

MEETING: CABINET  
DATE: Thursday 7th November, 2013  
TIME: 10.00 am  
VENUE: Town Hall, Bootle

**Member**

Councillor

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

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

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

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

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

We endeavour to provide a reasonable number of full agendas, including reports at the meeting. If you wish to ensure that you have a copy to refer to at the meeting, please can you print off your own copy of the agenda pack prior to the meeting.

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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.	<b>Apologies for Absence</b>		
2.	<b>Declarations of Interest</b> Members are requested to give notice of any disclosable pecuniary interest, which is not already included in their Register of Members' Interests and the nature of that interest, relating to any item on the agenda in accordance with the Members Code of Conduct, before leaving the meeting room during the discussion on that particular item.		
3.	<b>Minutes of Previous Meeting</b> Minutes of the meeting held on 10 October 2013		(Pages 5 - 8)
* 4.	<b>2013/14 Budget Update</b> Report of the Head of Corporate Finance and ICT	All Wards	(Pages 9 - 26)
* 5.	<b>Capital Allocations 2013/14</b> Report of the Head of Corporate Finance and ICT	All Wards	(Pages 27 - 34)
6.	<b>Re-adoption of the Local Government (Miscellaneous Provisions) Act 1976</b> Report of Head of Corporate Legal Services	All Wards	(Pages 35 - 38)
7.	<b>Peterhouse School, Southport Governing Body - Change in Council's Appointed Representative</b> Report of the Director of Corporate Services	All Wards	(Pages 39 - 42)
* 8.	<b>James Horrigan Court Extra Care Housing Scheme</b> Report of the Director of Older People	St. Oswald	(Pages 43 - 46)
* 9.	<b>Southport Theatre and Convention Centre</b> Report of the Director of Built Environment	Cambridge; Dukes	(Pages 47 - 58)

\* 10. **Orrell School Phase 3 Housing Development**  
Report of the Director of Older People

Derby

(Pages 59 -  
64)

THE "CALL IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON THURSDAY 24 OCTOBER, 2013. MINUTE NO. 54 (5) IS NOT SUBJECT TO "CALL – IN".

## CABINET

### MEETING HELD AT THE TOWN HALL, SOUTHPORT ON THURSDAY 10TH OCTOBER, 2013

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

ALSO PRESENT: Councillors Crabtree, Hands and Sumner

#### **51. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Cummins and Fairclough.

#### **52. DECLARATIONS OF INTEREST**

No declarations of interest were made.

#### **53. MINUTES OF PREVIOUS MEETING**

##### **Decision Made:**

That the minutes of the Cabinet meeting held on 12 September 2013 be confirmed as a correct record.

#### **54. 2013/14 BUDGET UPDATE**

The Cabinet considered the report of the Head of Corporate Finance and ICT which provided details of the progress made on the achievement of the approved budget savings for 2013 – 2015, an update on the collection rates for Council Tax and Business Rates and a financial overview of the 2013/14 Capital Programme.

The Head of Corporate Finance and ICT reported that based on the latest budgetary information available from the Government, it was currently predicted that the Council would need to make further budget savings of £28m for 2015/16 and £22m for 2016/17 and that officers would need to commence a review of potential policy changes, as part of the process of producing budget savings options in advance of the Council Year 2015/16.

The Chief Executive indicated that the Council's two year budget plan for 2013 – 2015, addressed the known budget savings prior to the start of 2015/16 and that it would give officers more time to carefully plan for the implementation of the further budget savings to be made subject to the

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approval of the Council. The Leader of the Council (Councillor P. Dowd) and other Members of the Cabinet expressed their concern at the predicted level of further budget savings which would need to be made by the Council and the impact it would have on the delivery of Council services in future years and requested officers to look at the potential implications on the controllable and variable costs in the Council's budget and submit the details to a future meeting of the Cabinet

## **Decision Made:**

That:

- (1) the progress to date on the achievement of the approved budget savings be noted;
- (2) it be noted that earmarked reserves would be utilised in 2013/14 should other savings not be achieved, elsewhere in the budget, to bridge the current budget gap, set out in the report;
- (3) the current position on the collection rates of Council Tax and Business Rates be noted;
- (4) following the recent consultation with Parish Councils, the Double Rating saving proposals for 2014/15 should proceed as planned;
- (5) the Council be recommended to give approval to an increase in the REECH Project capital programme expenditure of £5m, to be offset by £5m income; and
- (6) the verbal update on the predicted level of budget savings that would need to be made for 2015/16 and 2016/17 be noted and officers be requested to submit a report on the potential implications on the controllable and variable costs in the Council's budget to a future meeting of the Cabinet.

## **Reasons for Decision:**

To ensure the Cabinet are informed of the latest position on the achievement of budget savings and the collection of Council Tax and Business Rates for the current financial year and provide details of a proposed increase in the REECH Project subject 100% funding.

## **Alternative Options Considered and Rejected:**

None

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## **55. FUTURE INVESTMENT, DEVELOPMENT AND MANAGEMENT AT SOUTHPORT AND BOOTLE GOLF COURSES**

The Cabinet considered the report of Director of Street Scene on proposals to carry out soft market testing on the future investment, development and management of the Council-owned golf courses at Southport and Bootle.

### **Decision Made:**

That approval be given to a soft market testing exercise being undertaken to help identify and consider options available for the future development and management of the Council-owned golf courses at Southport and Bootle.

### **Reasons for Decision:**

To enable potential future options for managing and developing Southport and Bootle Golf Courses to be investigated.

### **Alternative Options Considered and Rejected:**

None, the purpose of the market testing exercise would be to determine what the potential options are.

## **56. TENDERING OF ARBORICULTURAL WORKS**

The Cabinet considered the report of the Director of Street Scene on the tendering exercise to be for the provision of arboricultural works on the highway and within Sefton's parks and open spaces, and the proposed tender evaluation process for the award of the contract. During the consideration of the report, Members of the Cabinet queried whether the inflation index referred to in the report should be used in the new contract and officers undertook to examine this matter in more detail prior to the invitation of tenders.

### **Decision Made:**

That:

- (1) the basis of evaluation of the tenders as set out in the report be approved;
- (2) the appropriate officers be requested to review and determine whether annual inflation indexes should be included in any new Council contracts;
- (3) subject to resolution (2) above, the Director of Street Scene be granted delegated powers to award the contract to the lowest priced tender that meets all pre-determined quality evaluation criteria; and

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- (4) in the event that the procurement process cannot be completed before the existing contract ends on 28 February 2014, the Contract Procedure Rules be waived and the existing contract be extended by up to 3 months.

## **Reasons for the Recommendation:**

The existing contract is due to expire on 28 February 2014. If the existing contract was not replaced, it would result in arboricultural work having to be undertaken in an adhoc way, outside of a framework contract, which would result in increased costs.

## **Alternative Options Considered and Rejected:**

None - Not to replace the existing contract would result in arboricultural work having to be undertaken in an adhoc way, outside of a framework contract, which would result in increased costs; and not to commission any arboricultural works would have serious Health and Safety implications.



# Agenda Item 4

**Report to:** Cabinet

**Date of Meeting:** 7 November 2013

**Subject:** 2013/14 Budget Update

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

**Wards Affected:** All

**Is this a Key Decision?** No

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

**Exempt/Confidential** No

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## Purpose/Summary

To inform Cabinet Members of the progress in achievement of the approved savings for 2013-2015 and a forecast on Council Tax and Business Rates collection.

## Recommendation(s)

Cabinet is recommended to: -

- i) Note the progress to date on the achievement of approved savings for 2013-2015;
- ii) Delegate authority to the Cabinet Member for Older People and Health regarding the level of discretion applied and application of the Elderly Non-residential Services Subsidies saving option;
- iii) Note the potential impact on earmarked reserves in 2013/14 should other savings not be achieved, elsewhere in the budget, to bridge the current budget gap; and
- iv) Note the forecast position on collection rates of Council Tax and Business Rates.

## 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 2014/15. To ensure the effective implementation of the Elderly Non-residential Services Subsidies saving option. To provide an update on the forecast outturn position on collection of Council Tax and Business Rates.

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

### (A) Revenue Costs

Any under-achievement of the agreed revenue savings for 2013/14 will need to be financed from within any under-spending identified within other areas of the 2013/14 and 2014/15 budgets, or from the Council's earmarked reserves. Any usage of reserves will reduce the amount available to support the phased introduction of savings in future years. The current position indicates that about £2m of reserves would be required to balance the budget for the identified red marked items.

### (B) Capital Costs

There are no variations to the overall cost of the Capital Programme.

### Implications:

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

<b>Legal</b> By Section 13A of The Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012) the Council is required to implement a local Council Tax Reduction Scheme.	
<b>Human Resources</b>	None
<b>Equality</b>	
1. No Equality Implication	<input checked="" type="checkbox"/>
2. Equality Implications identified and mitigated	<input type="checkbox"/>
3. Equality Implication identified and risk remains	<input type="checkbox"/>

### Impact on Service Delivery:

None.

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

The Head of Corporate Finance & ICT (FD2625/13) and Head of Corporate Legal Services (LD1930/13) 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 the call-in period following the publication of the Cabinet Minutes

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### Background Papers:

None

## 1. Introduction

- 1.1 The Council approved a two year financial plan for 2013 to 2015 which requires a large change programme of £50.8m to be implemented over this and the coming year. The Government has indicated that fiscal restraint will continue over the coming years and that the financial pressures on the public sector will continue throughout the Comprehensive Spending Review period to 2017/2018 and beyond. It is important therefore that the Council continue to make the planned progress of the financial plan in order to prepare for future years' financial challenges.
- 1.2 In order for the Council to remain within its financial budget, it is essential that as much of the identified saving areas are actually achieved in the appropriate years for 2013/14 and 2014/15.
- 1.3 The report also outlines the current position regarding two key income streams for the Authority, Council Tax and Business Rates, as variations against expected receipts will affect the Council's financial position.

## 2 Approved savings for 2013/14 – Current position

- 2.1 The table at **Annex 1** identifies the current position of the agreed savings for 2013/14. 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).

- 2.2 The position as at the end of September 2013 for the achievement of savings is that £24.3m of the required £28.5m have been delivered or are on plan, £2.3m are at some risk of not being fully achieved and a further £2.0m are unlikely to be achieved in 2013/14.
- 2.3 The Elderly Non-Residential Services Subsidies saving option (D1.38) was approved subject to ongoing consultation; this consultation closed on the 17 May 2013. As part of the public sector equality duty an equality impact assessment was completed to assess the impact of the changes to the Fairer Charging Policy against the protected characteristics of existing service users. As a result of this process, it is now planned to implement the changes to policy and existing service user charges with effect from 6 January 2014. As outlined to Council, discretion will be applied where individual charges increase and the primary focus of the discretion will depend on the scale of the individual increase. The Financial Assessment Team will work with individual clients on transition arrangements to implement the changes.

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Cabinet is asked to delegate authority to the Cabinet Member for Older People and Health regarding the level of discretion applied and its application, whilst ensuring that the scheme remains within budget.

- 2.4 The two year plan identifies a further £22m of savings to be realised in 2014/15. These changes require implementation to already be underway where there are changes to major processes, contracts and where public consultation is important to ensure that equality impact and the mitigation and management of risk are inherent. To-date, £0.09m of the 2014/15 savings have been implemented and will achieve savings in 2013/14. This and any further early achievement of the 2014/15 phasing of the plan will be used to offset the shortfalls in other areas.
- 2.5 Any net under-achievement will need to be a first call on the Council's reserves. Whilst the Council could call upon reserves in 2013/14 to finance a shortfall of this magnitude the utilisation of these resources will reduce the Council's ability to phase in savings in future years

### 3 Other Budget Risks

- 3.1 The saving options considered above indicate a potential budget shortfall in the order of £2m for 2013/14. However, there are a number of financial risks that the Council is currently facing in the remainder of the Authority's budget. These risk areas include pressures on the Specialist Transport Unit, Vulnerable Children and Young People and within the Admin Buildings budget. Details of the pressures, and areas of potential underspending, will be reported in more detail to the next meeting of Cabinet on 5 December 2013.

### 4 Council Tax Income - Update

- 4.1 Council Tax has for more than two decades been a stable source of income for local authorities. However, the introduction of local council tax reduction schemes and other technical changes to exemptions and discounts in 2013/14 has increased the risk of volatility in this income stream. This means the monitoring of Council Tax income is even more important to local authorities than in previous years.
- 4.2 Council Tax income is shared between the billing authority (Sefton Council) and the two major precepting authorities (the Fire and Rescue Authority, and the Police and Crime Commissioner) pro-rata to their demand on the Collection Fund. The Council's Budget included a Council Tax Requirement of £97.776m for 2013/14 (including Parish Precepts), which represents 85.2% of the net Council Tax income of £114.787m. The forecast position for total Council Tax income, as at the end of September 2013 is shown below:

Total Council Tax Income	<u>2013/14</u> <u>Budget</u>	<u>2013/14</u> <u>Forecast</u>	<u>Surplus (-)</u> <u>/ Deficit</u>
	£000	£000	£000
<b>Total Council Tax Income</b>	<b>-114,787</b>	<b>-115,352</b>	<b>-565</b>

- 4.3 The forecast shows a surplus on Council Tax income largely because the level of Council Tax Reduction Scheme (CTRS) discounts claimed to date is lower than originally estimated. In addition, doubtful debt provision is currently

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estimated to be below the original budget level; this is still subject to a large degree of uncertainty as a result of potential non-payment by working age CTRS claimants. However, the level of non-payment is being carefully monitored on an ongoing basis.

- 4.4 Due to the Collection Fund regulations, the Council Tax surplus will not be transferred to the General Fund in 2013/14 but will be carried forward to be distributed in 2014/15. The table below therefore shows a comparison against the 2014/15 budget:

Share of Council Tax Surplus (-) / Deficit	%	<u>2014/15 Budget</u> £000	<u>2014/15 Forecast</u> £000	<u>Variation 2014/15</u> £000
Sefton Council	85.2	855	-482	-1,337
Police and Crime Commissioner	10.2	102	-58	-160
Fire & Rescue Authority	4.6	46	-26	-72
<b>Total</b>	<b>100</b>	<b>1,003</b>	<b>-565</b>	<b>-1,568</b>

## 5 Council Tax Reduction Scheme – Background Data

- 5.1 The introduction of local Council Tax Reduction Schemes which replaced Council Tax Benefit in April 2013, means the monitoring of Council Tax income is even more important to local authorities in 2013/14. The following paragraphs provide an update of the position for Sefton as at the end of September 2013.
- 5.2 Overall the net Council Tax Reduction Scheme is forecasting a favourable outturn position of £0.9m. Members are requested to treat the figures with caution as the position relating to the new payers is frequently changing and is sensitive to local economic demands on families and householders who are also affected by Welfare Reform changes. Details of the working age CTRS cases are given below: -

### Collection Against Working Age CTRS Cases: -

	<u>August</u>	<u>September</u>
	<u>Total</u>	<u>Total</u>
Liability Raised	£4,482,931	£4,561,972
Amount Paid	£1,456,377	£1,811,113
Percentage Collected	32.5%	39.7%

### Summary of Working Age Claimants

	<b>August</b>	<b>September</b>
Number of affected cases	<b>17,182</b>	<b>17,150</b>
Instalments not yet due (includes some direct debit accounts)	1,343	1,171
Accounts with payments made since annual bills issued	11,695	12,127
Accounts with instalments overdue and no payments made	4,144	3,852

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Analysis of Accounts with payments made:		
Paying by direct debit over 10 months	2,276	2,238
Paying by direct debit over 12 months	1,085	1,149
Paying by cash/cheque over 12 months	1,398	1,465
Paying by cash/cheque over 10 months	6,936	7,275

## 6 Business Rates Income - Update

- 6.1 The Business Rates Retention Scheme introduced on 1 April 2013 allows local authorities to retain 49% of their Business Rates income. This change made Business Rates income a key financial risk for the Council for 2013/14 onward.
- 6.2 Business Rates income has historically been very volatile as it is subject to revaluation appeals and changes in the level of economic activity. The level of income is also subject to changes in the level of mandatory reliefs such as Small Business Rate Relief, Empty Property Relief and Charity Relief. This makes it very difficult to forecast Business Rates income accurately.
- 6.3 The 2013/14 Revenue Budget assumes that the Council will retain 49% of total forecast Business Rate receipts of £65.545m, i.e. £32.117m. The forecast position for Business Rates income, as at the end of September 2013 is shown in the table below:

Business Rates Income	<u>2013/14 Budget</u>	<u>2013/14 Forecast</u>	<u>Surplus (-) / Deficit</u> £000
	£000	£000	
<b>Net Rate Yield</b>	<b>-65,545</b>	<b>-62,505</b>	<b>3,040</b>

- 6.4 The forecast assumes that the cost of appeals during the year can be met from the budget; however, an additional provision of £0.661m will need to be made at the year-end in respect of appeals that were transferred from the National Pool at the start of the year. The cost of appeals provision is subject to significant uncertainty due to the unpredictable timing and value of appeal settlements.
- 6.5 Due to the Collection Fund regulations the Business Rates deficit will not be charged to the General Fund in 2013/14 but will be carried forward to be recovered in 2014/15. The table below therefore shows a comparison against the 2014/15 budget:

Share of Business Rates Surplus (-) / Deficit	%	<u>2014/15 Budget</u> £000	<u>2014/15 Forecast</u> £000	<u>Variation 2014/15</u> £000
Central Government	50	0	1,520	1,520
Sefton Council	49	0	1,490	1,490
Fire & Rescue Authority	1	0	30	30
<b>Total</b>	<b>100</b>	<b>0</b>	<b>3,040</b>	<b>3,040</b>

## **7 Council Tax / Business Rates Income - Summary**

- 7.1 All income from Council Tax / Business Rates is collected in an account called the Collection Fund. The total sum is split between the Council, the Fire and Rescue Authority, the Police & Crime Commissioner (Council Tax only) and the Government (Business Rates only). The latest financial position of this Fund for 2013/14 shows a forecast net shortfall (for Sefton) of £0.153m, i.e. an additional £1.337m income from Council Tax and reduced income of £1.490m from Business Rates.**
- 7.2 As mentioned above, due to national accounting treatment, this shortfall does not impact on the current financial year; it will be recovered as part of the setting the budget for 2014/15, i.e. it would add to the budget gap for that year.**
- 7.3 The level of income from these two sources is significantly more volatile than in the past. The introduction of the Council Tax Reduction Scheme and particularly the new arrangements for Business Rates mean that forecasting income for the Council from the Collection Fund - for inclusion in the Budget - is much more difficult.**
- 7.4 A report is to be presented to Cabinet in December 2013 updating the position on the Medium Term Financial Plan for 2014/15 – 2016/17, which will include assumptions on receipts from the Collection Fund.**

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2013-15 LISTED BUDGET SAVINGS PERFORMANCE AT 30th SEPTEMBER 2013

	SEPTEMBER Totals £k	AUGUST Totals £k	VARIANCE Totals £k
Savings achieved to date	18,707,650	18,763,550	-55,900
Progress is Satisfactory	5,623,400	5,361,000	262,400
Risk of savings not being fully achieved	2,273,350	2,604,450	-331,100
Known shortfalls or significant risk that savings will not be achieved	1,973,600	2,046,000	-72,400
<b>Total of Savings</b>	<b>28,578,000</b>	<b>28,775,000</b>	<b>-197,000</b>

£ Red Amber Green Blue

2012-13 LISTED BUDGET SAVINGS CONTINUING INTO 2013-14

					Comment		
Additional Savings on Critical Services - included in para 6.3 in Report to Cabinet 16th December 2010 (CSF Demand Led Pressures)					690,000	690,000	Saving Achieved in 2013/14
C5.1	Children in Care - Reduce Care Package Costs	396,000			396,000	Year 2 saving of a 3 year programme. Should be achieved from reduced commissioning packages for children in care ongoing.	
E2.	Supporting People (*)	1,000,000	1,000,000			The budget for 2012/13 included an in principle reduction of £3m to be delivered over 2 years. To date £1.5m has been achieved from housing related support (older people and excluded groups). Service user reviews identified that for some individuals Supporting People funding underpinned or was closely aligned with meeting assessed care needs. A review of the care and support services (including Supported Living and Shared Lives) has identified reductions of £202k, service users have been notified of any associated changes. Savings on care & support services required reassessment of needs and care packages. This saving will not be fully achieved in 13/14. Following the reviews of Supporting People funded Care & Support services, continuing care related expenditure will be incorporated in the Community Care budget commitment forecast.	
E2.	Supporting People (*)	500,000	500,000				
E2.2	Supporting People Commissioning Functions	14,000		14,000		Now part of broader integration of commissioning function (I1.1). A number of posts are being held vacant until the integrated staffing structure has been agreed. This is the 3rd stage of the wider integration. It is intended to complete this process within this financial year and options on the restructure have been drafted for consideration by the leadership team. Job descriptions have been drafted and consultation with TU will commence in the next two months. Normal personnel processes will be followed. Vacant posts held within the current structure have generated savings within 2013/14, the full saving will be achieved in 2014/15	
E2.8	Area Finance / Finance Visiting Officers - Review	25,000	25,000			£75k has been deferred as part of the requirement to achieve D 1.38 Social Care Subsidies, as the staff are required in order to effectively implement the changes and achieve the saving. This deferred saving is now shown under 2014/15. Achievement of the remaining £25k of this saving in 2013/14 is dependent on Phase 2 of IAS project implementation and the re-engineering of financial back-office functions.	
E3.13	Library Service - Cease provision of Mobile Library Service	3,000			3,000	Lease of vehicle terminated	
E4.5,10,11,12	Parks, Greenspaces, Coast & Countryside Redesign	330,000			330,000	Saving Achieved	
E4.7	Recharge formal sports users the costs of Grounds Maintenance	20,000			20,000	Full saving will be achieved	
	Connexions	136,000			136,000	Ongoing savings anticipated as the contract reduces in 13/14 up to its end in April 2014	
	Elections	200,000		200,000		To be monitored, but likely to be achieved in 2013/14	
	Treasury Management Additional Savings	100,000		100,000		Built into budget for 2013/2014. Total budget forecast to be achieved.	
		<b>3,414,000</b>	<b>1,525,000</b>	<b>0</b>	<b>314,000</b>	<b>1,575,000</b>	

**2013-14 LISTED BUDGET SAVINGS**

<b>Strategic Management</b>		150,000			150,000	
Senior Management Restructure		150,000			150,000	Saving has been achieved
Subscriptions - Local Government Association Membership		-45,000			-45,000	Budget Adjusted
Subscriptions - North West Employers Membership		-25,000			-25,000	Budget Adjusted
<b>Strategic Management</b>		<b>80,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80,000</b>
<b>Corporate Commissioning and Neighbourhoods</b>						
C11.2 Improved procurement of Council wide communications activity		25,000			25,000	Saving is achievable in 2013/14 but savings in 2014/15 are less likely to be achieved at this stage and
E3.1 Integration of Communications		95,000			95,000	Saving has been achieved
E3.2 Review of Civic Support		60,000			60,000	Saving has been achieved
E3.3 Cessation of Room Bookings Service (linked to review of Civic Support)		20,000			20,000	To be monitored, but likely to be achieved in 2013/14
F4.1 Area Committee Budgets		100,000			100,000	Each area committee has been advised of their reduced allocation for the year and regular monitoring will take place to ensure spending is within budget
F4.3 Double Rating - reduction in line with Council grounds maintenance contracts		33,000			33,000	Consultation completed
D1.27 Corporate Commissioning & Neighbourhood Coordination (CCNC) Service - rationalise service		140,000			140,000	Saving achieved by staff reductions and cessation of specialist equalities support
Para 3.6 includes Double Rating - cessation (2014/15)		30,000			30,000	Consultation completed
Stop servicing all non-member meetings and review O & S structure		38,000			38,000	Agreed at 8th October budget assurance meeting that this saving will be met from reserves
D1.10 Budget realignment - members allowances as agreed by July 2012 Council		147,000			147,000	Saving has been achieved
Area Committees - Reduce from 7 to 3		15,000			15,000	To be monitored, but likely to be achieved in 2013/14
(see also Economy) Withdraw financial support from Southport's Christmas Lights and Christmas Trees across the Borough		10,000			10,000	Saving has been achieved
<b>Corporate Services and Corporate Commissioning</b>		<b>713,000</b>	<b>0</b>	<b>0</b>	<b>223,000</b>	<b>490,000</b>

<b>Corporate Services</b>						
C12.1 Learning and Development		80,000			80,000	To be monitored, but likely to be achieved in 2013/14
C12.2 Increased housing benefit grant from reduced error rates		250,000		250,000		The council is working with Arvato to secure a reduction and is monitoring the position on a monthly basis
C12 Reduced external audit, recoverable VAT fees & improved cash management pension costs		500,000		100,000	400,000	This is a combination of £100k reduction in external auditor fees (complete) and £400k of savings in VAT shelter income from OVH. Receipts currently forecast at £300k against OVH saving therefore £100k is at risk of not being achieved.
C12 Printing and Publications		20,000			20,000	Saving has been achieved
E4. Learning and Development		75,000			75,000	To be monitored, but likely to be achieved in 2013/14
E4. Review of Corporate Support Services		248,000			248,000	Saving has been achieved.
E4. Review of risk management inc externally commissioned services		80,000			80,000	Saving has been achieved
D1. Risk Management		25,000			25,000	Saving has been achieved
D1. Procurement ICT and financial support		25,000			25,000	Saving has been achieved
<b>Corporate Services</b>		<b>1,303,000</b>	<b>0</b>	<b>350,000</b>	<b>555,000</b>	<b>398,000</b>

<b>Built Environment</b>						
<b>Planning</b>						
C1.1 Building Control - Vacancy and mini restructure		20,000			20,000	Saving has been achieved
C1.2 Land Searches - Right size budget land searches income		35,000			35,000	Income on target, likely to be achieved
C1.3 Planning DC - Commissioned technical advice		28,000			28,000	Income on target, likely to be achieved
C1.4 Planning DC - Pre-application - charge		6,000			6,000	Income on target, likely to be achieved
C1.5 Planning DC - Increase planning application fee		50,000	50,000			Due to legislative changes there are certain applications that we are no longer able to charge fees for and as a result there is a significant risk of not achieving the enhanced income targets
C1.6 Planning DC - Consultancy		12,000			12,000	Saving has been achieved
<b>Planning</b>		<b>151,000</b>	<b>50,000</b>	<b>0</b>	<b>69,000</b>	<b>32,000</b>

		£	Red	Amber	Green	Blue	
<b>Environment</b>							
C2.1	Environmental Health - Reduced services and supplies	55,000				55,000	Base budget adjusted April 2013
C2.2	Environmental Health - Reduced ECO Centre costs	15,000				15,000	Base budget adjusted April 2013
C2.3	Licensing (taxi etc) - Licensing reserve (one-off)	240,000				240,000	Local Licensing Reserve available to apply
D1.20	Environment - Trading Standards - staff restructuring	30,000			30,000		Restructure in progress - compulsory redundancies in hand, saving effective from August
D1.30	Built Environment - Pest Control - introduction of a charge	20,000			20,000		Charging mechanism implemented from 1 st October 2013 but income will be subject to public willingness to pay - to be closely tracked
<b>Environment</b>		<b>360,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>310,000</b>	
<b>Investment Programme</b>							
C3.3	Contracted Services - Defer re-instatement of highway management funding for a further two years	800,000	40,000		760,000		Budget remains under strain. Potential overspend of £40,000 due to an issue over budgetary provision affecting the Highways Maintenance budget
C3.4	Development Control - Highway development control income target	40,000			40,000		On target and will continue to be monitored
	Street Lighting - Review of lighting options	15,000			15,000		Salix loan, to be repaid from central resources, will enable work to progress on changing street lighting bulbs
C3.2	Home Improvements - Housing Improvement Agency service brought in-house	37,000				37,000	Savings of £37k recovered by reducing available revenue budget for 2013/14 at the outset of the Financial year, from £128,600 down to £91,600. We anticipate that projected spend will be contained within the reduced budget.
	Investment & Infrastructure - Increase income from Network Management	38,000		38,000			Ways to address this saving are still being investigated, but there remains a risk of non-achievement of this saving.
<b>Investment Programme</b>		<b>930,000</b>	<b>40,000</b>	<b>38,000</b>	<b>815,000</b>	<b>37,000</b>	
<b>Economic Development and Tourism</b>							
D1.8	To relocate staff from The Investment Centre to Magdalen House	36,000			36,000		Savings on rental of premises. Staff moved Feb 13 and rental payments ceased March 2013
D1.25	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	51,000			51,000		Mersey Forest subscription to be refinanced. Staff hours already reduced. On target.
(see also Neighbour	Withdraw financial support from Southport's Christmas Lights and Christmas Trees across the Borough	20,000			20,000		Full saving will be achieved
<b>Economic Development and Tourism</b>		<b>107,000</b>	<b>0</b>	<b>0</b>	<b>107,000</b>	<b>0</b>	

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**Street Scene**

**Landscape Services**

C5.1	Ground Mtce incl grass cutting - Contractors indexation/eff. Discounts FYE	50,000			50,000	Saving achieved
C5.2	Parks incl Nursery and net of frontline - Fernery/Aviary shop	10,000			10,000	Saving achieved
C5.3	Cemeteries & Crematoria - Restructure staffing	15,000			15,000	Saving achieved
C5.4	Parks incl Nursery and net of frontline - Further changes to Parks Management and standards in parks	50,000	50,000			These savings will be achieved in 2014/15
F1.2	Ground Mtce incl grass cutting - Recharging grounds mtce/utility costs for adult football/sport users/bowlers	85,000		85,000		Full Saving will be achieved
F1.4	Cemeteries & Crematoria - Increase burial and cremation charges	400,000		213,000	187,000	Income based savings forecast should be achieved subject to demand for funerals
<b>Landscape Services</b>		<b>610,000</b>	<b>50,000</b>	<b>0</b>	<b>298,000</b>	<b>262,000</b>

**Direct Services**

C6.1	Commercial waste increased income	100,000	50,000	50,000		Some additional income has been achieved however there may be a shortfall against this target due to the general economic downturn across the private sector
C6.2	Public conveniences reviewed for efficiency savings	20,000		20,000		Operational arrangements have been reviewed and all toilets have remained open. Saving should be achieved however vandalism costs are currently rising but will be monitored accordingly.
C6.3	School Crossings - Review crossing service and transport costs	40,000			40,000	Saving has been achieved
C6.4	Catering - Other catering activity (income target)	100,000		100,000		Saving is being achieved
C6.5	Vehicle Management and Mtce - MOT Testing (income target)	50,000		50,000		On track to be achieved.
C6.6	Careline Service/Security Force (income target)	125,000	50,000	75,000		Some additional income has been achieved, however, there may be a shortfall against this target subject to income generating performance over the coming months
C6.7	Recycling - Rephase cardboard recycling to August 2014	1,000,000			1,000,000	Saving has been achieved
C6.8	Recycling - Right size recycling budget following new contract	200,000			200,000	Saving has been achieved
E1.1	Review of Cleansing Services	100,000		100,000		Review has been completed and staffing levels have been reduced to achieve this saving.
F2.1	Street Cleansing - Bulky Items Collection Service - Restructure Crews and introduce charge for bulky items	150,000		150,000		Usage of Bulky Item service has dropped dramatically in recent months. Staffing temporarily reduced to achieve saving target. If demand increases, staffing will also increase as additional income will offset staffing costs. Service now expected to meet savings target by year end.
D1.1	Street Scene - Building Cleaning - change frequency of office cleaning	50,000	50,000			Due to the closure of a number of Council buildings there may be a slight under-achievement of this saving target. However, new additional income may also mitigate this potential under achievement. To
D1.2	Street Scene - Cleansing - Cease provision of free Plastic Sacks, excluding premises with difficult access	60,000			60,000	Saving achieved. New collection process now operating.
D1.3	Public Conveniences increase charges	40,000		40,000		All toilets have remained open, coin mechanisms doors have been fitted at the Park Crescent and Preston New Road facilities. Implementation of increased and new charges were effective from 1/6/2013.
D1.4	Cleansing Service - Reorganisation of workload and work patterns	25,000		25,000		On track to be achieved.
F1.6	Community Meals - Increased Budget - Catering	-29,000			-29,000	Budget has been amended following decision to cease to provide a Community Meals service
F1.6	Community Meals - Increased Budget - Vehicle Maintenance	-18,000			-18,000	Budget has been amended following decision to cease to provide a Community Meals service
<b>Direct Services</b>		<b>2,013,000</b>	<b>0</b>	<b>150,000</b>	<b>610,000</b>	<b>1,253,000</b>

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## People

## Learning and Support

C7.1	Complementary Education Improved use of technology (EOTAS)	100,000				100,000	Reduced payments to schools - saving achieved in 12/13 ongoing
C7.2	Pupil Attendance - teaching element	65,000				65,000	) Savings from Vulnerable children missing school (£40k) and
C7.3	Pupil attendance and welfare - school absence prevention and action	60,000				60,000	) Welfare Enforcement budgets (£85k). Saving of £126k was achieved from these two budget areas in 12/13.
C7.4	Speech and Language Therapy	95,000				95,000	Saving on salary costs Primary and Special LEA - future costs to be found by schools
C7.5	School Improvement Team	50,000				50,000	Savings taken from a number of running expense budgets for the School Improvement Team. All of these areas were underspent in 2012/13
E2.2	Admissions efficiencies	40,000				40,000	Savings from two staff VRs March 12 / May 13 appeals and student support within the admissions team
E2.3	Educational Psychology Team Restructure	50,000				50,000	Staffing restructure will achieve this saving through a post reduction in the Psychology service
D1.3	Statutory Provision Budget Realignment	9,000				9,000	See also C7.1 saving being achieved in 12/13 ongoing - Vulnerable children Complementary Education
D1.4	Budget realignment Welfare and Pupil Attendance - Teaching elements to Dedicated Schools Grant	25,000				25,000	Staff saving being achieved in this area
D1.5	School Admission, Appeals and Student Support - Reduction in administration costs (supplies and services)	19,000				19,000	Savings taken from a number of running expense budgets within general administration EF861. Savings already being achieved in 12/13 ongoing.
D1.6	Connexions - Budget realignment	60,000				60,000	Connexions contract reducing in 13/14.
	<b>Learning and Support</b>	<b>573,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>573,000</b>	

## Children's Social Care

E2.1	Review of the Commissioning of all residential care beds	400,000				400,000	High confidence this saving will be achieved following a review of the in-house residential services. Following the implementation of new staffing structures from July 2013, savings to be met out of Children in Care and Respite Services can now be reviewed/completed. £400k represents a part year saving which will increase towards the additional £600k saving expected in 2014/15.
D1.1	Social Care - Central Management Costs and Support Costs - restructure/realign	100,000		41,400		58,600	Savings being achieved through a number of VRs in the Social Care senior management team. Some of the saving has now been allocated to a Legal Fees budget, this element is at risk.
	<b>Children's Social Care</b>	<b>500,000</b>	<b>0</b>	<b>41,400</b>	<b>400,000</b>	<b>58,600</b>	

## Early Int

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## on and Prevention

C8.1	Reduce Connexions post in YOS	24,000				24,000	Post saving from vacancy being achieved in 12/13 ongoing
C8.2	Delete sessional worker posts	54,000				54,000	Post saving from vacancy being achieved in 12/13 ongoing
C8.3	Delete parenting co-ordinator post	43,000				43,000	Post saving from vacancy being achieved in 12/13 ongoing
C8.4	Data support for the Children Centre Management System	28,000				28,000	Post saving from vacancy being achieved in 12/13 ongoing
C8.5	Reorganisation of disabled children database workload	20,000				20,000	VR/VER - post deleted
E2.4	EIP Service restructure	140,000				140,000	Savings found from CWD Transitions/Aiming Higher Team/Childrens Fund & Carers and Youth Service budgets. High confidence these will be achieved
D1.1	Integrated Youth Support (Targeted Youth Support & Strengthening Families Team) & Reduce YOS Budget Realignment	92,000				92,000	Savings achieved from deletion of a vacant post in YOS (£30k) and deletion of an old contracts budget (£62k)
D1.2	Offset Substance Misuse work from DAT Public Health budget - realignment	124,000				124,000	Service to be fully funded from Public Health funding coming into the Council (12/13 it was 50% funded)
D1.16	Healthy Schools - Transfer function of coordination and consultant roles to schools	35,000				35,000	Programme ceased
D1.23	Aiming High - Review of Integrated Short Breaks - Budget realignment	55,000				55,000	Savings taken from running expense budgets already underspending in 12/13 ongoing
	<b>Early Intervention and Prevention</b>	<b>615,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>615,000</b>	

		£	Red	Amber	Green	Blue	
<b>Adult Social Care</b>							
C9.1	Drug Service Single point of assessment	224,000					224,000 Now commissioned from Public Health budget
C9.2	Adult Social Care Budget realignment	120,000					120,000 Business as usual savings achieved
E2.7	Reduced social workers	135,000					135,000 Achieved by VR/VER
D1.15	Reconfiguration of the Supporting People commissioning team	125,000	54,600		70,400		Now part of broader integration of commissioning function (I1.1). A number of posts are being held vacant until the integrated staffing structure has been agreed. This is the 3rd stage of the wider integration. It is intended to complete this process within this financial year and options on the restructure have been drafted for consideration by the leadership team. Job descriptions have been drafted and consultation with TU will commence in the next two months. Normal personnel processes will be followed. Vacant posts held within the current structure have generated savings within 2013/14, the full saving will be achieved in 2014/15
F1.6	Community Meals - Migrating users to alternative providers	185,000					185,000 This service has now been decommissioned and former service users have been signposted and supported to obtain alternative provision.
New Option (Options F3.2, D1.39, AND D1.41 should be considered as one option	Day Care and respite provision	1,200,000		1,200,000			The approved change in the respite decision making process was implemented in April. Close monitoring of respite expenditure and quality assurance on the decision making process will enable us to track this effectively. Notice has been given to one provider delivering a saving of £78k in 2013/14. Current day care service users needs are being reviewed as, part of normal procedure, to determine whether needs can be better met by alternative solutions and identify where day setting arrangements are still required. This may result in some service users no longer attending a commissioned day centre. Day care continues to be offered to the most vulnerable where it is the correct solution to meet their need. Current working assumptions has identified that there will be an on-going requirement of at least £3m to enable the Council to meet the needs of the most vulnerable. Over the coming months the redesign of the activity will be developed through consultation and engagement with service users, providers and the wider community. Current schedule is as follows: <ul style="list-style-type: none"> <li>• Review need</li> <li>• Consultation &amp; Engagement</li> <li>• Develop redesign options</li> <li>• Cabinet to consider options</li> <li>• Support service users through migration to alternatives</li> </ul> Part of the community resilience work a project is about to commence working with sheltered accommodation providers to create and encourage tenants to organise social activities and events within their facility. Work is also underway to develop a comprehensive directory of services/opportunities within Sefton.
D1.1	Social Care - Subsidies - Increase client contributions for a range of non-residential services	244,000	85,000	59,000	100,000		This change will be implemented on the 6th January 2014 and will achieve an estimated £159k in this financial year (estimated shortfall £85k in this financial year with full delivery forecast for next year). This follows consideration of feedback from consultation, equality impact assessment and an ongoing dialogue with the Departmental Leadership team and Cabinet Member Older People & Health (see main body of the report).
D1.4	Recover surplus/unspent direct payment funds at regular and earlier intervals and cease the first year one-off workplace insurance payment	752,000	100,000	234,950			417,050 As at end September £417k has been recovered by reviews undertaken. Based on this knowledge it is anticipated that this saving cannot be achieved in full on a permanent basis for a number of reasons. The position will continue to be monitored as surplus/unspent direct payments are identified and reclaimed.
<b>Adult Social Care</b>		<b>2,985,000</b>	<b>239,600</b>	<b>1,493,950</b>	<b>170,400</b>		<b>1,081,050</b>

**Public Health**

D1.13	Integration Efficiencies	600,000		350,000	250,000

£250k of this required saving has been achieved by charging in existing central department costs into the Public Health budget to provide support services to the Public Health function. The remaining £350k will be achieved by the successful identification of other Council activity, that falls into the definition of public health expenditure, as defined by the grant conditions. Such expenditure can then, with the agreement of the Director of Public Health, be commissioned using the Public Health ring-fenced budget with the aim of achieving public health outcomes. This work is currently being undertaken by the Public Health Management Team in conjunction with Service Directors

<b>Public Health</b>	<b>600,000</b>	<b>0</b>	<b>0</b>	<b>350,000</b>	<b>250,000</b>
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**Health and Wellbeing**

C10.1	Leisure Operations - Improved Membership retention	200,000		200,000	Collection rate improving and should reach target
C10.2	Eze Fitness contract - terminate	55,000	55,000		The saving will be deferred to 2014/15. A phased termination has been agreed with Southport ending Dec 2014 and Bootle June 2015.
C10.3	Leisure Operations - increase in income	150,000		150,000	Income is currently on target to achieve the saving. It will be kept under review.
C10.4	Reduce supplies and services budget	23,000			23,000
C10.5	Reduce revenue growth for utility charges	200,000			200,000
E2.5	Review all management arrangements	320,000	36,000	284,000	Two members of staff retained for 3 months to finalise the library review and Atkinson project
D1.22	Crosby Civic Hall - pilot external arrangements, with option of closure if unsuccessful	46,000			46,000
	Management fee reduction - Formby Pool Contract	50,000		50,000	Negotiations ongoing. Resolution is being sought on an outstanding legal issue. Saving may not be made in 2013/14
	Libraries - Review of Service	150,000		150,000	implementation plan agreed by Cabinet 23/5/13. Libraries start to close in Oct to Dec 2013

<b>Health and Wellbeing</b>	<b>1,194,000</b>	<b>91,000</b>	<b>200,000</b>	<b>634,000</b>	<b>269,000</b>
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**Authority Wide Savings/Financing Options**

F3.1, F3.3, F4.2 & D1.28	Review of Commissioning - reducing funding support to community groups - Commissioning & Neighbourhood Coordination	96,000			96,000	This saving has been achieved through the cessation of the Benefitting Older Persons Fund and a reduction in funding to Sefton CVS
F3.1, F3.3, F4.2 & D1.28	Review of Commissioning - reducing funding support to community groups - Older People	300,000			300,000	Affected groups have been notified and relevant budgets have been reduced accordingly
F3.1, F3.3, F4.2 & D1.28	Review of Commissioning - reducing funding support to community groups - Young People and Families	282,200			282,200	Savings made from reduced commissioning with voluntary groups for delivery of services
F3.1, F3.3, F4.2 & D1.28	Review of Commissioning - reducing funding support to community groups - Provisions, Reserves, Corporate Spend	800			800	
C12.5	Cash limit general non-pay budgets in 2013/14 and 2014/15 (retains £0.5m excessive inflation provision in each year and retains inflation for specific contracts)	3,218,000			3,218,000	Budget reduced. Only risk is if departments cannot remain within cash limited budgets due to excessive inflationary increases, e.g. utilities costs.
	NHS support for Social Care	1,488,000			1,488,000	Plans are in place for this grant to be received
	Terms & Conditions - Freezing increments for 2 years	1,500,000			1,500,000	Terms and Conditions changed so increments not being paid.
	Business Rates - Small Business Rates Relief - S31 Grant	1,171,000			1,171,000	Grant being received.
	Levies	1,180,000			1,180,000	Reduced levies being paid.
	Transport Authority - Recharge	631,000		631,000		Discussions are taking place with Merseyside Integrated Transport Authority (MITA) to agree methodology for recharging
	Council Tax - Council Tax Freeze Grant	1,180,000			1,180,000	Grant being received.
	<b>Authority Wide Savings/Financing Options</b>	<b>11,047,000</b>	<b>0</b>	<b>0</b>	<b>631,000</b>	<b>10,416,000</b>

**Integration**

I1.1	Commissioning, Business Intelligence and data	125,000			125,000	Implementation of restructure ongoing.
I1.2	Learning & Development, Training, Professional Training and CPD	250,000			250,000	To be monitored, but likely to be achieved in 2013/14
	<b>Integration</b>	<b>375,000</b>	<b>0</b>	<b>0</b>	<b>375,000</b>	<b>0</b>

**Use of One-Off Resources to Support the Budget**

	<b>918,000</b>				<b>918,000</b>	Resources available to be utilised if required.
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**Total Savings Requirement 2013/14**

	<b>25,074,000</b>	<b>470,600</b>	<b>2,273,350</b>	<b>5,287,400</b>	<b>17,042,650</b>
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**SAVINGS UNLIKELY TO BE ACHIEVED FROM SPECIFIC SERVICE AREA BUT WILL BE ACHIEVED FROM OTHER AREA WITHIN WHOLE OF SERVICE**

E2.	Review all management arrangements	-22,000			22,000	Head of Libraries post can be met from vacancies within the Libraries Service pending the implementation of the revised staffing structure.
E2.8	Vacancy savings elsewhere in ASC employee budget-13/14 only	-25,000			25,000	The ASC employee budget is forecasting an underspend in 13/14 mainly as a result of vacant posts being held in anticipation of the reconfiguration of social work teams and the related saving in 2014/15. For 2013/14 only, the employee savings are supporting the Area Finance/Finance Visiting Officers-Review
D1.15	Vacancy savings elsewhere in ASC employee budget-13/14 only	-54,600			54,600	The ASC employee budget is forecasting an underspend in 13/14 mainly as a result of vacant posts being held in anticipation of the reconfiguration of social work teams and the related saving in 2014/15. For 2013/14 only, the employee savings are supporting the Commissioning Functions saving
		<b>25,074,000</b>	<b>448,600</b>	<b>2,273,350</b>	<b>5,309,400</b>	<b>17,042,650</b>



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**2014-15 LISTED BUDGET SAVINGS ACHIEVED IN 2013-14****Corporate Commissioning and Neighbourhoods**

E3.1 Integration of Communications

45,000 45,000

The achievement of this saving was dependent on budget transferring for posts from Leisure Services as part of the Communications integration process; it has now been confirmed however that this budget is not available to be transferred, and the saving is therefore unlikely to be achieved

**Corporate Commissioning and Neighbourhoods**

45,000	45,000	0	0	0
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**People****Adult Social Care**

D1.35 Section 117 After Care Funding

90,000

90,000

The full saving requirement in 2014/15 is £200k. To date £90k has been secured towards this saving

**Adult Social Care**

90,000	0	0	0	90,000
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**Total Savings Requirement 2014/15**

25,801,000	45,000	0	0	90,000
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**SAVINGS UNABLE TO BE ACHIEVED FROM SPECIFIC SERVICE AREA BUT WILL BE ACHIEVED FROM OTHER AREA WITHIN WHOLE OF SERVICE**

Libraries - Review of Service

-40,000 40,000

Depending on the costs of mitigation within the library review it may be possible to achieve additional savings to off set the local history saving.

25,801,000	5,000	40,000	0	90,000
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**Report to:** Cabinet  
Council

**Date of Meeting:** 21 November 2013  
21 November 2013

**Subject:** Capital Allocations 2013/14

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

**Wards Affected:** All

**Is this a Key Decision?** Yes

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

**Exempt/Confidential** No

**Purpose/Summary**

To provide Members with details of the latest capital projects that have been recommended for inclusion within the Capital Investment Plan for 2013/14 by the Strategic Capital Investment Group (SCIG). Also to seek approval from Council for Cabinet to be given delegated authority to approve self financing schemes for inclusion in the Capital Investment Plan.

**Recommendation(s)**

Cabinet :

- i) Recommends that Council approve the proposed capital schemes, detailed in Paragraphs 2 to 5 of this report in the Capital Investment Plan.
- ii) Notes the scheme in paragraph 7 to be funded from Adult Social Care Transformation resources;
- iii) Recommends delegated authority be given to the Director of Street Scene to procure refuse containers as in paragraph 3.2; and
- iv) Recommends that Council give delegated authority to Cabinet to approve self financing capital schemes in the Capital Investment Plan as outlined in paragraph 9.

Council :

- i) Approves the inclusion of the schemes detailed in paragraphs 2 to 6 of the report, within the Capital Investment Plan for 2013/14; and
- ii) Approves the delegated authority to allow Cabinet to approve self financing schemes for inclusion in the Capital Investment Plan as detailed in paragraph 9.

**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	√		

# Agenda Item 5

8	Improving the Quality of Council Services and Strengthening Local Democracy	√		
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**Reasons for the Recommendation:**

To inform Members of the recommendations of the Strategic Capital Investment Group and to allow Members to consider if these should be recommended to Council for inclusion within the Capital Investment Plan.

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

**(A) Revenue Costs**

- (i) The revenue savings from the implementation of the LED scheme will be used to finance the revenue costs of the scheme. Once these have been fully recovered, it will result in an annual saving of £44k.
- (ii) The revenue costs of the wheeled bin expansion will be met from the additional budgeted provision within the 2014/15 financial year approved by Cabinet on 12 September 2012.
- (iii) The additional revenue consequences of the Atkinson Centre scheme will be contained within the grant funding provided for the first three years. Thereafter, the budget will revert to the current level.
- (iv) There are no revenue implications of the Adult Social Care scheme.

**(B) Capital Costs**

Schemes will funded from the single capital pot by capital grant and by Prudential Borrowing, whilst the Recycling Reserve Account will be utilised to fund the borrowing cost of the additional wheeled bin containers for a two year period.

**Implications:**

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

<p><b>Legal</b> Devolved Formula Capital grant funding is ring-fenced and can only be used for its intended purpose</p>										
<p><b>Human Resources</b> With regard to the Atkinson Centre scheme, the revenue costs of the staff will be met from HLF grant for three years. It is not envisaged that these posts will continue after the three year funding period. However, any individual in post will be dealt with in accordance with recognised personnel procedures. This will involve the consideration of alternative employment to avoid job losses.</p>										
<p><b>Equality</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 5%;">1.</td> <td style="width: 60%;">No Equality Implication</td> <td style="width: 35%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>2.</td> <td>Equality Implications identified and mitigated</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3.</td> <td>Equality Implication identified and risk remains</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		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"/>
1.	No Equality Implication	<input checked="" type="checkbox"/>								
2.	Equality Implications identified and mitigated	<input type="checkbox"/>								
3.	Equality Implication identified and risk remains	<input type="checkbox"/>								

## **Impact on Service Delivery:**

The additional capital expenditure highlighted in the report will enable more cost effective services to be provided. In addition, the other capital schemes will result in an improved service for residents and for pupils of the Presfield High School within the Borough.

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

The Head of Corporate Finance and ICT (FD2626/13) and Head of Corporate Legal Services (LD1931/13) have been consulted and any comments have been incorporated into the report.

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

The options available to Members for the use of non ring-fenced capital grant allocations are included in the body of the report.

## **Implementation Date for the Decision**

After the Council meeting

**Contact Officers:** Jeff Kenah

**Tel:** 0151 934 4104

**Email:** Jeff.kenah@sefton.gov.uk

## **Background Papers:.**

None

# Agenda Item 5

## Introduction

- 1.1 Cabinet and Council on 18 July 2013 and 5 September 2013 approved the latest schemes to be funded from the Single Capital Pot in 2013/13. This left £0.858 of Single Capital Pot (SCP) resources still unallocated. This report identifies further schemes which can be financed from the SCP and from Prudential Borrowing.

## **2 Single Capital Pot Schemes for Further Consideration**

- 2.1 The Strategic Capital Investment Group met on 16 September 2013 to consider further schemes for approval and recommended that the scheme detailed in paragraph 2.2 be put forward to Cabinet and Council for inclusion within the Capital Investment Plan.
- 2.2 The scheme identified for inclusion totals £139,000 for the installation of energy saving devices and systems within all of the Council's leisure centres to reduce the energy costs, CO2 emissions and carbon footprint. The scheme is an Invest to save project that will realise on-going revenue savings of £44k per annum. Specifically it involves the fitting of LED lighting and lighting controls to all leisure centres, the upgrading of building management systems so that breakdowns can be repaired via remote access, removing the need for expensive on site visits and a pool cover at Meadows leisure centre.
- 2.3 As a consequence of the above the amount unallocated from the Single Capital Pot is now £0.719m.
- 2.4 Should there be an underspend on any scheme, these resources will be returned to the Single Capital Pot. Conversely, any overspend on schemes will not automatically illicit any additional funding and the schemes on the list with the least priority within the bid will not be carried out.

## **3 Refuse & Recycling Collection Service**

- 3.1 In order to deliver the amended Refuse and Recycling service, as reported to and agreed by Cabinet at the meeting on 12<sup>th</sup> September 2013 it is necessary to procure sufficient (approximately 100,000) additional wheeled-bin containers to facilitate the collection of plastic and cardboard as part of the revised alternating weekly collection service. It is intended to make use of an existing European procurement rules compliant framework contract to procure these bins and to conduct a mini-tender exercise to obtain the best price. The revenue implications of the capital expenditure will be paid back via the existing recycling revenue budget during the interim two-year period with longer term repayment arrangements incorporated into a future report on the ongoing operation of these services post 2016.
- 3.2 The estimated cost to be paid by the Council for the replacement wheeled bins will be in the order of £2m, however actual prices will not be known until the return of tenders. The potential revenue cost of financing is estimated at c. £140 - £150k per annum as considered by Cabinet on 12 September 2013, which is to be funded from the Recycling Reserve Account for a two year period. Cabinet are requested to approve the additional capital expenditure to finance these containers and to delegate authority to the Director of Street Scene to procure sufficient containers of a suitable quality at the most competitive price to facilitate the introduction of this service from April 2014 onwards.

## **4 Atkinson Museum development**

4.1 As part of the final phase of development and refurbishment of The Atkinson, Lord Street, Southport, a successful bid has been made to Heritage Lottery Fund for £923,500 to undertake the following work

- Fit out three museum spaces on the second floor of the Atkinson Centre, displaying Sefton's Egyptology and local history collections. Also satellite displays throughout the Centre
- Improved collections management through efficient storage and security at the Centre and bringing the collection into better conditions through conservation of some key items for display
- Employ a lifelong Learning Officer for 3 years to deliver a comprehensive learning programme targeting older people, families and young people, including schools
- Appointment of Volunteer and Skills Development Officer for 3 years to develop and train volunteers.

4.2 The Atkinson Museum Project will enable Sefton Council to complete the redevelopment of The Atkinson venue in Southport and provide the Borough's museum collections with brand new purpose built display spaces and a permanent home.

4.3 The project has been designed as a key component of the extensive regeneration of the town centre by attracting cultural tourists and to provide opportunities for enjoyment, learning and social interaction whilst fostering a sense of place and pride for all Sefton residents and for those who work and visit the area.

4.4 The project brings together for the first time the museum and gallery collections and will enable the museum and gallery staff to illustrate the unique and diverse heritage of the Borough, ranging from the Bootle Docks in the south, along the coast to the seaside resort of Southport in the north. We will also be able to display the Borough's fascinating and internationally important Egyptology collection for the first time in forty years.

4.5 The main museum spaces will be on the second floor of The Atkinson, but the collections will be displayed throughout the venue and will also feature in the art gallery spaces through a joint temporary exhibition programme. A museum store has already been fitted out on site, all of which means that the museum's collections will be more accessible than they have ever been before. The high standard of the spaces will allow The Atkinson to loan objects from national museum and art collections to enhance the displays and services.

4.6 The project will be funded by £923,500 of Heritage Lottery Funding, with £50,000 of Sefton capital which has previously been approved in the Capital Investment Plan.

## **5. Presfield High School & Specialist College; Refurbishment to Provide Additional Class Bases**

5.1 Sefton MBC has successfully bid for a Demographic Growth Capital Fund allocation for 2013-15 of £170,784. This is to support the needs of Presfield High School & Specialist College by converting the hydrotherapy pool area into class bases. In 2010, Presfield High School & Specialist College changed designation from a school for students who primarily had moderate learning difficulties (MLD)

# Agenda Item 5

to a school for students whose primary need is autism, many of whom also have moderate learning difficulties. At the time, it was estimated that around 8 students per year would be placed at the school, but since 2011 the numbers of students identified for places at the school has been increasing. In September 2011, 10 students were placed at the school and other pupils with similar needs were placed at specialist provision outside the borough. In 2012, the school created two Y7 classes with 9 students in each, 4 of whom were resident in Lancashire. The planned admissions for September 2013 are following a similar pattern and it is therefore anticipated that from 2014 onwards the numbers in the sixth form will increase proportionately. This project is to provide additional accommodation for the projected increase in numbers. This will allow the most vulnerable older students to remain within the school and not be moved due to lack of capacity.

- 5.2 The project will provide purpose-built sixth form accommodation within the main school building to relocate the provision from the existing mobile classroom and increase capacity. The school currently has an under-used swimming pool, which is considered surplus to the requirements of the school as there are now other facilities in the local area. The funding provided by the bid will be used to convert the swimming pool and associated changing rooms to provide two teaching bases, an ICT suite, small group withdrawal areas and a small kitchenette for the development of life and social skills. This will provide more flexible teaching accommodation than the existing facilities and will increase the school's capacity to support students' study skills and self-organisational skills as they complete college assignments. Locating the sixth form within the main school building will enable easier access to and from provision for both staff and students and will also facilitate a smooth transition for key stage 4 students wishing to access post 16 provision.
- 5.3 The proposed scheme is to be included in the Children's Services Capital Programme at a cost of £200,784. Approval was given by SCIG and SLT in May 2013, to submit a bid for Capital funding from the DfE's 16-19 Demographic Growth Fund towards the Presfield scheme, and this was successful, with an award of £170,784. The balance of funding required to complete the scheme (£30,000), will be met from existing resources within Targeted Capital Funding 14-19 SEN already included in the Capital Programme. No additional capital resources are required. Any revenue implications arising from the project will be the responsibility of the school, to be met from DSG school budgets.

## **6. REECH Capital Scheme**

- 6.1 Cabinet on 10<sup>th</sup> October 2013 recommended that Council approve the increase in the REECH expenditure of £5m (£3.8m capital and £1.2m revenue) offset by £5m of income. This item has been repeated in this report for ease of seeking Council approval for the scheme.

## **7 Transformation of Adult Social Care**

- 7.1 An amount of £807,910 of capital grant that was allocated to the Authority in 2012/13 by the Department of Health was retained by Cabinet and Council in February 2013 to support the transformation of Adult Social Services, including service remodelling and systems development and that details would be submitted following the approval of the 2 year financial plan. This grant is separate from the Single Capital Pot grant mentioned above.



# Agenda Item 5

- 7.2 As part of this transformation, the following scheme is now to be funded from this capital grant. The reconfiguration of the Social Work teams has been completed and the next stage requires the teams to work seamlessly in delivering all aspects of social care which will necessitate the various teams being co-located within the same accommodation. It is proposed to co-locate the South Area team to within the Council owned premises of St. Peter's House in Bootle. Children's Social Care together with the MASH (Multi Agency Safeguarding Hub) currently operate out of St Peter's House and it would be operationally expedient to have both of the Social Care services presenting one "front door" to customers. Officers are continuing to work on a solution to the accommodation issues in the north of the borough, and further information will be brought to Cabinet in due course. The costs of the works required to St Peter's House to bring it into a useable condition are £41k and the balance of £767k will be committed once the outcome of the draft care and support bill is known.

## **8 Single Capital Pot 2014/15**

- 8.1 The Strategic Capital Investment Group on 16 September 2013 considered the process for approving schemes from the 2014/15 Single Capital Pot, once they are all fully notified to the Authority, and have requested that any potential bids be submitted to SCIG so that they can be assessed. These bids have now been considered by the Directors' panel and will be further considered by SCIG on 12<sup>th</sup> December 2013.
- 8.2 A report will be submitted to Cabinet and Council in the new year recommending schemes to be approved from the 2014/15 Single Capital Pot once the bids have been assessed by this meeting of SCIG.

## **9 Self Financing Capital Schemes**

- 9.1 Funding for capital investment can become available to the Council during the year from non central government grants, such as EDRF, REECH Project, Business Support Grants, Big Lottery funding and monies obtained via section 106 Town and Country Planning Act 1990 and section 278 Highways Act 1980. This type of capital funding and investment is scheme and criteria specific and whilst it falls within the umbrella of the Capital Strategy, it is not available within the single capital pot prioritisation process. For example s 106 monies are determined by the Council's Planning Committee, and can only be used in accordance with the Planning consent.
- 9.2 As a means of simplifying the approval of schemes to be included in the Capital Investment Plan, that are fully funded (i.e. no requirement from the Single Capital Pot) an amended process is recommended. In such cases the need for Council approval is considered unnecessary once fully self financed schemes have been approved by the Strategic Capital Investment Group. As such, an amendment to the Constitution is recommended, whereby Council delegate authority to Cabinet to approve the inclusion of such schemes within the Capital Investment Plan as they arise during the year.

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# Agenda Item 6

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<b>Report to:</b> Licensing and Regulatory Urgent Referrals Committee Cabinet Council	<b>Date of Meeting:</b> 6 November 2013  7 November 2013 21 November 2013
<b>Subject:</b> Re-adoption of the Local Government (Miscellaneous Provisions) Act 1976	
<b>Report of:</b> Head of Corporate Legal Services	<b>Wards Affected:</b> All
<b>Is this a Key Decision?</b> No	<b>Is it included in the Forward Plan?</b> No
<b>Exempt/Confidential</b>	No

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## **Purpose/Summary**

The report provides details of the proposal to re-adopt the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976 (“the 1976 Act”) within the Borough of Sefton.

## **Recommendation(s)**

That the Licensing and Regulatory Urgent Referrals Committee:

1. Recommends the Cabinet to recommend to the Council that the Head of Corporate Legal Services be authorised to provide notice, in accordance with Section 45 of Part II of the Local Government (Miscellaneous Provisions) Act 1976, (‘the Act’) of the Council’s intention to pass a resolution to re-adopt the provisions of Part II of the Act in relation to the Council’s administrative area, with effect from 7<sup>th</sup> February 2014, subject to no adverse comments being received in relation to that notice; and
2. If such adverse comments are received this matter be referred back to the Licensing and Regulatory Committee and that Council be advised; and

That the Cabinet:

3. Receives and approves the recommendation of the Licensing and Regulatory Committee and recommends to Council for approval; and

That Council:

4. Receives and approves Cabinet’s recommendation

# Agenda Item 6

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

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

### Reasons for the Recommendation:

A recent judgment has been made regarding decisions to prosecute under Part II of the Act. A local authority has been successfully challenged where it could not demonstrate that the prescribed notice procedure had been followed in its adoption of the Act some 35 years previously.

Re- adoption Part II of the Act is proposed for the purposes of clarification for the future, without prejudice to the Council’s previous adoption made pursuant to the Act, and to ensure certainty in any enforcement action taken under the Act.

Generally, Cabinet is not involved in matters pertaining to licensing. However, this re-adoption is not determination, approval, consent and licence or registration concerning a licence, permission and therefore falls to be considered by the Council’s Executive

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

**(A) Revenue Costs:** Publication of the statutory notices will be financed from the Taxi Licensing budget, are likely to be in the region of £1,000.

**(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**

Where the Town Police Clauses Act 1847 is in force throughout a district Council, Section 45(3) of the 1976 Act provides that a council may resolve that Part II of the 1976 Act is to apply in the area.

The Council may not pass a resolution adopting Part II of the 1976 Act unless it has (a) published a notice of intention to pass the resolution in a local newspaper circulating in the area for two consecutive weeks; and (b) served a copy of the notice, not later than the date on which it is first published in the newspaper on each Parish or community council within the area to be affected.

**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:**

Re-adoption of the Act will provide clarification and certainty.

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

The Head of Corporate Finance and ICT (FD2627) has been consulted and any comments have been incorporated into the report.

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

No, failure to re-adopt the Legislation may result in uncertainty in the Council's ability to take enforcement action.

**Implementation Date for the Decision:**

Action will be taken immediately following Council, to notify of the proposed re-adoption. If no adverse comments are received, the re-adoption will be effective from 7 February 2014.

**Contact Officer:** Suzette Cain

**Tel:** 0151 934 2288

**Email:** [suzette.cain@sefton.gov.uk](mailto:suzette.cain@sefton.gov.uk)

**Background Papers:**

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

1. Decision in Aylesbury Vale District Council –v- Call a Cab and Ahtiq Raja .

# Agenda Item 6

## 1. Introduction/Background

- 1.1 Part II of the Local Government (Miscellaneous Provisions) Act 1976 regulates the licensing of private hire and hackney carriage vehicles, drivers and operators. The legislation contains provisions which allow local authorities to control the operation and use of private hire and hackney carriage vehicles and to protect the public by ensuring that vehicles are fit for use as licensed vehicles and drivers are 'fit and proper' to act. The local authority must be able to demonstrate that the provisions of Part II of the 1976 Act have been adopted by the Council following the proper procedures.
- 1.2 Recent case law has seen decisions to prosecute for offences under Part II challenged successfully where a Council was unable to demonstrate, some 35 years after the event, that it had followed the prescribed notice procedure in its adoption of Part II. The paperwork was simply not available. In order to have a robust position, which would not be challengeable, it is suggested that it would be beneficial to re-adopt the resolution for the purpose of clarity for the future and to ensure certainty in any enforcement action taken under the legislation. In doing so, Council records will ensure that the necessary paperwork to evidence the re-adoption is available.
- 1.3 It is therefore proposed that the Committee recommend to Cabinet that authority be given for the provision of notice, in accordance with section 45 of the Local Government (Miscellaneous Provisions) Act 1976, of the Council's intention to re-adopt the provisions of Part II of the 1976 Act. In accordance with statutory requirements, such notice will consist of the publication of a notice of intention in local newspapers for two consecutive weeks and service of the notice on the Town and Parish Councils within the Borough.

# Agenda Item 7

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**Report to:** Cabinet

**Date of Meeting:** 7 November 2013

**Subject:** Peterhouse School, Southport Governing Body – Change in Council’s Appointed Representative

**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

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## **Purpose/Summary**

To seek approval to the proposed change in the Council’s representation on the Governing Body for Peterhouse School, Southport for the remainder of the 2013/14 Municipal Year.

## **Recommendation**

That Councillor Lappin be appointed as the Council’s representative on the Governing Body for Peterhouse School, Southport for the remainder of the 2013/14 Municipal Year in place of Councillor Moncur.

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

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

## **Reasons for the Recommendations:**

The Cabinet has delegated powers to approve the Council’s representatives to serve on Outside Bodies.

# Agenda Item 7

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

(A) **Revenue Costs** None.

(B) **Capital Costs** None.

## Implications:

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

<b>Legal</b> In accordance with Paragraph 41 of Chapter 5 in the Council Constitution, the Cabinet has the authority to appoint representatives to outside bodies where the appointment is a Cabinet function or has been delegated by the Council	
<b>Human Resources</b>	
<b>Equality</b>	
1. No Equality Implication	<input checked="" type="checkbox"/>
2. Equality Implications identified and mitigated	<input type="checkbox"/>
3. Equality Implication identified and risk remains	<input type="checkbox"/>

## Impact on Service Delivery:

To enable the Council to have representation on the Governing Body of the School

## 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. ( FD2608) The Head of Corporate Legal Services (LD1913) has been consulted and her comments have been included in the report.

## Are there any other options available for consideration?

No

## Implementation Date for the Decision

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

**Contact Officer:** Steve Pearce

**Tel:** 0151 934 2046

**Email:** [steve.pearce@sefton.gov.uk](mailto:steve.pearce@sefton.gov.uk)

## Background Papers:

None



# Agenda Item 7

## **1. Introduction/Background**

- 1.1 At its meeting held on 23 May 2013, the Cabinet considered a report of the Director of Corporate Services seeking the appointment of representatives on Outside Bodies. The Cabinet approved the appointment of various representatives, including that of Councillor Moncur to serve on the Governing Body for Peterhouse School, Southport.
- 1.2 At the request of Councillor Moncur, it is now recommended that Councillor Lappin be appointed as the Council's representative on the Governing Body for Peterhouse School, Southport for the remainder of the current Municipal Year in place of Councillor Moncur.

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# Agenda Item 8

**Report to:** Cabinet

**Date of Meeting:** 7<sup>th</sup> November 2013

**Subject:** Provision of Personal Care Support Services at James Horrigan Court  
Extra Care Housing Scheme  
Approval for commencement of Tender process

**Report of:** Director of Older  
People

**Wards Affected:** St. Oswald

**Is this a Key Decision?** Yes

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

**Exempt/Confidential** No

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## **Purpose/Summary**

The purpose of this report is to seek approval to commence an EU-compliant tender exercise for the provision of a Personal Care Support Services at James Horrigan Court Extra Care Housing Scheme (the "Tender").

## **Recommendation(s)**

### **That Cabinet:-**

[1] Authorises the Director of Older People to conduct an OJEU Part B Open Procedure tender exercise for a new contract to run for a period of three years from 1st April 2014, with the option of two further one-year extensions;

[2] Approves the basis of evaluation of Tenders as set out in paragraph 2.2 of the report;

[3] Authorises the Cabinet Member for Older People and Health to accept the highest scoring Tender in accordance with the approved basis of evaluation.

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

	<b><u>Corporate Objective</u></b>	<b><u>Positive Impact</u></b>	<b><u>Neutral Impact</u></b>	<b><u>Negative Impact</u></b>
1	Creating a Learning Community		√	
2	Jobs and Prosperity	√		
3	Environmental Sustainability	√		
4	Health and Well-Being	√		
5	Children and Young People		√	

# Agenda Item 8

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

**Reasons for the Recommendation(s):**

The contract is currently held by Arena Housing who have served notice on the Council and the Council has agreed with Arena Housing that the contract will expire on 31<sup>st</sup> March 2014.

The Tender exercise will be required to follow an OJEU Open Procedure. As part of this process, approval will be needed for Cabinet Member delegated authority to award the Contract at the end of the Tender process.

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

**(A) Revenue Costs**

The new contract will be funded from the existing revenue budget for the service as outlined in paragraph 1.4

**(B) Capital Costs**      None

**Implications:**

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

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

**Impact on Service Delivery:**

In terms of current service delivery there will be a positive impact as the new contract will be updated from the existing contract in terms of service quality and performance monitoring arrangements.

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

Consultations have taken place with Central Procurement (commenced in September 2013).

The Head of Corporate Finance and ICT has been consulted and her comments have been incorporated in the report (FD2607/13)

The Head of Corporate Legal Services has been consulted and their comments have been incorporated into the report (LD 1913/13)

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

No. The existing provider has decided to cease delivery of the Services and will serve notice upon the Council in accordance with the termination provisions the contract .

**Implementation Date for the Decision**

Following the expiry of the “call-in” period after the publication of the Cabinet decision.

**Contact Officer:** Margaret Milne, Service Manager - Commissioning  
**Tel:** 0151 934 3614  
**Email:** [Margaret.Milne@sefton.gov.uk](mailto:Margaret.Milne@sefton.gov.uk)

**Background Papers:**

None.

# Agenda Item 8

## 1. Introduction/Background

- 1.1 The contract for the provision of a Personal Care Support Service at James Horrigan Court is currently held by Arena Housing (now renamed Your Housing Group) who have served notice to terminate the contract with an anticipated expiry date of 31<sup>st</sup> March 2014. The provision of the Services must therefore continue in order to ensure continuity of care for service users and to ensure that the accommodation retains its status as an Extra Care Housing Scheme.
- 1.2 Extra Care Housing provision extends the range of domiciliary support and housing services available to those in need.
- 1.3 James Horrigan Court is a 71 bed scheme and the service to be Tendered for will be for a block of daytime care hours and a night-time on-call service. These will be delivered flexibly to those clients assessed as requiring the service and are eligible to receive the service from Sefton.
- 1.4 The current annual contract value is £154,733.93.

## 2. Tender Method

- 2.1 The Tender exercise will follow an OJEU Open Procedure. Approval is requested for Cabinet Member delegated authority to award the Contract at the end of the Tender process.
- 2.2 The basis of the quality/price/sustainability evaluation to be applied would be 40% price, 50% quality and 10% sustainability.
- 2.3 The new Contract will run for a period of three years from 1<sup>st</sup> April 2014, with the option of two further one-year extensions.

# Agenda Item 9

**Report to:** Cabinet

**Date of Meeting:** 7<sup>th</sup> November 2013

**Subject:** The Management of Southport Theatre and Conference Centre

**Report of:** Director of Built Environment

**Wards Affected:** Dukes

**Is this a Key Decision?** Yes

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

**Exempt/Confidential** No.

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## Purpose/Summary.

To finalise operational arrangements for the Southport Theatre and Conference Centre (STCC) for 10 yrs from 1<sup>st</sup> April 2014. This is due to the existing arrangements coming to term on 31<sup>st</sup> March 2014.

## Recommendation(s)

1. Subject to contract, the Cabinet accepts Tender No. 2, being the tender achieving the highest Price/Quality score in respect of the operation of the Southport Theatre and Conference Centre for a period of 10 years from 1<sup>st</sup> April 2014.
2. Cabinet request the Head of Corporate Legal Services to draw up appropriate Lease and Management Agreements with tenderer No 2
3. Cabinet agree that officers work with and support the successful tenderer in order to facilitate the successful transition to the new operational arrangements.

## 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:

The Company recommended for the award of the operational tender for the STCC was a clear winner with the highest score in each category of scored assessment criteria.

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

**(A) Revenue Costs.** The budget for the operational management of the Theatre and Conference Centre is currently set at £335,850. As a result of the impending renewal of the contract, a saving expectation of £100,000 had been built into the 2014/15 budget as part of the £51million agreed savings proposals, thereby reducing the budget in the next financial year to £235,850.

Acceptance of Tender 2 would deliver a material reduction in the management fee and this is reflected in the scoring.

Any saving achieved over and above the £100,000 quoted above will be used to support the corporate budget.

**(B) Capital Costs.** There are no capital costs as a consequence of this award.

## Implications:

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

<b>Legal.</b> It will be necessary to prepare appropriate legal agreements including a Lease and Management Agreement.
<b>Human Resources.</b> Limited implications for the Council with the potential for a small number of staff to be involved as a consequence of TUPE regulations
<b>Equality</b>
1. No Equality Implication <input checked="" type="checkbox"/>
2. Equality Implications identified and mitigated <input type="checkbox"/>
3. Equality Implication identified and risk remains <input type="checkbox"/>

## Impact on Service Delivery:

Service delivery is not expected to be affected negatively and there is potential for improvement to be realised.

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

The Head of Corporate Finance & ICT has been consulted and comments have been incorporated into the report (FD 2441/13)

The Head of Corporate Legal Services has been consulted and any comments have been incorporated into the report (LD1746/13)



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

The only real alternative is in-house operation but the Council's resources were insufficient to respond to the ITT at this time.

## **Implementation Date for the Decision**

Following the expiry of the "call-in" period of the Cabinet's decision the EU Legislated Alcatel Mandatory Standstill process will be carried out. Subject to no formal legal challenge being received implementation will take place thereafter.

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## **Background Papers:**

Restricted access only

# Agenda Item 9

## BACKGROUND

1. Under the Public Procurement Regulations 2006 (as amended), the Council carried out a European Union Open Procurement Procedure to seek to procure a contract for the operational management of Southport Theatre and Conference Centre over a 10 year period.
2. The Council's multi-disciplinary Working Group of officers compiled an Invitation To Tender (ITT) document setting out:
  - i) Instructions for tenderers
  - ii) Background, Specification and nature of the service
  - iii) The Council's key objectives
  - iv) Evaluation Criteria including:
    - Mandatory document checks
    - Pass/Fail hard-gate assessments (Financial, Equalities, Health & Safety)
    - Soft-gate assessment (References)
    - Price / Quality / Presentation scoring
  - v) Sample evaluation scoring methods
  - vi) Terms and Conditions
  - vii) Principal Terms for Lease, and Management Agreements
  - viii) Existing Operating protocol
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 where answers to the questions raised were beneficial to all bidders, they should be published to all bidders. This ensured openness, fairness and transparency.
5. A total of 29 potential providers accessed the ITT document via The Chest portal. Of that number 26 providers showed no further interest. One provider formally opted out of the process commenting that information necessary for the compilation of a competent bid had not been made available. However the information in question was available for download to all bidders equally via The Chest portal. Two providers submitted formal tender bids.

The relatively low response from an initial high level of interest demonstrates how narrow the marketplace is for this specialist service. This is also evidenced by an earlier unsuccessful tender for this service failing due to insufficient response. The implications of this require careful management as set out in the following section.

6. Upon commencing evaluation of the bids it became clear to Working Group officers that there were issues with both submitted bids. Tender 1, had failed to

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provide sufficient referencing. In respect of Tender 2 external investigations are still being carried out by both Police and the Health & Safety Executive in relation to an accident occurring at a managed venue. The Council's Health and Safety Assessor initially felt that there was insufficient information available to conclude either a 'pass' or a 'fail' in respect of the Health and Safety assessment and so evaluating officers knew that the risk needed to be managed. Desiring to maintain competition within the process the Working Group proposed a way forward to both bidders, seeking to pursue additional referencing on both bids. The bidders welcomed the dialogue and agreed to work with the Council in an effort to keep the procurement exercise on track.

Additional satisfactory operational references were sought and received in respect of Tender 1.

Additional satisfactory Health and Safety orientated references were sought and received in respect of Tender 2 as well as further supporting information which was then reviewed by the Council's H&S team who commented as follows:

"With regard to the general management of health and safety by this organisation, excluding the issue regarding the accident, it appears to be good. They have willingly shared all the additional documents we have requested and also provided a significant number of additional references regarding health and safety management from other authorities where they currently operate in similar venues and they are also satisfactory. The Council has done as much as it can reasonably be expected to do to understand, mitigate and manage the risk at this moment in time, with the information available"

The Council in drawing up the required agreements would reserve the right to terminate the contract, if appropriate and subject to reasonable notice, if a criminal conviction were to be secured against the company for this specific incident.

7. As a result of receiving the additional references in respect of both tenders the Working Group of officers was able to take both bids to Price / Quality evaluation. The ITT document laid out the evaluation Criteria weightings as follows:-

## **Stage 1**

Price	40%
Quality	40%

## **Stage 2**

In addition, for final, short-listed Companies only.

Supplier Presentation and Panel Questions	20%
	<hr/>
	100%

8. In respect of Price evaluation the Working Group had set out within the ITT document a clear desire to reduce the existing Council funded Management Fee Subsidy of circa £325,000.00 per annum. A price scoring model was established

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whereby the bidders would attract scoring based upon the level of reduction from the existing fee, i.e. the greater the saving, the better the score achieved. Importantly the ITT document informed all bidders equally:-

*“The Council is seeking a material reduction in the current management fee. Any proposed increase against the current management fee would result in a negative price score which in turn would detract from Quality scoring on that bid.”*

Tender 1’s proposal indicated an increase to the current management which despite the clear indication of the Council’s objective immediately dictated a negative score on Price.

Tender 2 did propose a material reduction in the management fee payable to the operator which resulted in a positive score on Price.

9. Quality scoring was undertaken on both bids. Assessment of responses to a series of six Method Statements surrounding key operational requirements produced a score for each bidder.
10. Price / Quality scoring prior to considering the Presentation stage of the evaluation was determined to be:

	<b>Tender 1</b>	<b>Tender 2</b>
<b>Price (40%)</b>	-2.34	21.00
<b>Quality (40%)</b>	28.32	37.12
<b>Sub total</b>	<b>25.98</b>	<b>58.12</b>

Within the ITT document all bidders were equally informed:-

*“Following Stage 1 evaluation, up to three Tenderers with the highest evaluation scores will be invited to undertake Stage 2 of the process.*

*To be invited to this stage the Tenderers score from Stage 1 must be sufficient that the available marks for Stage 2 would render them capable of winning the process.”*

At this stage of the evaluation Tender 1 was 32.14 marks behind Tender 2. With only 20 Marks remaining for the Presentation stage it was not mathematically possible for Tender 1 to promote itself into a winning position and so only Tender 2 was invited to give a presentation to the Working Group of officers.

11. At Presentation Tender 2’s responses to the six Method Statements included in the ITT were explored further in order to provide an opportunity for the bidder to ‘breathe life’ into the proposal, and Working Group officers asked clarifying questions accordingly. Further the bidder was asked five additional questions which probed areas such as the bidder’s Charitable Trust Status and how that benefits the Council, working within the TUPE regulations in respect of STCC and the transfer of staff, transition arrangements, financial projections over the ten year contract period, and the bidder’s requirements on the Council for the successful delivery of their tender. The session was concluded with a non-scored

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discussion surrounding the bidder's application of Health and Safety management and procedures, as Working Group officers wanted to follow up on earlier Health and Safety referencing and ensure due diligence in that regard.

12. The evaluation scores across the two bids received were concluded as follows:-

	<b>Tender 1</b>	<b>Tender 2</b>
<b>Price (40%)</b>	-2.34	21.00
<b>Quality (40%)</b>	28.32	37.12
<b>Presentation (20%)</b>	0.00	16.88
<b>Total</b>	<b>25.98</b>	<b>75.00</b>

13. In conclusion therefore Cabinet is recommended to accept Tender 2, subject to contract, due to it being consistently more attractive to the Council when measured against the Price/Quality driven scoring model as set out in the ITT.

**Appendix I of this report is NOT FOR PUBLICATION by virtue of part 3 of Schedule 12A of the Local Government Act 1972. The public interest test has been applied and favours the information being treated as confidential.**

**The restricted content is contained in Appendix I of this report.**

**Should members wish to discuss Appendix I, the restricted content, they must do so without public and press in attendance.**

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## Agenda Item 9

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**Report to:** Cabinet **Date of Meeting:** 7<sup>th</sup> November 2013

**Subject:** Disposal of Orrell School Phase 3 Site

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

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

**Exempt/Confidential** No

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### **Purpose/Summary**

To seek Cabinet approval to dispose of the Orrell School Phase 3 site to Riverside Housing for the construction of new housing for affordable rent.

### **Recommendation(s)**

It is recommended that Cabinet approves the disposal of the Orrell School Phase 3 site to Riverside Housing on the terms and for the reasons outlined in Appendix I of this report for the construction of 12no. 1 bedroom 2 person flats and 6no. 2 bedroom 4 person houses for affordable rent.

### **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 site has been acquired as part of the former Housing Market Renewal programme by agreement and under Compulsory Purchase powers for residential development. The scheme is the final phase of planned residential development on the site.

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

(A) **Revenue Costs:** Nil

(B) **Capital Costs:** Nil

## Implications:

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

**Legal:** The site has been acquired by agreement and using Compulsory Purchase powers for the purpose of redevelopment as part of a large scale regeneration programme and at a cost of around £600,000, with funding provided from external HMR Grant, which was available to us solely for this purpose.

Local Authorities have powers under sections 123 and 127 of the Local Government Act 1972 to dispose of land subject to a requirement that disposal must be for the best consideration that is reasonably obtainable. In deciding upon what is the best consideration the Authority should comply with normal and prudent commercial practices including obtaining the view of a professionally qualified valuer.

By Circular 06/03: Local Government Act 1972 General Disposal Consent (England) 2003 it is not necessary for the Council to obtain the consent of the Secretary of State for the disposal of the land which the Council considers will help to secure the promotion or improvement of the economic, social or environmental well-being of its area. Disposal at less than best consideration is subject to the condition that the under value does not exceed £2million. For the reasons states in Appendix I it is not considered that this land is undervalued for the proposed end use.

**Human Resources:** 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 an appropriate service that is fair and equitable to existing residents.

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

The Head of Corporate Finance (FD 2595) has been consulted and notes the proposed sale of the site for £1 on the basis of the issues outlined in Appendix I

The Head of Corporate Legal Services (LD1900) has been consulted and comments have been incorporated into the report

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

The site was Compulsory Purchased by the Council in order to redevelop with new housing. There are no viable alternative options other than to leave the site undeveloped which would be contrary to the express purpose of the CPO and aims of the Housing Market Renewal Programme (HMR).

As an area currently undergoing significant regeneration the low value of residential accommodation in the area, and increased development costs limits the value of the land to the point where a market led scheme would likely be unviable.

## **Implementation Date for the Decision**

Upon the expiry of the “call-in” period following the Cabinet Meeting

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## **Background Papers:**

None

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## **BACKGROUND:**

- 1.1 The Orrell School Phase 3 area forms part of the Housing Market Renewal priority area in the Klondyke neighbourhood of Bootle.
- 1.2 This area was identified as one of Sefton's priority areas for intervention in 2003 following extensive research and consultation with the local community. The area was selected to be part of the Housing Market Renewal programme primarily because of the extent of housing market failure and the poor residential offer provided by the existing housing.
- 1.3 In July 2004 members approved the adoption of Supplementary Planning Guidance detailing the adopted strategy for the area. This included the re-development of the former school and retail units which fronted Hawthorne Road.
- 1.4 The site was fully assembled following Compulsory Purchase Orders which were issued by the Council in 2005 and confirmed by the Secretary of State in 2007.

## **DEVELOPMENT PROPOSALS:**

- 2.1 The scheme developed for the site will see 18 properties constructed for Affordable rent by the Council's partner Registered Housing provider Riverside Housing using grant provided by the Homes and Communities Agency (HCA), together with their own private borrowing. Riverside Housing are the Council's partner housing association for the Orrell School site.
- 2.2 The proposed scheme complies fully with the Council's masterplan and Supplementary Planning Guidance for the area.

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