including retail, employment, leisure and education facilities.
- 2 Since the turn of the century, town centres nationally have witnessed high levels of vitality and viability with strong retail sales growth and the implementation of major town centre redevelopment schemes. Therefore, despite the growth of out-of-centre retail development, development activity has been focused within established centres primarily linked to the ambitious expansion plans of national department stores and key retailers. However, the recession has had an impact on consumer spending which in turn has had a negative impact on the vitality of the high street nationally. This has led to an increase in vacancy rates within many town centres in Sefton.
- 3 On 17 May 2011 it was announced that Mary Portas had been asked to undertake a review of the English high street. The report was published on 13 December 2011. The purpose of the Portas review was to identify what the Government, local authorities, businesses and others can do together to promote the development of new models of prosperous and diverse high streets.
- 4 As part of the formal Government response to the Portas review a number of Portas Pilots were announced, at the same time a new package was announced by Ministers. This included A multi-million pound High Street Innovation Fund - kick started by £10 million of taxpayers money focused on bringing empty shops back into use - which, if supplemented by both councils and landlords, could see £30 million going to support new business start-ups whilst bringing empty High Street properties back into use. Sefton received £100,000 from the HSIF.
- 5 After the second round of the Portas Pilots it was announced all unsuccessful Portas Pilots submissions (Town Teams) would also be awarded £10,000 each if backed by their local MP's
- 6 As part of the Portas Pilots submissions Crosby, Maghull, Southport and Waterloo formed Town Teams; all four of these Town Teams have been allocated £10,000 each to help support the high street.

Town Teams

- 7 All of the Town Teams in Sefton are led by the community and business sector with the Council offering support and the required facilitation. There is a real commitment and enthusiasm from the Town Teams to progress and implement some of the activities that they outlined in their Portas Submissions such as;

- 8 **Crosby** - Activities will focus on developing the Town Team's aim to re-establish Crosby Village as the heart and soul of its community'. This resource will be used to kick start the process and will concentrate on delivering a marketing campaign to help improve business promotion and attract more people to shop and spend time in Crosby Village. This could include:

- Developing the Crosby Village website - to become both a resource for businesses to market their offer, and for residents and visitors to find out what's on in Crosby Village

- Running local community events in conjunction with other partners to help galvanise interest in the area and encourage more people to visit

- Developing a portfolio of information about Crosby Village to help encourage business interest

- 9 **Maghull** - Create a dynamic town centre, driven by both the business and the wider community, the initial focus would be based on introducing innovative evidence based solutions that could be replicated in any town. There are several proposed elements related to this project, this could include;

To look at developing an innovative community/business radio and TV broadcasting facility (streamed on the internet)

Have occasional specialist market days/craft and Hornby fairs

- 10 **Southport** – Implement a Tourism BID in order to deliver the best long-term value for money of the investment. In order to implement a successful BID it is proposed that funding is used for development costs of the BID Development Group, and any remainder for local authority BID start-up costs that cannot be absorbed in any other way by the Council or its contractors.

- 11 **Waterloo** -. The Town Team wish to have responsibility for delivering best value for money in terms of procurement and for securing match funding as appropriate.

The Team will develop and commission new signage that will enhance the High Street and begin to brand the coastal town of Waterloo as a creative place to visit. Signs will pay particular attention to the town's location, history, heritage and culture within the artwork.

The Team will also develop new ways of working with traders, developing new website and using traders group to mentor new businesses and work collaboratively to share costs deliver projects to support local traders e.g. to sell products on the web, use social media and generally provide support to new and struggling traders.

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High Street Innovation Fund

- 12 It is recommended that the High Street Innovation fund awarded to Sefton Council be used to support the above Town Teams with their planned activities to help revitalise our Town Centres. The following allocation is proposed that would bring best value;

Town	Amount
Crosby	£17,000
Maghull	£17,000
Southport	£49,000
Waterloo	£17,000

- 13 By allocating the above amounts to the Town Teams it will allow partners to create community and economy resilience within the Town Centres, while also allowing the Town Teams to implement a number of their activities. The funding combined with their already allocated £10,000 Portas Pilots monies will allow the Town Teams to plan a sustainable model that will enable them to co-ordinate future activity and map out the future of their Town Centres.

Report to: Cabinet **Date of Meeting:** 14 February 2013

Subject: Nominations to One Vision Housing Board

Report of: Director of Corporate Services **Wards Affected:** All

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

Exempt/Confidential No

Purpose/Summary

To consider the existing arrangements between the Council and One Vision Housing (OVH) to make nominations to OVH's Board.

Recommendation(s)

1. That it be noted that as a Board member of One Vision Housing that the Council has the benefit of a 33% shareholding
2. That the Council ceases to nominate members to the Board of One Vision Housing with immediate effect and subject to One Vision Housing confirming that the Board will exercise their discretion to allow the Council to retain its shareholding.
3. That the Head of Corporate Legal Services be instructed upon receipt of confirmation that the rules for One Vision Housing have been amended and that the Council to retain its shareholding that a Deed of Variation to the Council's Housing Stock Transfer Agreement be completed
4. That the implications of the shareholding be noted in the report below (paragraphs 1.9 refer).
5. That the Chief Executive be nominated to exercise the rights of the shareholding at shareholders meetings of OVH. Such an appointment to be confirmed to the Secretary of OVH.

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		✓	

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4	Health and Well-Being		✓	
5	Children and Young People		✓	
6	Creating Safe Communities		✓	
7	Creating Inclusive Communities		✓	
8	Improving the Quality of Council Services and Strengthening Local Democracy		✓	

Reasons for the Recommendation:

- To recognise the evolution of One Vision Housing as a business.
- To ensure that One Vision's governance structures are not adversely affected by certain clauses contained with the Stock Transfer Agreement concluded between the Council and One Vision Housing on 30 October 2006.

What will it cost and how will it be financed?

(A) **Revenue Costs** Nil

(B) **Capital Costs** Nil

Implications:

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

Legal - These are contained within the contents of the report	
Human Resources - None arising from the contents of the report	
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 Nil

What consultations have taken place on the proposals and when?

The Head of Corporate Finance and ICT (FD2103) has been consulted and any comments have been incorporated into the report.

Are there any other options available for consideration?

The Council could continue to make nominations from time to time to the Board of One Vision Housing.

Implementation Date for the Decision

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

Contact Officer: Jill Coule, Head of Corporate Legal Services

Tel: 0151 934 2031

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Background Papers:

Rules of One Vision Housing Limited – Register Number: 29938R (May 2011)

<http://sb1msgov1/ecSDDisplay.aspx?NAME=SD1397&ID=1397&RPID=6902877&sch=doc&cat=13197&path=13158%2c13197>

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1. Introduction/Background

1.1 The Council transferred its housing stock to One Vision Housing (OVH) on 30 October 2006. OVH is registered with the Financial Services Authority as an Industrial and Provident Society (IPS) under the Industrial and Provident Societies Act 1965.

1.2 Contained within the transfer agreement is clause 5 in the Appendix to the Fifth Schedule which sets out the rights of the Council to nominate members to OVH's Board.

“5. Board Members and One Vision Membership

5.1 One Vision shall provide to the Council the opportunity to nominate three of One Vision's Board in accordance with One Vision's Rules from time to time subject to any changes to One Vision's constitution shall observe the following procedures

5.1.1 the Council shall appoint and remove its representative by serving written notice at any time on One Vision at its registered office

5.1.2 One Vision shall as soon as is reasonably practicable notify the Council in writing of any vacancies which arise among the Council's nominate representatives. “

1.3 The purpose of the Board at OVH is to lead, direct, control, scrutinise and evaluate the affairs of OVH in accordance with the objects (to act for community benefit) and the rules of the organisation. The Board currently exists of 10 members which are a mixture of independent people, Council nominations and tenants. The Council currently nominates Cllr John Kelly and Mr Darren Hardy. Since OVH is an IPS it has a registered written constitution or set of rules rather than a memorandum and articles of association.

1.4 OVH is diversifying and so is reviewing its own governance arrangements. These diversified arrangements no longer match the structure that was set up when stock transfer took place in 2006. To that end, the Council has received a request from the Chief Executive of OVH to forego its nominations to the Board. The rationale for OVH's request is set out below.

1.4.1 OVH attribute their success as a business in part to the continuity and quality of Council nominees. However, as the clause is currently drafted the Council can change the nominees at any time, with no notice period etc.

1.4.2 Notably the Council has for a number of years only nominated 2 members to the Board as opposed to the 3 available. The Stock Transfer agreement has not been varied to effect this change, although notably this change has been effected in the rules for OVH. The Council last nominated 3 members when OVH was still in 'shadow' form and has only nominated 2 members to the Board since May 2008. The Council, through its nominations, has supported OVH from a fledgling organisation to a successful multi-million pound organisation.

1.4.3 OVH is of the view that the chance of losing a key and longstanding Board member as a key business risk. They consider that the risk of such a change in their Board Membership under the current arrangements contributed to a possible partnership falling through last year that was worth an additional £0.5million to OVH.

1.4.4 OVH is concerned that this arrangement with Council nominations could jeopardise their future plans for expansion. OVH has recently moved to a group company structure which enables them to enter into partnerships with other housing associations and to trade their services such as HR, finance, maintenance etc more effectively.

1.4.5 OVH asks the Council to be mindful of the significant contribution they make to the local community, economy etc. Vital statistics include their investment of £4.6m in both neighbourhood and community projects across the Borough. They provide £800k on providing employment and income maximisation services for their tenants and £140K of their budget as a contribution to the Council's Supporting People programme. In addition other arrangements include shared posts between the Council and OVH.

1.5 In other words, the current arrangements allow the Council to significantly alter the Board Membership of OVH and there would be little that OVH could do to affect that change. Cessation of the Council nominations would therefore in summary:

- give confidence to OVH's lenders that key individuals can maintain their involvement.
- allow the organisation having proven itself to have more freedom from the Council than it did at transfer.
- enable the partnership to develop between the Council and OVH, not as prescribed within the Stock Transfer Agreement, but in a way which matches the OVH's and the tenants aspirations.
- ensure that investment in Sefton (through OVH) is maximised and not restricted or unduly constrained because of lack of confidence in the robustness of the governance structures

1.6 The Council will retain its status as a 'shareholding member' of One Vision Housing, subject to the Board's agreement (see paragraph 1.9 below). In essence this means that the Council owns shares in the society. The financial value of the shares is £1 thus protecting the Council in terms of liability. The degree of involvement of a shareholder can vary enormously depending on the wishes of the shareholder, the size of the society, the value of the shareholding etc.

1.7 To date the Council's shareholding responsibilities have been exercised through the Council's nominees to the Board.

1.8 Generally an Industrial and Provident Societies (IPS) is set up either to trade for the benefit of the community or to conduct business through member participation for mutual benefit. OVH is an IPS acting for community benefit. Features of IPS's include

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- Liability of members is limited to the amount of any unpaid share capital
- They are regulated by the Financial Services Authority (FSA) which has a significant regulatory role. The FSA has to approve constitutional changes and this is the way that it monitors that registered IPS's continue to meet their objects, which in the case of OVH is acting for community benefit.
- Payment of a dividend is not permitted where the IPS is set up for community benefit.
- Should OVH be wound up the Council would only be entitled to the return of its capital which in this case is £1, there is no right to a share of the underlying assets.
- Voting is on the basis of one member one vote and is not proportionate to the size of the shareholding.
- A shareholder can vote to:
 - Elect and dismiss the board of directors
 - Appoint and Dismiss the auditors
 - Change the rules by special resolution
 - Approve the transfer of engagements, amalgamation or conversion of the society with another society etc.

1.9 IPS's which have been set up for stock transfer arrangements are governed by a national set of rules established by the National Housing Federation in 1998. This document replaces the usual requirement for memorandum and articles of association as required under company law. A summary of the key rights, issues and rules for the shareholding member in OVH are set out below:

- A shareholder is bound by the rules and must act in the interests of the association and for the benefit of the community. A shareholder is considered to be a guardian of the objects of the association i.e acting for the community benefit.
- The Council holds a 33% shareholding. The other shareholders are Tenants (33%) Independents (33%) and parent i.e. OVH (1%).
- The rules are currently drafted so as to terminate the Council's shareholding upon ceasing to be a Board member. However there is a Board discretion contained in the rules to allow the Council to retain its shareholding. It is proposed that the Board be requested to exercise this discretion in exchange for ceasing to nominate Council nominees to the Board. The Council will therefore remain as a Board Member until the rules have been changed and these have been registered with the Financial Services Authority.
- Clearly the Board could reverse this decision in the future. Any such decision would be subject to a vote by the shareholders of which the Council holds 1/3 of all issued shares.
- A shareholder can attend the annual general meeting and any special general meeting of the IPS. These meetings are subject to receipt of specific notification and this is why the Council needs to make clear to whom/which position in the Council those notifications need to be addressed

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- 1.10 Should the Chief Executive not be able to attend one of the meetings as the Council's representative shareholder, then a proxy can be appointed so long as sufficient notice is possible (48 hours before the date of the meeting).

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Report to: Cabinet **Date of Meeting** 14th February 2013

Subject: Vehicle Stores and Parts Procurement Tender Results

Report of: Director of Street Scene **Wards Affected:** All

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

Exempt/Confidential No

Purpose/Summary

To advise Cabinet of the outcome of the tender exercise to seek a contractor to operate the vehicle stores at Hawthorne Road Depot and to provide discounted parts to be used in maintaining the Council's vehicle fleet. To further seek approval for a contract to be awarded to the tenderer scoring the highest marks based on the procurement exercise undertaken.

Recommendation(s)

1. That Cabinet note the results of the OJEU tendering exercise undertaken.
2. That Cabinet approves the award of the Contract to Tenderer C for a period of 3 years with an option to extend for a period of 1 year on two occasions.

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		✓	

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Reasons for the Recommendation:

To deliver cost savings in relation to the procurement of vehicle parts, oils and lubricants utilised in the maintenance of the Council's vehicle fleet, and also in the operation of the Council's stores at Hawthorne Road Depot.

What will it cost and how will it be financed?

(A) Revenue Costs

The revenue costs associated with the proposal for a private contractor to supply the necessary parts and to operate the Depot stores can be contained within existing budgets. The amount spent on vehicle parts per annum depends upon the range of vehicles which make up the Council's fleet at any given time, and the level of maintenance/repair needed in any given year. However, current spend averages some £500k per annum. It is expected that this arrangement will reduce this level of expenditure by some 20%. There is no 'minimum spend' associated with this contract and therefore should there be a reduction in the Council fleet in future years there will be no additional costs incurred. The level of spend will always remain pro rata to the number of vehicles which the Council operates.

(B) Capital Costs

There are no capital costs for the Council associated with the proposal for a private contractor to supply the necessary parts and to operate the Depot stores. Any expenditure incurred through the redesign or adaptation of the current stores, including the provision of any necessary racking or storage, will be borne by the successful tenderer, as per the provisions of the contract.

Implications:

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

Legal

The Council is required to carry out this tender exercise in accordance with EU Procurement law, the Public Contracts Regulations 2006 [as amended] and its own Contracts Procedure Rules .

Human Resources

There are no HR or TUPE implications.

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:

It is envisaged that the level of service available within the Vehicle Maintenance Section will be enhanced as a result of this exercise due to the faster procurement and delivery of spare parts, coupled with a reduced cost to service and maintain the Council's vehicle fleet.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance and ICT (FD.2096/13) and Head of Corporate Legal Services (LD1412/13.) have been consulted and any comments have been incorporated into the report.

Are there any other options available for consideration?

The only other option available is to continue to source vehicle parts using existing suppliers and as such not be able to access the discount structures available to larger operators.

Implementation Date for the Decision

Following the expiry of the "call-in" period for the Minutes of the Cabinet/Cabinet Member Meeting and following the necessary 'Alcatel' period being part of the OJEU procurement process.

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Background Papers:

There are no background papers available for inspection.

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BACKGROUND

1. Under the Public Procurement Regulations 2006 (as amended), the Council opted to carry out a European Union Open Procurement Procedure to secure a contract against the service requirements of the Vehicle Maintenance and Fleet Management Service. The Open procedure was deemed appropriate as there are a relatively small number of operators in the marketplace to cater for this requirement.
2. The Open Procedure requires that the Council compiles an Invitation To Tender (ITT) document setting out:
 - i) The Requirement
 - ii) Objectives
 - iii) Service Specification
 - iv) Pricing Schedule
 - iv) Evaluation Criteria including:
 - Mandatory document checks
 - Pass/Fail Hardgate assessments (Financial, Equalities, Health & Safety)
 - Softgate assessment (References)
 - Price / Quality scoring
 - v) Sample evaluation scoring method
 - vii) Terms and Conditions
3. The tendering opportunity, managed via the Council's Procurement Unit, was publicised and managed electronically within the North West opportunities portal, 'The Chest'. This in turn allowed the creation and publication of a contract notice in the Official Journal of the European Union.
4. Under the Open Procedure, interested providers were afforded a minimum of 40 calendar days to access the electronic ITT documentation within the Chest. Once the ITT was downloaded all bidders had access to a question and answer facility within the chest. Various questions were posed by a variety of bidders and answers were provided accordingly for all to see. The Council took a decision that as the answers to the questions raised were beneficial to all bidders, they should be published to all bidders. This ensured openness and transparency.
5. A total of 36 potential providers accessed the ITT document via The Chest portal. Of that number 23 showed no further interest, 9 formally opted out of the process, and 4 submitted formal bids. The relatively low response from an initial high level of interest demonstrates how narrow the marketplace is for this specific service.

THE TENDER PROCESS

6. The evaluation of the submitted tenders was undertaken via a two stage process. Following the initial assessments detailed above, based on pass/fail criteria, the tenders were evaluated and assessed utilising a weighted scoring system, made up as follows:
- | | |
|----------------|--------------|
| Overall Price | (40%) |
| Quality | (25%) |
| Sustainability | (10%) |
7. Up to three tenderers would then be invited to make a presentation in order to expand upon, and offer further explanation of bid documents. This presentation would make up the remaining 25% of the tenderers final score, again derived via a weighted scoring system.
8. This two stage process also allowed Officers to have confidence that the Contract could be delivered in full, meeting all of the required outputs, whilst delivering the required savings to the Council.

THE TENDER EVALUATION RESULTS

	Percentage Mark	Tenderer A	Tenderer B	Tenderer C
Price	40%	22.58	40.00	29.92
Quality	25%	15.75	12.75	21.50
Sustainability	10%	4.00	7.60	9.20
ITT Sub Total (scored out of 75)		42.33	60.35	60.62
Presentation	25%	22.02	14.77	21.74
ITT TOTAL (scored out of 100)		64.35	75.12	82.36

9. The above results show that Tenderer C achieved the highest score of 60.62% after the initial stage of the tender exercise.
10. The results further show that Tenderer C also achieved the highest total combined score of 82.36% following the presentation exercise.

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11. It is therefore recommended that Tenderer C be awarded the contract to operate the vehicle stores located at Hawthorne Road Depot, and to provide vehicle parts, oils and lubricants to the Council for a period of 3 years with an option to extend for a period of 1 year on two occasions.