

Public Document Pack

MEETING: CABINET
DATE: Thursday 5th February, 2015
TIME: 10.00 am
VENUE: Town Hall, Bootle

Member

Councillor

Councillor Peter 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.	Apologies for Absence		
2.	Declarations of Interest Members are requested to give notice of any disclosable pecuniary interest, which is not already included in their Register of Members' Interests and the nature of that interest, relating to any item on the agenda in accordance with the Members Code of Conduct, before leaving the meeting room during the discussion on that particular item.		
3.	Minutes of Previous Meeting Minutes of the meeting held on 15 January 2015		(Pages 5 - 22)
* 4.	Revenue Budgets 2015/16 and 2016/17 Report of the Head of Corporate Finance and ICT	All Wards	(Pages 23 - 32)
5.	Pay Policy Report of the Director of Corporate Services	All Wards	(Pages 33 - 50)
* 6.	Designation of the Maghull and Melling Neighbourhood Development Plan Areas Report of the Director of Built Environment	Molyneux; Park; Sudell	(Pages 51 - 58)
7.	Programme of Meetings – 2015/16 Municipal Year Report of the Director of Corporate Services	All Wards	(Pages 59 - 84)

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THE "CALL IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON TUESDAY 27 JANUARY 2015. MINUTE NO'S 46, 47, 48, 49 AND 50 ARE NOT SUBJECT TO "CALL-IN."

CABINET

MEETING HELD AT THE TOWN HALL, BOOTLE ON THURSDAY 15TH JANUARY, 2015

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

ALSO PRESENT: Councillors Preece and Weavers

42. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hardy.

43. DECLARATIONS OF INTEREST

No declarations of interest were made.

44. MINUTES OF PREVIOUS MEETING

Decision Made:

That the minutes of the Cabinet meeting held on 27 November 2014 be confirmed as a correct record.

45. INFRASTRUCTURE WORKING GROUP - FINAL REPORT

Further to Minute No. 9 of the meeting of the Overview and Scrutiny Committee (Regeneration and Environmental Services) held on 9 December 2014, the Cabinet considered the report of the Director of Corporate Services which incorporated the report of the Infrastructure Working Group. The Working Group had investigated and considered infrastructure issues arising from the preparation of the draft Local Plan for Sefton.

The Lead Member of the Working Group, Councillor Weavers referred to a wide range of issues which had been considered in detail by the Working Group, as set out in the report and he indicated that one of the key issues arising from the report was the need for the Council to have the capacity to meet the estimated level of affordable housing per annum.

The Cabinet Member – Regeneration and Tourism (Councillor Maher) indicated that he had requested that the Working Group be established to consider the infrastructure issues arising from the preparation of the Local Plan and he thanked the Members of the Working Group for all of the work

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undertaken in liaison with officers to produce the comprehensive report and recommendations.

Decision Made:

That the recommendations of the Infrastructure Working Group, as set out in paragraph 5 of its Final Report and detailed below, be approved:-

1. That infrastructure proposals are assessed to ensure that they are sufficient to meet the diverse needs of the local community and mitigate any local adverse effects of development that may result in the failure of Local Plan objectives, recommendations and/or plan policies and to ensure that the key principles for the Spatial Strategy are met.
2. That the Sustainability Appraisal makes specific reference to infrastructure improvements to mitigate any problems, or maximise benefits, identified through the appraisal process. Such opportunities should be clearly highlighted through cross references between the Sustainability Appraisal and the Infrastructure Delivery Plan. Where mitigation is found to be impracticable or the wider impact on surrounding areas unacceptable, alternatives should be sought.
3. That account is taken of the local evidence generated by Neighbourhood Plans and policies to ensure a holistic approach to planning within Sefton's Local Plan and associated documents in relation to the provision of infrastructure and community facilities.
4. That a report be submitted to the Cabinet and Overview and Scrutiny Committee (Regeneration and Environmental Services) at the appropriate time, setting out the approach to the Community Infrastructure Levy and the potential relative priorities to be attached to the range of infrastructure needs. This process should be supported by giving priority to locally determined infrastructure needs and Government guidance informing how Community Infrastructure Levy contributions should be allocated.
5. Flood Risk and Drainage: That any new development does not increase flood risk from any source within the site and elsewhere, and where possible reduces flood risk.
6. Impact of large development building sites on existing communities: That a clear policy approach is set out in the Local Plan and Infrastructure Delivery Plan to ensure that the infrastructure needed is provided in a timely manner.
7. Further to (6) above, the clear policy approach should include measures to reduce or mitigate disruption caused by development including noise, pollution, increased congestion, and traffic impacts

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on the highway network. The Local Planning Authority is asked to maximise the use of planning conditions and legal agreements to control and mitigate impacts of new development – particularly in relation to traffic management, construction impacts and hours of operation.

8. The importance of the provision of adequate health provision and infrastructure is recognised. The Local Plan Team is requested to work in liaison with the relevant Health officials to ensure that the impact of new homes is managed and planned well in advance so that sufficient health care is provided in the right locations and reports be submitted annually by the Director of Public Health (supported by Planning Services) to the Overview and Scrutiny Committee (Health and Social Care) and the Overview and Scrutiny Committee (Regeneration and Environmental Services) on this matter.
9. The importance of not only building homes but building communities is recognised. The Local Plan should ensure that sufficient /appropriate community facilities are included in new developments with support from developers.
10. The important contribution of green spaces to making Sefton an attractive place to live is recognised. The Local Plan should include appropriate policies to protect valuable green spaces – including opportunities for establishing locally determined green space standards through neighbourhood planning, site specific master plans or development briefs. To be eligible to receive Community Infrastructure Levy, the local communities should be encouraged to consider adopting a Neighbourhood Plan to maximise benefits to their communities.
11. The provision for school facilities be incorporated into the Infrastructure Delivery Plan, with a clear approach to where, how and when additional school places will be provided.
12. Highways and Transport: It is recognised that any development does not increase the number of additional daily car journeys to socially unacceptable levels and that policies should be included to require large developments to include (and fund) necessary highways improvements subject to them not having an unacceptable impact on the local community; such improvements should include benefits to accessibility and sustainable transport choices such a cycle lanes etc.
13. The importance of adequate public transport is recognised and the Local Plan should consider ways to improve transport East/West across the borough, including the developers' role in assisting with supported transport services.

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14. That any affordable and/or social housing is developed in a way that ensures 'pepperpotting' as opposed to clustering.
15. That the housing mix in new developments reflects the demographic need for the local community and that appropriate local evidence is used as part of the policy.
16. That the Local Planning Authority in completing the publication draft, revisit policies related to the provision of infrastructure to ensure that they are robust, so that appropriate infrastructure will be delivered at the right time in the right place. A robust policy approach should be developed to ensure that an equitable balance is achieved between viability from a developers and landowners perspective and the social costs and benefits for the local community.
17. That Sefton Council write to the Secretary of State for Communities and Local Government expressing concern about the potential risks associated with infrastructure providers and their ability to deliver required infrastructure at the right time and in the right place, and requesting the ability to apply harsher sanctions when planning conditions are unmet. The Secretary of State be asked to issue additional guidelines on viability assessments to include a more 'balanced' approach – including the assessment of community impact and value in addition to developers and landowners considerations.
18. That resolutions 1 to 17 above be monitored through the Authority Monitoring Report to be submitted to the Overview and Scrutiny Committee (Regeneration and Environmental Services) and Cabinet. This is a requirement for monitoring the implementation of the Local Plan and takes place at least once a year.

Reasons for Decision:

The Working Group had made a number of recommendations that required approval by the Cabinet.

Alternative Options Considered and Rejected:

None. The Infrastructure Working Group was established to consider and make recommendations on infrastructure issues arising from the Local Plan for Sefton (See Minute 47 below relating to the Local Plan for Sefton: Publication Draft Plan). It is not an option for the Council to choose not to adopt such a Plan and as mentioned above, the Working Group's recommendations had been produced to help guide the Council and communities during the Local Plan process.

46. 2014 STRATEGIC HOUSING MARKET ASSESSMENT FOR SEFTON

Further to Minute No. 95 of the meeting of the Planning Committee held on 7 January 2015, The Cabinet considered the report of the Director Built Environment setting out the key findings of the 2014 Strategic Housing Market Assessment for Sefton, which was one of a number of key evidence gathering studies that had been commissioned to inform the Local Plan and the Council's Housing Strategy.

Decision Made:

That the Council be recommended to approve the 2014 Strategic Housing Market Assessment for Sefton.

Reasons for Decision:

To inform the preparation of the Council's Local Plan and Housing Strategy.

Alternative Options Considered and Rejected:

None.

47. LOCAL PLAN FOR SEFTON - PUBLICATION DRAFT PLAN

The Cabinet considered the report of the Director of Built Environment in relation to the Local Plan for Sefton. The report presented the Publication Draft Plan, a key stage in the preparation of Sefton's Local Plan. The Plan set out issues and challenges facing Sefton that included:

- a vision for Sefton looking ahead to 2030
- a strategy for how Sefton's housing, business and other development needs can be met
- development management policies to help guide development and provide a policy framework for making decisions on planning applications
- detailed site allocations showing how needs can be met
- details of the Publication period and next stages.

The Publication Draft Plan was an important corporate strategy document which had been developed within the statutory planning framework.

The Director of Built Environment indicated that the Publication Draft Plan had been produced following a lengthy and rigorous planning process and that it had been considered and scrutinised in detail by the Overview and

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Scrutiny Committee (Regeneration and Environmental Services) on 9 December 2014 and the Planning Committee on 12 January 2015 and that following this meeting, the report would be submitted to the Council on 22 January 2015 for approval.

The Leader of the Council (Councillor P. Dowd) indicated that the Publication Draft Plan had been prepared in accordance with the National Planning Policy Framework produced by the Government and that the Council had legal obligation to produce a Local Plan that met the requirements of the Framework. Following the approval of the Publication Draft Plan by the Council, it would be published for a period of eight weeks and then be submitted to the Secretary of State for examination. All of the comments received on the Publication Draft Plan during that eight week period would be submitted to the Government appointed independent inspector for consideration at the examination hearing.

Cabinet Members expressed their appreciation for the inclusion of policies in the Draft Plan on health and wellbeing issues and the provision of sustainable growth in the Borough.

The Cabinet expressed their thanks to all of the Planning Officers who had been involved in the production of the draft Local Plan over a number of years.

Decision Made:

That the Council be recommended to approve the following:

- (i) the Local Development Scheme as set out in Section 2.6 and Annex A of the report;
- (ii) the Authority Monitoring Report as set out in Section 20 of the report;
- (iii) the further evidence which supports the Draft Plan, as outlined in Section 21 of the report, for consultation;
- (iv) the Draft Plan for publication;
- (v) the approach to notifying people of the Draft Plan, as outlined in Section 22 of the report;
- (vi) grant delegated powers to the Director of Built Environment to make minor editorial changes to the draft Plan before it is published, as referred to in Section 23.1 of the report;
- (vii) following the end of the publication period, and subject to there being no material change of circumstances, authorise the draft Plan to be submitted to the Secretary of State for examination.

Reasons for Decision:

The Council is required to prepare and adopt a Local Plan. Paragraph 153 of the National Planning Policy Framework states: "Each local planning authority should produce a Local Plan for its area". Under Section 39 (2) of the Planning and Compulsory Purchase Act 2004 a local authority exercising their plan making functions must do so with the objective of contributing to the achievement of sustainable development.

It will be necessary to have the Local Plan formally examined by a Government appointed independent planning inspector. The Local Plan must meet statutory planning requirements and will be assessed for 'soundness'. The Publication Draft Plan is considered to be the most appropriate option for Sefton when considering these various requirements. It is not an option for the Council to choose not to adopt a plan.

Alternative Options Considered and Rejected:

None.

48. MEDIUM TERM FINANCIAL PLAN AND BUDGET 2015 TO 2017

Further to Minute No. 41 of the meeting held on 27 November 2014, the Cabinet considered the report of the Chief Executive and Head of Corporate Finance and ICT which provided details of the Council's financial position for 2015/16 and 2016/17. This followed the Local Government Finance Provisional Settlement 2015/16; the updated and new savings options that would contribute to the forecast budget gap for the next two years, the budget gap remaining and the timetable for producing a balanced two year budget plan.

In addition the report also reviewed the implementation of the 2014/15 budget reductions and provided details of a proposed amendment to the 2014/15 capital funding which was funded from external resources.

The Chief Executive indicated that the Council had recently received confirmation of the level of Government funding it would receive in 2015/16 and this had confirmed that previous forecasts were accurate and that the Council faces £55 million savings for the period 2015/16 to 2016/17. Savings of £15.478m had still to be identified and approved to meet the shortfall of £55m and further reports would be submitted to the Cabinet on proposed budget savings proposals prior to consideration at the Budget Council meeting on 5 March 2015.

The Overview and Scrutiny Committee (Corporate Services and Performance) at its meeting held on 13 January 2015 had considered and noted a report on the Council's budget position and the budget savings proposals.

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Decision Made:

That:

In relation to the 2015/16 and 2016/17 Budget Plan:

- (1) the work programme timetable set out in Annex A of the report be noted;
- (2) the update on the Local Government Finance Provisional Settlement 2015/16 as outlined in paragraph 3 of the report be noted;
- (3) the feedback from the meeting of the Overview and Scrutiny Committee (Corporate Services and Performance) held on 13 January 2015 relating to the budget items included in the report be noted;
- (4) the updated items identified as efficiencies in Annex B of the report be approved and it be noted that these will be implemented immediately by officers;
- (5) the Council be recommended to approve the following revisions to budget savings proposals as set out in Annex C of the report which were originally considered by the Cabinet on 27 November 2014:

Ref	Service Area	Change Proposal	2014/15 Budget £000	Recommended Budget Reduction November 2014 £000	Recommended Budget Reduction January 2015 £000
30	Children With Disability Service	Continue with the development of, and implement, new eligibility criteria	3,500	210	315
38	Supported living	Alternative and more efficient ways of meeting assessed care needs	18,435	1,200	1,800
52	CHAMPS	Cessation of health protection/emergency preparedness and social marketing programmes and prioritising work.Ceasing Sefton's contribution	220	57	0

		to cancer information service and CALM (mental health) service			
55	Client Contribution	Restructuring and integrating the above service with the specialist Substance Misuse Housing and Welfare Rights Team	586	36	54
64	Children's administrative support	Service redesign	167	42	63
73	Sports Leisure-Active Sports	Increase in income due to increased charges and new programmes and external funding (Litherland sports park)	0	36	84
75	Public Health	Internal restructure to reflect the need to strengthen the influencing role of the team, and reduced need for commissioning capacity	822	278	416
Total				1,859	2,732
Net change in budget reduction					873

- (6) it be noted that the Equality Impact Assessment information, the latest recorded position with respect to consultation and the identified mitigating actions for each individual proposal in Annex D of the report had been taken into account and officers be authorised to take necessary steps to progress the proposals pending consideration and determination by the Council in due course;
- (7) the Council be recommended to approve the following budget savings proposals as set out in Annex D of the report:

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Community Resilience

Ref	Service Area	Change Proposal	2014/15 Budget £000	Proposed Budget Reduction £000
82	Housing Related Support	Further decommissioning and re-commissioning of funded services in accordance with the approved Commissioning Intentions and Priorities	2,169	900
Total				900

Health & Wellbeing

Ref	Service Area	Change Proposal	2014/15 Budget £000	Proposed Budget Reduction £000
83	Integrated Wellness	Integration of Lifestyle services	5,349	3,049
84	Substance Misuse	Reduction in Substance Misuse spend	6,031	740
85	Affordable Warmth	Cessation of SEARCH scheme and Easier Breathing Project	54	54
Total				3,843

Running the Council

Ref	Service Area	Change Proposal	2014/15 Budget £000	Proposed Budget Reduction £000
86	Business Intelligence and Performance	Re-structure	1,077	360
87	Public Health	Reduction in funding for commissioned intelligence		50

		work		
88	Catering	To increase the charge for each meal by 10p in September 2015 (start of the school term) and by a further 10p from September 2016		450
89	Building Cleaning	To increase fees and charges to schools		70
90	Commercial Waste	To increase fees and charges		10
91	Tourism	Additional income from events		13
Total				953
TOTAL BUDGET REDUCTION				5,696

- (8) the current position on the bridging of the budget savings gap as outlined in Paragraph 6 of the report be noted;
- (9) the Cabinet Member - Older People and Health be granted delegated authority to set the Council's Residential and Nursing Care Home Usual Cost of Care for 2015/16 within the context and constraints of available resources, as set out in the Medium Term Financial Plan and as agreed with the Council's Section 151 Officer, following the conclusion of the consultation process. If the Cabinet Member is minded to make a decision which falls outside the ambit of the Council's Medium Term Financial Plan then the decision would have to be referred back to Cabinet for consideration.
- (10) it be noted that the proposals contained in Annexes C and D of the report and the subject of resolution (8) above will be the subject of a further recommendation to the Council in due course for consideration of the budgetary and policy framework implications and that all steps authorised by Cabinet to officers are preparatory not determinative steps;
- (11) it be noted that officers would comply with Human Resource policies and procedures and this would include the submission of regular HR monitoring reports to the Cabinet Member - Corporate Services and Performance;
- (12) it be noted that further budget savings options were being developed and assessed and a further report would be presented to Cabinet for consideration in February 2015;
- (13) it be noted that the Cabinet and Council would be required to consider the coherence of the budget savings proposals when

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taken as a whole at the Council meeting to be held 5 March 2015 in setting the 2015/16 budget and the two year financial plan.

In relation to the 2014/15 Revenue and Capital Budgets:

- (14) the progress in the delivery of the 2014/15 budget savings as set out in Annex E of the report be noted;
- (15) approval be given to the inclusion of a Greenspace related Section 106 Deposit at a cost of £38,611 in relation to work at Potters Barn Park in the Capital Investment Plan as detailed in paragraph 9.4 of the report; and
- (16) the Cabinet Member - Older People and Health be granted delegate authority to commence the procurement of services required from 1 April 2015 under the Council's new responsibility for Social Care Services to Prisoners within the identified funding outlined in Paragraph 2.5.1 of the report.

Reasons for Decision:

To ensure that the Cabinet was fully aware of the latest Medium Term Financial Plan position; to consider £36.258m of savings options which would need to be phased over the two budget plan. This would support the Council in its duty to agree a budget for 2015/16 and the level of 2015/16 Council Tax before the statutory date of 10 March 2015, and maintain a sustainable financial future for the Council by agreeing a balanced two year financial plan for 2015/16 and 2016/17.

Alternative Options Considered and Rejected:

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

49. LOCAL COUNCIL TAX REDUCTION SCHEME 2015/16 AND UPDATING THE COUNCIL TAX BASE 2015/16

Further to Minute No. 29 of the meeting held on 9 October 2014, the Cabinet considered the report of the Head of Corporate Finance and ICT which provided details of feedback received on the recent consultation exercise regarding the proposed amendments to the Council Tax Reduction Scheme for 2015/16 and details of the updated Council Tax Base for 2015/16.

Decision Made:

That:

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- (1) the Council be recommended to approve and adopt the revisions to the current Council Tax Reduction Scheme for 2015/16 summarised in paragraph 3 of the report, to take effect from 1st April 2015;
- (2) the consideration of any minor changes in legislation/guidance in relation to the 2015/16 Council Tax Reduction Scheme be delegated to the Head of Corporate Finance and ICT in consultation with Cabinet Member - Performance and Corporate Services and that any significant changes in such legislation/guidance and any further recommendations be reported to Council on 22 January 2015;
- (3) the Head of Corporate Finance and ICT be granted delegated authority to consider and implement any minor textual changes to the Council Tax Reduction Scheme for 2015/16;
- (4) the Council be recommended to approve the Council Tax Base 2015/16 as set out in Annex B of the report; and
- (5) the Council be recommended to approve the payment of grants to the Parish Councils in 2015/16 to compensate them for the cost of the Council Tax Reduction Scheme as set out in Annex B of the report.

Reasons for Decision:

Local Council Tax Reduction Scheme

Each financial year the Council must consider whether to revise or replace its Local Council Tax Reduction Scheme. The Council must approve and adopt the 2015/16 Council Tax Reduction Scheme by 31 January 2015 to take effect from 1 April 2015.

Any decision to revise or replace the scheme would require compliance with statutory provisions in accordance with The Local Government Finance Act 2012 (Chapter 17), Schedule 4.

The proposed revisions to the Council Tax Reduction Scheme ensure that those householders on the lowest incomes are not adversely affected by the Government annual uprating of state benefits and the introduction of Universal Credit.

Council Tax Base

In accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 1992, as amended, the Council is required to set a tax base for both Sefton Council and for each Parish Area for 2015/16.

Alternative Options Considered and Rejected:

Not to revise the 2015/16 Council Tax Reduction Scheme in line with Department for Work and Pensions annual uprating for state benefits,

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applicable amounts and personal allowances. This would mean non-pensioner claimants would see a reduction in the amount of means-tested Council Tax Reduction and this would not match the applicable amounts and personal allowances for Housing Benefit and Universal Credit calculation.

To have a more generous Local Council tax Reduction Scheme. This would result in reduced income to the Council and would require further budget savings against services in order to achieve a balanced budget.

The Council could determine to reduce the support to Parish Councils in 2016/17 or a future year which would provide savings to the Council of £94k per annum. A majority of Parish Councils have already met to consider their 2015/16 Budget and precept requirements which would make a change in 2015/16 more difficult.

50. REFRESH OF THE CARERS STRATEGY FOR SEFTON

The Cabinet considered the report of the Director of Older People which provided details of the draft Carers Strategy 2014-2020, which provided an overarching framework within which the Council could provide support to Carers to continue to undertake their unpaid caring roles with a focus on self-reliance, independence and community resilience

Decision Made:

That:

1. the content of the report and the feedback from the consultation and engagement process be noted;
2. the Draft Equality Analysis Report and the actions therein be approved; and
3. the Council be recommended to approve Council approval of the Carers Strategy for Sefton.

Reasons for Decision:

The Care Act 2014 requires the Council to assess the needs of Carers and provide support and assistance. The Sefton Carers Strategy 2010-13 was approved by Cabinet on 23 June 2010. The revised Strategy provides a refreshed approach to supporting Carers taking into consideration the context within which the Council now finds itself.

Alternative Options Considered and Rejected:

None.

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51. APPROVAL OF LEGAL DOCUMENTATION FOR ACADEMY CONVERSIONS

The Cabinet considered the report of the Director of Young People and Families which provided details of the decision by the Secretary of State for Education to convert St Michael's CE High School, Litherland High School and Hillside High School to sponsored academies in accordance with Government policy and sought authorisation for officers to sign the documentation required by the Government's academy conversion process.

Decision Made:

That:

- (1) the statutory requirements regarding academy conversion be noted;
- (2) the financial implications to the Council of the Academy conversions be noted; and
- (3) officers be authorised to complete the necessary agreements required as part of the academy conversion process for St Michael's CE High School, Hillside High School and Litherland High School as outlined in the report.

Reasons for Decision:

To authorise the appropriate officers to enter into the agreements required as part of the academy conversion process.

Alternative Options Considered and Rejected:

None – the Secretary of State has the powers to direct that the academy conversion process can continue if the agreements are not signed.

52. CHILDREN'S TRANSPORT PROVISION

The Cabinet considered the report of the Director of Young People and Families which provided details of the requirements of home to school transport provision in Sefton and sought approval to consult on changes to current policy with a view to increasing the level of independence for some students and ensuring the cost effective delivery of services.

Decision Made:

That:

- (1) the statutory duties for home to school transport provision be noted;

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- (2) officers be authorised to consult on changes to current policy as suggested in paragraphs 4.2 and 4.3 of the report and submit a report on the results of the consultation exercise to a future Cabinet meeting.
- (3) it be noted that Officers will progress the changes as outlined in paragraphs 4.4 to 4.7 of the report.

Reasons for Decision:

To enable consultations on any proposed changes to be held.

Alternative Options Considered and Rejected:

The Council could continue with the current arrangements and adjust budgets accordingly.

53. BREASTFEEDING FRIENDLY VENUES IN SEFTON

Further to Minute No. 48 of the Council meeting held on 25 September 2014, the Cabinet considered the report of the Director of Public Health which provided details of the proposed action and the financial implications of the action to be taken in order to implement the following Motion passed by the Council:

“That:

- (1) All shops, service providers and organisations across all sectors in Sefton should be contacted to ensure they understand their responsibilities towards breastfeeding mothers
- (2) All shops, service providers and organisations across all sectors in Sefton should be sent a ‘Breastfeeding welcome here’ sticker for them to display if they wish to, and they should be encouraged by Sefton Council to do so.”

Decision Made:

That the financial implications in 2014/15 of implementing the Council Motion be noted and that the Director of Public Health be authorised to implement the actions necessary to support the Motion. This includes:

1. All organisations in Sefton to receive a letter reminding them of their duty under the Equality Act 2010;
2. Public facing organisations to be sent a ‘Breastfeeding welcome here’ sticker;
3. Sefton partners who recently received UNICEF Baby Friendly Status to be requested to promote breastfeeding as part of their role; and

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4. All organisations to be provided with a link to a Breastfeeding Friendly e-reader

Reasons for Decision:

To ensure that Sefton organisations comply with the Equality Act 2010 and to support breastfeeding mothers.

Alternative Options Considered and Rejected:

None.

54. SEFTON NEW DIRECTIONS LIMITED BOARD – COUNCIL REPRESENTATION

The Cabinet considered the report of the Director of Corporate Services which sought approval to the appointment of an additional Council representative on the Sefton New Directions Limited Board for the remainder of the 2014/15 Municipal Year.

Decision Made:

That Councillor John Joseph Kelly be appointed as the Council's additional representative on the Sefton New Directions Limited Board for the remainder of the 2014/15 Municipal Year.

Reasons for Decision:

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

Alternative Options Considered and Rejected:

None

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Agenda Item 4

Report to: Cabinet **Date of Meeting:** 5 February 2015

Subject: Revenue Budgets 2015/2016 and 2016/17

Report of: Head of Corporate Finance & ICT

Wards Affected: All

Is this a Key Decision? No

Is it included in the Forward Plan? Yes

Exempt/Confidential No

Purpose/Summary

To enable Cabinet to consider the two year financial plan relating to 2015/2016 and 2016/17.

Recommendation(s)

It is recommended that Cabinet: -

- 1) Note the updated Budget position for 2015/2016 and 2016/17;
- 2) Consider the means of bridging the identified outstanding Budget gap; and
- 3) That officers be authorised in particular to undertake the necessary actions relating to the saving associated with no incremental progression in 2016/17 and more generally any other relevant preparatory steps associated with these recommendations subject to Council approval; and
- 4) That Cabinet recommend to Council:
 - i) use of Section 106 money as outlined in paragraph 3.2 (a)
 - ii) an increase in cremation and burial fees by 5% over inflation
 - iii) to cease discretionary rate relief for sports clubs
 - iv) a further reduction in the CHAMPS budget as outlined in paragraph 3.2. (d)
 - v) the capitalisation of Highways, ICT and systems development currently funded by the revenue budget
 - vi) an adjustment to the Medium Term Financial Plan which only allows for incremental progression in 2015/16.
 - viii) to cease discretionary support to Parishes for the Council Tax Reduction Scheme.
 - ix) to agree the budget assumptions contained in paragraphs 2.2.(a) and 2.2.(b) and 3.2.(h)

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

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

Reasons for the Recommendation:

The recommendations in this report, provide the basis on which the Council's two year budget plan would be balanced for the period 2015-2017.

What will it cost and how will it be financed?

(A) Revenue Costs

The revenue gaps for each of the years 2015/16 to 2016/17 are projected at £32.487m and £22.340m respectively. The figures are individual in-year savings targets, assuming the previous years' targets are achieved

(B) Capital Costs

The two year financial plan includes the transfer of £1m revenue funded activity to be met from the Capital programme from 2015/16. If this option is approved this will be a first call against uncommitted capital programme resources from 2015/16.

Implications:

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

Legal

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

Human Resources

The proposals contained within this report have a potential impact upon employees and the potential for both voluntary and compulsory redundancies. It will be necessary for the Authority to comply with the duty to consult with recognised Trade Unions and employees and to complete as necessary a notification under Section

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188 of the Trade Union Labour Relations (Consolidation) Act 1992. Also form HR1 to the Department of Business Innovation and Skills notifying of redundancies has yet to be filed. Full and meaningful consultation should continue to take place with the Trade Unions and employees on the matters contained within this report.

Equality

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

Impact on Service Delivery:

Service implications for new budget options are outlined within this report and should be considered in conjunction with those described within the options and proposals approved by Council on 22 January 2015.

What consultations have taken place on the proposals and when?

The Overview and Scrutiny (Corporate Services and Performance) will consider this report at meeting of 24 February 2015. Regular and ongoing consultations also took place with Directors, employees and Trade Unions.

The Head of Finance and ICT is the author of this report (FD 3399/15) and the Head of Corporate Legal Services has been consulted and appropriate comments are incorporated (LD 2691/15)

Are there any other options available for consideration?

The Council has a legal obligation to set a balanced and robust budget and to set the Council Tax for 2015/2016 before 10 March 2015.

Implementation Date for the Decision

The Council will agree the two year financial plan for 2015/16 and 2016/17 and the budget for 2015/2016 at its meeting to be held on 5 March 2015.

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

Background Papers:

None

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1. Background

- 1.1 Cabinet will be aware that the Council faces a budget deficit of £55m over the next two years. Over recent months work has been ongoing to identify options which would eliminate this deficit. The process has involved an extensive risk assessment coupled with consideration of the alignment of services with the Council's priorities. The process was considered in detail at previous Cabinet meetings and at Council on 22nd January 2015.
- 1.2 This has been a challenging process; producing options that would eliminate the forecast deficit whilst attempting to minimise the impact on communities. However given the magnitude of saving it would be impossible to eliminate the impact and the risk. To date budget cuts of £39.2m have been approved by Council leaving a gap remaining of £15.5m. This report provides proposals which would eliminate the remaining gap and enable Council to consider a balanced two year budget plan for the period 2015 to 2017 at its meeting on 5th March 2015.

2. Latest Summary Two year Financial Plan 2015/16 and 2016/2017

- 2.1 The following table recaps the decisions approved at 22 January 2015 Council meeting.

			£m	£m
Budget Gap reported to December 2013 Cabinet				54.706
Funding Changes approved				-4.960
Green waste change approved			-0.430	
Adjustment for Funding Settlement			+0.121	
Updated Efficiency savings			-15.340	
Updated Options for consultation and preparation by Officers			-12.923	
New options for consideration			-5.696	
Net Total Options presented to date				-34.268
Future options to be determined				15.478

- 2.2 In addition to the options summarised above Cabinet in January 2015 also agreed that the following budget planning assumptions should be included in the plan.
- a) Management Arrangements - the Chief Executive will undertake a review of senior and middle management to reflect remaining Council responsibilities. At this stage a budget planning assumption of £1.3m is being made. This will be firmed up over the coming months as specific proposals are considered.
 - b) An ongoing review of major strategic transactional service contracts will identify the scope to renegotiate and achieve service changes and efficiencies. At this stage a budget planning assumption of £1m is being made. This will be firmed up over the coming months as specific proposals are considered.

- 2.3 Taking into account paragraphs 2.1 and 2.2 above, the financial gap remaining to balance the two year plan is £13.178m. Cabinet is asked to consider the approach below as a means of bridging this gap.

3. Bridging the Gap

- 3.1 As indicated above, Cabinet would need to identify and recommend to Council further budget proposals totalling £13.178m. At this stage it is proposed to recommend a combination of specific options, an indication of the likely Council Tax increase plus an assessment of further work on two major reviews which will be ongoing beyond March.
- 3.2 New Specific Options for Recommendation to Council
- a) The funding of new developments through Section 106 resources has been reviewed. In particular the use of Section 106 to support the revenue costs arising from these investments have been reviewed. Detailed analysis of legal agreements relating to recent years' projects has been undertaken to estimate the proportion of revenue costs which could be met from this source of external funding. The analysis indicates that in future years an estimated £0.500m of related ongoing maintenance can be funded through the use of Section 106 monies over the period of the two year financial plan. The capital spend associated with these projects has previously been authorised. It is the revenue spending that now requires authorisation. Any such funding has to be proportionate to the capital works authorised by the legal agreement in the first instance.
 - b) The Fees and Charges review for burial and cremation has identified a further option to increase income by 5% over inflation and realise £0.300m income increased.
 - c) The current approved discretionary rate relief for sports clubs is in its final year. The fourteen clubs supported with this discretionary relief include tennis, sailing, golf, rugby, football, cricket and boxing clubs from across the Borough. This relief has been assessed against the budget principles agreed by Cabinet in November 2014 and are not considered to focus on Council's core purpose. This reduction is estimated at £0.030m.
 - d) Cabinet considered an option in November 2014 relating to the CHAMPS services which considered a range of reductions of public health activities and was estimated in November 2014 to be able to reduce expenditure by £0.057m. The Cabinet subsequently requested this option be amended. The amended option is estimated to save £0.028m and is achieved through reduced health protection work, campaigns, marketing and commissioning support.
 - e) The relationship between the Council's Capital and Revenue budgets has been reconsidered and there are items which are currently met from revenue which it would be permissible to charge against the Council's capital resources. These include elements of highways maintenance, ICT investments and systems development. This provisioning of these items would allow an estimated £1m of revenue budget to be met from capital resources and reduce the call on revenue funding.

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- f) All MTFP assumptions have been further reviewed. The Cabinet are requested to approve the inclusion in the budget the cost of payment of pay increments to staff in 2015/16 only, and that no provision is made for increments in the financial plan for 2016/17. Members will recall that similar decisions in previous years required further consultation with the trade unions and staff. There would be no incremental progression for any employees of the Council (with the exception of any employees who are employed on statutory contracts, i.e. teachers who are centrally employed). All NJC, JNC – HAY, Red Book, Youth Workers –JNC, Soulbury and any other similar terms and conditions which provide for incremental progression would therefore not have any form of incremental progression in 2016/2017. This measure would deliver a projected saving of £1.5m in 2016/17. This measure would not apply in schools whose Governing Body controls such matters.
- g) The Council has supported the parishes since the Government replaced Council Tax Benefit with a locally determined Council Tax Reduction Scheme. The funding which Sefton Council receives upon the cessation of Council Tax Benefit has been reduced annually in line with the overall Council reduction in Government funding. The number of claimants has reduced since 2013 and the resulting estimated level of support required in 2015/16 will reduce from £0.120m to £0.094m. The support to parishes is discretionary. The cessation of this discretionary support to parishes from April 2016 leads to an estimated saving of £0.120m based on the 2014/15 payments.
- h) An ongoing review of support for vulnerable children supported by Social Care will identify the scope to renegotiate and achieve service changes and efficiencies. At this stage a budget planning assumption of £0.700m is being made. The review covers the scrutiny of systems, payments and allowances combined with a targeted business model demonstrating systematic reductions in both the number of children entering the system and the types of placements offered This will be firmed up over the coming months as specific proposals are considered.
- i) In summary the options and budget planning assumptions included in this report are:

Ref	Item	£m	£m
	NEW OPTIONS contained within this report:		
92	Funding revenue consequences of planning approved projects from Section 106	0.500	
93	Increase Cremation and Burial Fees by 5% above inflation	0.300	
94	Cessation of discretionary rate relief for sports clubs (fourteen clubs across Sefton)	0.030	
52 - revised	Public Health efficiencies - health protection work, campaigns, marketing and commissioning support.	0.028	
95	Funding of highways, ICT and other developments from capital resources	1.000	
96	Staff pay - No incremental progression in 2016/17	1.500	
97	Remove the discretionary support to Parish	0.120	

	Councils for Council Tax Reduction Scheme		
	Total new/ amended Options contained within this report		3.478
	BUDGET PLANNING ASSUMPTIONS		
97	Review of services for looked after children	0.700	
98	Management Arrangements	1.300	
99	Contracted transactional services	1.000	
	TOTAL Budget Planning assumptions		3.000

4. Council Tax Income

- 4.1. The Medium Term Financial plan for 2015/16 and 2016/17 does not assume any increase in Council Tax for each of these years. Changes in the assumptions for the rate of Council Tax Collection and the Collection Fund surpluses have been considered and approved by Council on 22 January 2015.
- 4.2. Cabinet should note that every 1% increase generates around £1million. The Government announced its Council Tax referendum rules in December 2014 which indicates that the maximum increase before a referendum is required is 2%. If applied in both years this would generate £4.090m.
- 4.3. The Council on 5 March 2015 will have to consider three options relating to Council Tax for 2015/2016 as part of the Budget determination and also for 2016/17 as part of the two year financial plan:
- a) To freeze the Council Tax and be eligible for the Council Tax Freeze Grant. This will provide funding of **£1.02m** in 2015/2016 and is based on a 1% increase in Council Tax. The Government has indicated that this would be built into the base for future Government funding. No indications have been given regarding the continuing availability of Council Tax Freeze Grant for 2016/17. This option would reduce the Council Tax base for future years income generation.
 - b) To increase Council Tax by 1.99% in each of the two years, i.e. the maximum possible without requiring a referendum in May. This would provide resources of **£4.090m** and this would be built into the Council Tax base. (This is lower than twice the above because of the required adjustment for the Council Tax Reduction Scheme);
 - c) Propose an increase above 2% which would require a Referendum. Members would wish to consider that **each 1% increase** in Council Tax would generate an additional **£0.975m** (adjusted for CTRS) assuming current levels of collection and doubtful debt. The estimated cost of holding a referendum would be £200,000.

At this stage it is assumed that Council Tax will increase by 1.99% in each of the next two years. This assumption does not predetermine the decision on the actual level of Council Tax to be taken by Council.

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4.4 Summary Position

Assuming the recommendations in this report are agreed the latest position is summarised below

	£m	£m
Budget gap Identified December 2013		54.706
Less Savings approved by Council January 2015		<u>-39.288</u>
Balance to be addressed		15.478
Less considerations in this report:		
Specific new options	3.478	
Budget planning assumptions	3.000	
Council Tax increase of 1.99% for next two years	<u>4.090</u>	<u>10.568</u>
Balance still remaining to be identified		<u>4.910</u>

As indicated above the specific proposals under consideration total £10.568m which still leaves a deficit of £4.910m to be identified. At this stage it is not proposed to identify specific options to contribute to this deficit. The Council will continue to plan for the delivery of significant savings from the reviews identified at paragraph 5 below and will monitor the MTFP position and assumptions following the General Election in May 2015. A formal review of the MTFP and budget position will take place in the Autumn 2015 during which further action will be taken to eliminate any remaining deficit. In the meantime it is proposed that the remaining deficit of £4.910m been held against the Councils Reserves and Balances.

5. Other Reviews

5.1 The Cabinet were informed in January 2015 that reviews are being undertaken relating to:

- a) A review of the services commissioned from the Voluntary Community and Faith Sector will identify the risk and impact of reductions in this area. No budget planning assumption will be made until specific proposals have been identified
- b) One of the significant challenges facing the Council going forward is balancing early intervention and prevention with acute services particularly in services to vulnerable children and their families. Work is ongoing to identify the impact of savings in these areas and a budget planning assumption will be identified prior to the budget being set.

5.2 These reviews are complex and the aggregate impact on communities and partners will not be known until the summer. It is anticipated that these reviews will identify significant savings. HPage 30 this stage, the Council meeting on 5

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March 2015 is not recommended to identify a specific budget saving for inclusion the two year plan. It is considered important not to prejudge the outcomes of these reviews.

5.3 The Cabinet is also reminded that the use of one off resources should only occur in setting a robust financial plan when there is a clear short term requirement and that these are not used to avoid making budget savings. The reviews outlined in Paragraph 5.1 are expected to contribute to the budget gap but at this stage any quantified saving could predetermine the outputs of the reviews and lead to less effective outcomes and sustainable solutions.

5.4 The Council will be presented with the two year financial plan at 5 March 2015. The budgets will include the identification of the individual years' budgets and the estimated phasing of the financial implications of all the policy changes contained within the two year financial plan.

6. Conclusion

This report represents one of the final stages in the preparation of the two year budget plan. It builds on the already approved budget cuts and provides an approach to balancing the forecast budget gap of £55m. This approach leaves a £5m gap for which no specific options have been provided and which will be covered by reserves and balances if required.

The Council at its meeting on March 5th will consider for approval the final budget plan and Council Tax increase. Subject to this approval detailed implementation plans will be prepared for the major savings areas and progress towards delivering the savings will be closely monitored and managed.

Whilst the setting of any budget is an important milestone for the Council, there remains a significant degree of uncertainty around the future funding for local government. Initial policy statements from all major political parties indicate a requirement for ongoing austerity measures and reduction in local government spending. Following the General Election in May the position should become clearer. It will therefore be necessary for the Council to keep the Budget Plan under review and if appropriate amend it in the light of changes to local and national policy and the financial outlook.

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Report to: Cabinet
Council

Date of Meeting: 26 February 2015
5 March 2015

Subject: Pay Policy

Report of: Director of Corporate Services

Wards Affected:

Is this a Key Decision? No

Is it included in the Forward Plan? Yes

Exempt/Confidential No

Purpose/Summary

To recommend a Pay Policy for the Council as required by the Localism Act 2011.

Recommendation(s) That

Cabinet

The proposed Pay Policy at Annex A to this report be recommended to the full Council for approval.

Council

The proposed Pay Policy at Annex A to this report be approved.

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 comply with the Localism Act 2011

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What will it cost and how will it be financed?

(A) Revenue Costs N/A

(B) Capital Costs N/A

Implications:

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

Legal The Council has the following duties under the following sections of the Localism Act 2011 :-
Section 38- The Council must prepare a Pay Policy Statement for each financial year which sets out its policies relating to the remuneration of its chief officers and its lowest-paid employees and the relationship between the remuneration of its chief officers and its employees who are not chief officers.

Section 39-The Council's Pay Policy Statement must be approved by resolution of the authority before it comes into force and prior to 31st March immediately preceding the financial year to which it relates.

Section 40- With regard to its functions under sections 38 and 39 [above] ,the Council must have regard to any guidance issued or approved by the Secretary of State

Human Resources The Pay Policy has been amended and updated to reflect any changes that have occurred since the last report.

Equality

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

Impact on Service Delivery: N/A

What consultations have taken place on the proposals and when? N/A

The Head of Corporate Finance (FD3391/15) notes that this report is to meet the Authorities statutory duties under the Localism Act 2011 to produce an Annual Pay Policy statement and has no other financial implications.

Head of Corporate Legal Services (LD 2683/15) have been consulted and has no comments on the report.

Are there any other options available for consideration? No

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Implementation Date for the Decision: Immediately following the Council meeting.

Contact Officer: Mark Dale
Tel: 0151 934 3949
Email: mark.dale@sefton.gov.uk

Background Papers:

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

DCLG guidance: “Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act 2011”.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5956/2091042.pdf

DCLG further guidance: “Openness and Accountability in Local Pay Guidance under Section 40 of the Localism Act 2011 – Supplementary Guidance”

<https://www.gov.uk/government/publications/openness-and-accountability-in-local-pay-supplementary-guidance>

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INTRODUCTION/BACKGROUND

1. This report deals with a requirement in the Localism Act 2011 (the Act) which became statute in November 2011. The Act introduces a requirement for Local Authorities to agree and publish an Annual Pay Policy Statement effective from December 2011. The Department of Communities and Local Government (DCLG) also published statutory guidance on openness and accountability in local pay.
2. This report outlines the amendments to the pay policy.
3. On 20th February 2012 the DCLG issued statutory guidance “Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act 2011”. Local Authorities in England are required to take account of the supplementary guidance when preparing their Pay Policy Statements.
4. At its meeting on 23rd January 2013 Council agreed the Pay Policy Statement for 2013/14 which included specifically a mechanism for the consideration of new appointments which have a remuneration package of £100,000 or above. Full Council, in accordance with the Pay Policy, have the opportunity to vote on this remuneration prior to a new appointment with a recommendation made by the Employment Procedure Committee. No changes are proposed and this process will remain in force.
5. Council also agreed that in relation to severance packages for senior officers. It is recommended in respect of any severance package of £100,000 or above that full Council are given an opportunity to vote to determine in respect of the Chief Executive, Deputy Chief Executive and Service Directors. This would be after a recommendation from Pay and Grading Committee. All other employees’ severance packages of £100,000 or above are to be determined by the Pay and Grading Committee and may come before Full Council as part of the Budget process.
6. The reasoning for utilising the Pay and Grading Committee was to allow operational effectiveness in seeking the approval of such payments, leaving Full Council to deal with Senior Officers as detailed above.
7. The Pay Policy itself has been shortened to remove some details which are referenced elsewhere in the interests of providing a more readable document. No substantial changes have occurred in the Policy.

PAY POLICY 2014/ 2015

(As required by the Localism Act 2011)

<u>Contents</u>	<u>Para(s)</u>
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Note: Reference is made in this policy to various national and local terms and conditions agreements, and policies. Where access is available the hyperlinks have been provided;

National Pay Agreements within Local Government

1. JNC Chief Executive Terms and Conditions of Service.
2. JNC Chief Officer Terms and Conditions of Service:
3. Local Government Pension Scheme: www.lgps.org.uk
4. NJC Terms and Conditions of Service (Green Book): [green book](#)
5. NJC Terms and Conditions of Services for Craft Workers (Red Book).
6. Soulbury Terms and Conditions of Service: (Education & Young People)
7. Teachers Pension Scheme: www.teacherspensions.co.uk
8. Youth and Community Workers Terms and Conditions of Service (Pink Book):
(Education & Young People)

Sefton Council – Local Pay Policies

1. Local Government Pension Scheme - Discretionary Powers: [Local Government Pension Scheme](#)
2. Non-Standard Working Arrangements and Associated Payments [non-standard working arrangements](#)

Senior Salary Pay Bandings -

These can be accessed through the following link: [senior salary pay bandings](#)

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SEFTON COUNCIL PAY POLICY

(As required by the Local Government transparency code 2014 and the Localism Act 2011)

A. OPENING STATEMENT

1. The aim of this policy is to help maintain and improve the quality of service provision by ensuring that all employees are valued and receive proper reward for their work and contribution. It also serves to satisfy the requirements of the Localism Act 2011 relative to pay accountability.
2. It is recognised that both financial and non-financial rewards are necessary to attract, retain and motivate employees. As such there needs to be a close link between reward and the overall approach to people management, including workforce planning and development strategies. There needs to be a fair balance between changing organisational needs and the aspirations of individuals. Equally there needs to be a recognition of the financial constraints of the current economic climate and the imperative to manage public monies responsibly.
3. This policy will assist in managing pay and other rewards in a fair, equitable, responsible and transparent manner. The Council supports the principle of equality of opportunity in employment. In this regard every endeavour will be made to ensure that employees receive equal treatment, irrespective of their age, gender, race, colour ethnic origin, family commitments, marital status, sexual orientation, disability or religious beliefs.
4. All pay related decisions will be taken in compliance with the provisions of The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999, the Employment Act 2002, The Employment Act 2008, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees' (Prevention of Less Favourable Treatment) Regulations 2002, all as amended.

B. SCOPE OF POLICY

5. This policy covers all employees other than those in schools.

C. AVAILABILITY OF POLICY

6. This policy is available on the transparency pages of Sefton's website [Pay policy](#)

D. DECISION MAKING

7. The pay policy aspects of this document are the responsibility of the Pay & Grading Committee with any recommendations for change being subject to the approval of the Council.
8. The policy will be reviewed by the Committee at least once every municipal year and referred to the Council for consideration prior to the beginning of the subsequent municipal year on 1st April. As no substantive change has occurred for 2015/16 the matter has proceeded through Cabinet and Council
9. The authority to make decisions in accordance with the policy (i.e. its application) is in accordance with the delegations described in the Council's constitution, which can be found in the documents library on Sefton's website
10. The Employment Procedure Committee will decide on the remuneration package for Senior Officer positions in cases where the proposed remuneration is over £100,000. This aspect will be debated at the point when the decision is made to fill the post. A recommendation will then be made to the full Council who will have the opportunity to vote on the remuneration proposed. The remuneration must be agreed prior to an appointment offer being made.
11. In accordance with the guidance in respect of Section 40 of the Localism Act, any severance payment of £100,000 which will potentially be made to the Chief Executive, Deputy Chief Executive and any Service Directors will be subject to an opportunity of Full Council vote following a recommendation from Pay and Grading Committee.
12. In respect of any other Officers, Council has delegated the determination of severance packages of £100,000 or above to the Pay and Grading Committee. The detail of such packages may come before Full Council as part of the Budget process.
13. In respect of the definition of severance payment (for the purposes of paragraphs 11 and 12), this is defined as:
 - (a) A redundancy payment
 - (b) Any capital cost to the pension fund
 - (c) Any other contractual payments are due to the employee
 - (d) Any other payments which the Local Authority may seek to make

E. SENIOR OFFICERS PAY

14. Senior officers are defined as those currently earning £50,000 and above. The £50,000 threshold is applied as per the Local Government transparency code 2014, issued by the Department for Communities and Local Government [CLG].

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15. Individual Senior Management pay is set out in data published on the Council's website in accordance with the Local Government transparency code 2014.
16. Senior officers (other than those paid under the Soulbury agreement) are paid in accordance with the HAY job evaluation method and HAY Pay structure which was constructed pre 2009 on the recommendation of HAY consultants taking account of market value.
17. Chief Executive – the Salary comprises of 5 incremental points within a salary band ranging from £138,543 rising to £152,403. *NOTE: The current Chief Executive is on the maximum of the grade but since February 2011 has volunteered a 10% reduction. The actual payment is £137,163 p.a.*
18. Deputy Chief Executive paid on a Personal grade.
19. Service Directors and Senior Management – Paid relative to Hay grades 6, 5, 4, 3, and 2. Ranging from £44,847 - £99,447
20. The terms and conditions for the post of Chief Executive are in accordance with the Joint National Council (JNC) Scheme for Chief Executives. In the case of HAY Grades 5 - 2 the terms and conditions are as per the JNC Scheme for Chief Officers. In the case of HAY Grade 6 the terms and conditions are in accordance with the National Joint Council (NJC) Scheme for Local Government services employees (known as the "Green Book").
21. HAY grades are allocated to posts using the HAY job evaluation system. This system enables the factors of a job to be analysed and translated into a points score which, in turn, is related to the appropriate grade associated with the score.
22. Each year the HAY group are consulted as to what is an appropriate pay rise. The HAY Group advise based on predicted awards in the general market (Public and Private Sector), the amount of inflation, and the Retail Prices Index. This is also balanced against the National Joint Council Pay award and the ability of the Council to meet the pay bill.
23. At the time of writing this report (Dec 2014) discussions are still ongoing relative to the Pay award to be awarded to HAY graded officers. The figures given above will be amended, if appropriate, once this decision has been made.

Local government Transparency Code relative to Senior Officers pay

24. Part 2.2: of the Local government Transparency Code relative to Senior officers pay stipulates that specific information must be published annually. This information includes; Organisation charts and Senior Salaries

Organisation chart

25. The organisation chart must cover staff whose salary is £50,000 or above. The following information must be provided;
- grade
 - job title
 - local authority department and team and contact details
 - whether permanent or temporary staff
 - salary information in £5,000 brackets and
 - salary ceiling (the maximum salary for the grade).

Senior salaries

26. The Council must publish details for whose remuneration in that year was at least £50,000
- in brackets of £5,000 along with the job title
 - the information is not solely based on salary but will include all remuneration i.e. overtime pay
 - employees whose salaries are £150,000 or more must be identified by name
 - details of post responsibilities must be provided for each of the Senior Officer roles.
 - The information must be produced and published not later than 2 February 2015 and annually thereafter and will be published on the council website.
27. This information will be produced once the details of any pay award have been agreed.

F. EDUCATION PROFESSIONALS PAY [Soulbury Agreement]

28. The Soulbury Committee provides national collective bargaining machinery for advisory staff in Local Authorities. Nationally it covers approximately 10,500 staff including: education improvement professionals, education psychologists, and young people's/community service managers. In addition to the annual pay increase, the Soulbury Committee also determines the national salary framework.
29. The Soulbury agreement provides three separate sets of pay spines for Education Improvement Professionals (EIPs), Educational Psychologists Scale A and Scale B for Senior and Principal staff and Trainee and Assistant Educational Psychologists.

Education Improvement Professionals (EIPs)

Spine Point	Salary from 1.9.2013
Ranges from spine point 1	32, 677

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To spine point 50	86,488
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30. The Education Improvement Professionals (EIPs) salary scales consist of not more than four consecutive points, based on the duties and responsibilities of the posts and the need to recruit and motivate staff. Minimum starting points are defined in the pay conditions for Senior and Principal EIPs and include an extended range to accommodate structured professional assessments.
31. The second set of spines, for educational psychologists, comprises a single scale for main grade psychologists; a pay spine for senior and principal educational psychologists; and a scale for unqualified assistant educational psychologists.

EDUCATIONAL PSYCHOLOGISTS – SCALE A

Spine Point	Salary from 1.9.013
Ranges from spine point 1	34,273
To spine point 11	50,745

32. The salary scales consist of six consecutive points, based on the duties and responsibilities of the posts and the need to recruit, retain and motivate staff and include extension to scale to accommodate structured professional assessment points.

SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS – SCALE B

Spine Point	Salary from 1.9.13
Ranges from spine point 1	42,969
To spine point 18	63,571

33. The Salary scales consist of not more four consecutive points, based on the duties and responsibilities of the posts and the need to recruit, retain and motivate staff and include an extension to range to accommodate discretionary scale points and structured professional assessments.

TRAINEE EDUCATIONAL PSYCHOLOGISTS

Spine Point	Salary from 1.9.13
Ranges from spine point 1	£22,019
To spine point 6	£30,075

ASSISTANT EDUCATIONAL PSYCHOLOGISTS

Spine Point	Salary from 1.9.13
Ranges from spine point 1	£27,067
To spine point 4	£30,377

34. The Soulbury agreement does not set its own specific conditions of service. Instead it provides that:

“The conditions of service of Soulbury officers shall be not less favourable than those prescribed for the local government services staff of the authority”

G. Youth and Community Workers

35. The pay of Youth and Community Workers is determined from pay points prescribed by the Joint National Council (JNC). There are two ranges of pay points, one for Youth and Community Support Workers and one for Professional staff. The Youth and Community pay structure ranges from Pay point 1- £14,283 to Pay point 17- £25,830. The Professional pay structure ranges from Pay point 11- £20,796 to Pay point 30- £36,741.
36. At the time of writing this report (Dec 2014) the Soulbury and Youth and Community Workers had yet to reach an Agreement in Terms of the National Pay award applicable. These figures will be amended, as appropriate, once this agreement has been concluded.

H. NATIONAL JOINT COUNCIL EMPLOYEES

37. The largest proportion of employees are paid in accordance with the NJC (Green Book) terms and conditions of employment and in conjunction with a locally determined grading structure that is derived from the spinal column points (SCPs) provided by the NJC for Local Government Services pay scales. It is influenced by market values and is ‘shaped’ to reward employees fairly relative to job requirements.
38. Grades are allocated to posts using the Local Government Single Status Job Evaluation Scheme which forms part of the NJC (Green Book) terms and conditions of employment.
39. The grading structure and the arrangements for applying the job evaluation scheme are agreed with the local trade unions.

I. NJC PAY AGREEMENT

40. Following the conclusion of the respective consultations by the National Employers and Trade Unions sides, agreement has been reached on a long term pay deal to run from 1st January 2015 to 31st March 2016. The pay scales applicable for NJC staff effective from January 2015 range from SCP 5 £13,500 to SCP 49- £42,957.

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41. It has been agreed that Spinal Column Point 5 will be deleted with effect from 1 October 2015. At that point employees on SCP5 shall progress to SCP6.
42. In terms of job evaluation Grade A (jobs with a points score of up to 235) will then become a spot grade of SCP 6. Grade B will then become SCP 7-9 (jobs with a points score from 236 – 260).

J. AD HOC PAY ARRANGEMENTS (Craft Employees and Capita Grades)

43. Sefton currently employs a very limited number of staff on the former “Red Book” conditions. The salaries this group of employees have been assimilated to NJC grades. However, a small number of ad hoc terms and conditions still stem from the Red book. These terms and conditions will be reviewed in due course with a view to applying locally agreed terms.
44. In addition, some staff have TUPE'd in from Capita on the salaries and Terms and conditions applied during the Capita contract. These roles will be reviewed in due course with a view to applying the NJC or HAY job evaluation and grades as appropriate and the locally agreed allowances.
45. The NJC pay award will not be applied to Capita grades given that the grades are not directly related to a NJC defined paypoint.

K. MARKET SUPPLEMENTS POLICY

46. The Council aims to recruit and retain the best possible employees with the skills, knowledge and experience needed to deliver excellent services and to meet its corporate objectives. There may be times when the grading of a post results in an inability to successfully recruit or retain to particular posts. In such cases it may be appropriate to pay a market supplement in addition to the salary to ensure that appointments can be secured. In these circumstances, the potential for the application of a Market Supplement Rate will need to be objectively justified. Such payments are lawful under the Equality Act 2010 where there is evidence to justify that market factors are the “material factor” for the post attracting a higher rate of pay than other posts with the same score. In order to establish equality of pay the Council needs factual evidence to prove that paying any Market Supplement Rate is “a proportionate means of achieving a legitimate aim”.
47. At the time of writing no posts currently attract a Market Supplement. Any cases will be subject to formal approval, annual reviews, and supplementary reviews following any pay award agreements or incremental advancement. In addition, the Joint Trade Union forum will be provided with details of any positions which have been approved for the Market Supplement Payment.

L. OTHER PAY

48. **Returning officer** The Council has to appoint a Returning Officer for elections. This is usually a senior officer of the Council who performs the role in addition to his/her normal duties. Appointment as a Returning Officer is deemed to be separate remunerable employment.
49. **Acting up payments** Employees are not eligible for honoraria or ex gratia payments under current Council policy. However, an employee who, following a fair selection arrangement, performs the full duties and responsibilities of a higher graded post on a temporary basis, will be paid in accordance with the higher graded post for the specified period and without any commitment to permanency in that post. This is known as “Acting Up”. It is an operationally practical arrangement applied throughout the workforce. It is an expedient measure that should maintain for as short a period as possible – normally less than 12 months.
50. **Advisory Staff in Local Authorities – [Soulbury Agreement]** In each of the separate Soulbury pay spines there is provision for employees to receive up to three further spine points under the Structure Professional Assessment (SPA) system. This element of the pay structure is based on performance assessment and forms part of the overall pay structure. Progression under the SPA system is subject to local assessment against nationally prescribed criteria.
51. **NJC Employees- Non-Standard Working Arrangements and Associated Payments**
In accordance with the NJC provisions the Council pays allowances in respect of employees who are required to work outside “normal” working hours.
52. On 17th February 2011 Cabinet approved a package of terms and conditions changes following consultation with the trade unions. The changes were implemented with effect from 1st April 2011, initially for two years, and have since been adopted as an ongoing contractual arrangement to assist with the budget savings.

M. PAY PROTECTION

53. In certain circumstances where employees suffer a loss in basic pay as a result of the actions of the employer, 12 months’ pay protection is available.

N. PAY RELATIONSHIPS

54. The Local Government Transparency Code 2014 Part 2.2 para 41 and Section 38 of the Localism Act 2011 requires local authorities to produce information relative to pay dispersion i.e. the relationship between remuneration of Senior Officers and the remuneration of other staff. The information in this section illustrates the Councils pay dispersion.
55. The highest level of (*full time equivalent – FTE*) employee remuneration in the Council is associated with the post of Chief Executive – para17 refers.

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56. The lowest level of (FTE) employee remuneration is £12,435 p.a. With effect from 1.1.2015 the figure will increase to £13,500 p.a. (NJC Spinal Column Point 5). With effect from 1.10.2015 the figure will increase to £13,614 (NJC Spinal Column Point 6).
57. The median level of actual basic pay for central staff is £15,882 p.a. The median level of actual pay including contractual allowances (e.g. overtime, shift pay etc) is £17,333 p.a.
58. The ratio listed compares favourably with the Upper 20:1 ratio as detailed in the Hutton Fair Pay Review Report. The 2014/2015 (FTE) actual pay relationships are:
- Highest pay is 11.03 times greater than lowest pay.
 - Median basic pay is 1.27 times greater than lowest pay.
 - Median pay including contractual allowances is 1.39 times greater than lowest pay.
 - Highest pay is 8.63 times greater than median basic pay and 7.91 times greater than median pay including contractual allowances.
59. In order to achieve this calculation the pay relationships have been based on the lowest level of employee remuneration (using actual pay figures of centrally employed staff payable as at November 2014 (i.e. before the increase in accordance with the NJC agreement percentage award payable with effect from 1.1.2015) and the highest level JNC pay applicable as at November 2014.

O. OTHER TERMS AND CONDITIONS

60. The normal working week is 36 hours (FTE) for all employees including those defined as senior officers. This is with the understanding, in the case of most senior officers, that, additional hours will be worked, as necessary, without financial or time off recompense.
61. The Council recognises the importance of the need to balance personal and working demands. Employees are required to be receptive to such needs both in their own case and relative to those for whom they may be responsible. It is considered that an empathetic management approach to controlled attendance will contribute to high performance and outcomes.
62. The Council's terms and conditions of employment generally provide for 27 days leave for employees with less than 5 years' service and 32 days after 5 years have been completed (35 days for HAY 5 and above). The Council also recognises long service by granting an additional 5 days leave (as a one off) after 25 years' service has been completed and celebrates longer periods of service.
63. The Council also supports officers in the discharge of their duties by reimbursing expenditure, paying subsistence allowances, providing access to car loans where appropriate and operating a Corporate travel scheme for

eligible employees offering reduced cost rail travel with deductions being made direct from payroll.

P. EMPLOYEES TRANSFERRED INTO THE COUNCIL

Capita Staff

64. Employees have transferred into the Authority as part of the re-integration of the Capita Contract on 1st October 2013. The Council recognised the Transfer of Undertakings (Protection of Employment) Regulations 2006. In the majority of cases the employees transferred are paid as per the NJC or HAY gradings. The exceptions are paid as per Capita pay scales as detailed below. The roles in receipt of Capita grades will be reviewed in due course as part of the organisational change, with a view to pay being brought in line with NJC grades.

Salary Point	CAPITA Grades effective November 2014
1	9,835
2	18,000
3	20,700
4	23,473
5	23,500
6	24,000
7	27,000
8	28,000
9	29,000
10	30,000
11	31,000
12	32,000
13	40,000
14	42,500
15	44,000
16	55,000
17	56,000
18	62,184
19	64,400

Public Health Staff

65. In respect of the Public Health function, some employees transferred to the Authority on 1st April 2013. The transfer was on a statutory basis within the Health and Social Care Act 2012. All pay scales applicable at the point of transfer were as per Public Health NHS pay scales and will remain static until such time as an operational review has been undertaken.
66. New appointments to posts within the Public Health function are being appointed to either NJC or JNC HAY grades as appropriate to the role.
67. One employee transferred under the NHS Consultant Contract identified in the Pay Circular M&D 1/2013 (March 2013) for hospital, medical and dental

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staff, doctors and dentists in public health, the Community Health Service and salaried primary dental care.

Q. LIVING WAGE

68. The living wage is based on the concept that a certain amount of money is needed to ensure that people are able to have a decent standard of living. The living wage is different from the National Minimum wage (currently £6.50 ph) and is £7.85 per hour following from November 2014. Adoption of the minimum wage is a legal requirement however the adoption of the Living Wage is optional. Some Authorities have implemented the living wage but only where this has had very minimal impact of the budget due to the makeup of the individual Authority. To become a true Living Wage employer the rate would need to be applied not only to employees but also be extended to employer procurement supply chains.
69. The Cabinet member has been provided with costing information relative to the implementation of the Living wage for both schools and the Council. No determination has yet been made in terms of whether Sefton Council would wish to be a Living Wage employer.

R. RE-EMPLOYMENT OF STAFF WHO HAVE BEEN IN RECEIPT OF REDUNDANCY PAY AND/OR PENSION.

70. Subject to compliance with legislative/regulatory requirements:
- An individual may be in receipt of a pension (LGPS or otherwise) in addition to remuneration from their employment with the Council.
 - An individual who has left the Council and been in receipt of a severance or redundancy payment and/or pension (LGPS or otherwise) may subsequently be re-employed or engaged under a contract for services.
71. In line with this, staff who have been in receipt of redundancy pay and or pension benefits can subsequently be re-employed or engaged under a contract with Sefton. However, given the budgetary pressures currently facing the Council such cases must satisfy robust justification.
72. All LGPS Administrating Funds have the discretion to abate pension upon re-employment to local government. MPF discretion stipulates that anyone in receipt of a pension from the LGPS, re-employed after 25 September 2006, **will not** have their pension adjusted if they return to local government employment, **unless** they were granted Compensatory Added Years when they retired due to redundancy/ interest of efficiency.
73. Pensioners re-employed before 25 September 2006 or those who received Compensatory Added Years of membership may have adjustments applied to their pension by the Administrating Fund. Further details can be obtained

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relative to the LGPS via the Policy Discretions Statement on the intranet.
[discretions statement](#)

MD December 2014

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Report to: Cabinet **Date of Meeting:** 5th February, 2015

Subject: Designation of the Maghull and Melling Neighbourhood Development Plan areas **Wards Affected:** Park, Sudell, Molyneux

Report of: Director Built Environment

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

Exempt/Confidential No

Purpose/Summary

To designate the Maghull and Melling Neighbourhood Development Plan areas, in accordance with Section 61G(1) of the Town and Country Planning Act 1990 and Part 2 of the Neighbourhood Planning (General) Regulations 2012.

Recommendation(s)

That Cabinet approves the designation of the revised Maghull and Melling Neighbourhood Development Plan areas.

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 Council, as Local Planning Authority (LPA), is required to determine applications submitted for the designation of a Neighbourhood Development Plan area.

Alternative Options Considered and Rejected:

The LPA must decide whether to approve any application or refuse it. If it does decide to refuse the application because it considers the area is not an appropriate area to be designated, it must give reasons to the applicant why it has refused the application.

What will it cost and how will it be financed?

(A) Revenue Costs

There is no specific budget set aside for Neighbourhood Planning. The Local Planning Authority can claim £5,000 for each Neighbourhood Plan area designated from the CLG. Further claims can be made as specified stages of the Neighbourhood Development Plan preparation process are reached. Other costs arising from the statutory requirement to support the preparation of Neighbourhood Plans by the community (Town or Parish Council or specially created Neighbourhood Forum) will be met from within the 2014/15 Planning Department's (Planning Policy) Revenue budget.

(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:

Financial	
Legal	
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 of the Proposals on Service Delivery:

Planning Services (the Local Planning Authority) has a statutory duty to provide assistance to groups proposing to prepare a Neighbourhood Plan. This must not deflect from the preparation of the Sefton Local Plan.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance and ICT (FD 3393/15) has been consulted and notes there are no direct financial implications arising from the report. It is noted The Council can:

1. Claim £5,000 for each Neighbourhood Plan area designated from the CLG.
2. Further claims can be made as specified stages of the Neighbourhood Development Plan preparation process are reached.
3. Other costs, including referendum costs, arising from the statutory requirement to support the preparation of Neighbourhood Plans by the community (Town or Parish Council or specially created Neighbourhood Forum) will be met from within the 2014/15 Planning Department's (Planning Policy) Revenue budget

Head of Corporate Legal Services (LD.2685/15) have been consulted and has no comments on the report.

Implementation Date for the Decision

Following the expiry of the "call-in" period for the Minutes of the Cabinet Meeting on 5th February

Contact Officer: Ingrid Berry

Tel: 0151 934 3556

Email: Ingrid.berry@sefton.gov.uk

Background Papers:

The following papers are available for inspection on the Council website via this link <http://www.sefton.gov.uk/neighbourhoodplanning> :

Application from Maghull Town Council for the designation of the Maghull Neighbourhood Development Plan area, as amended.

Application from Melling Parish Council for the designation of the Melling Neighbourhood Development Plan area, as amended.

Agenda Item 6

1 Introduction/Background

- 1.1 In April 2014, Maghull Town Council applied to have the whole of its parish designated as a Neighbourhood Plan area, and Melling Parish Council applied to have most of its parish designated as a Neighbourhood Plan area, with the exception of that part of its parish to the north and west of the M58 motorway.
- 1.2 In parished areas, Neighbourhood Plans are prepared by Parish Councils, supported by the Council through Planning Services as the Local Planning Authority (LPA). This new tier of plan-making was introduced by the Localism Act 2011.
- 1.3 If adopted, and following a successful referendum of the local community, the Council must approve the Neighbourhood Plan as part of the Development Plan / Local Plan. Its policies will supersede any relevant policies in the Council's emerging Local Plan. The Neighbourhood Plan will be used to determine planning applications in the Neighbourhood Plan area. The Neighbourhood Plan does not have to cover all the same topics as the Local Plan, but should be consistent with its strategic policies. It can contain a limited range of policies or be more wide-ranging.
- 1.4 The cost of preparing the Neighbourhood Development Plan falls on the community. Some external assistance is available, but the LPA has a duty to support this process. The Council has resolved previously that no financial support will be made available.

2. Consultation on the original Neighbourhood Development Plan areas

- 2.1 The consultation carried out in April – May 2014 on the original proposals elicited few relevant responses. There were no responses in relation to the Maghull proposal. The majority of people responding to the Melling consultation appeared to be confused about whether they were responding to a consultation on the Neighbourhood Plan, and instead objected to proposals in the emerging Sefton Local Plan. Two responses suggested different boundaries to those proposed; they considered that this should follow the M58 (and therefore include an area in Maghull parish) rather than follow the parish boundary which lies to its east.

3. Revisions to the submitted Neighbourhood Development Plan areas

- 3.1 However, neither proposal was considered acceptable because neither boundary was considered 'appropriate. Both proposed Neighbourhood Development Plan areas included part of the 'land east of Maghull' site which is proposed as a strategic allocation in the draft Sefton Local Plan (policy MN2.46). This is consistent with the Planning Guidance issued by Central Government in March 2013 which states (at paragraph ID 41-036-20140306) that a neighbourhood area can include land allocated in a Local Plan as a strategic site. Where the proposed area includes such a site, those preparing the plan should agree with the LPA the particular planning context and circumstances that may inform the LPA's decision on the area it will designate.
- 3.2 As a result, discussions were held with both Maghull Town Council and Melling Parish Council who were advised that the above site, and the land required to

provide the motorway slip roads on the south side of Junction 1 on the M58 motorway, should be included in a single Neighbourhood Development Plan. As the majority was in Maghull parish, all parties agreed that the whole area should be included in the Maghull Neighbourhood Plan area.

- 3.3 The Melling Neighbourhood Plan area was also correspondingly amended to exclude that area. However, Melling Parish Council also resolved to include an area which had previously been excluded within and adjacent to Ashworth Hospital. This area includes a small area which is in Maghull parish, which has been included with the agreement of Maghull Town Council.
- 3.4 It should be noted that this area at Ashworth has been included as 'safeguarded land' (policy MN8.2) in the draft Local Plan, which was for publication by Council on 22nd January, 2015.
- 3.5 A protocol has been agreed between the parishes setting out how they will deal with the areas in the other Council's parish.
- 3.6 Revised plans were submitted by both Maghull Town Council and Melling Parish Council.

4. Consultation on the revised plan areas

- 4.1 The revised plans were advertised on the Council's Neighbourhood Planning webpage for 6 weeks, in accordance with the Regulations.
- 4.2 Both applications were advertised on Sefton Council's website, in accordance with the Regulations, and on those of Maghull Town Council and Melling Parish Council. In view of the previous consultation responses, both stressed that this consultation related to the proposed preparation of a Neighbourhood Development Plan by the local community and not Sefton Council's Local Plan.
- 4.3 As part of the process to raise the profile of its Neighbourhood Development Plan, Melling Parish Council delivered leaflets to every property in the parish and also held a drop in event to raise awareness of their proposal and to ask residents to identify the issues that the Neighbourhood Development Plan should address. This was held over a four hour period in December and was well-attended by about 50 people.
- 4.4 Maghull Town Council also put the details on Twitter, and this was re-tweeted by 'Coast 1079', 'Crosby Village' and 'Sefton Hour' at least once.

5. The consultation responses

- 5.1 40 emails were received as a result of the consultation relating to the Melling Neighbourhood Development Plan, although most supported the preparation of a Plan rather than the area proposed to be included in the plan. A few specifically opposed any further development in Melling, including one of the two sites included in the emerging Local Plan.

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5.2 One of the Melling responses also supported the principle of the preparation of a Neighbourhood Development Plan for Maghull. This was the only response relating to the designation of the Maghull plan.

5.3 The only other response relating to the Melling plan area was received from Peel Holdings (Land and Property) Limited. They object on two grounds:

(a) The Parish Council has not justified why the area proposed is appropriate; and

(b) The proposed area includes an area that Peel Holdings are promoting as a strategic site through the Local Plan process (although it is not in the Local Plan which was approved for publication by Council on 22nd January), and should therefore exclude the part of this site in Melling parish.

6. Response to the comments received as a result of the consultation

6.1 In determining the application the Council must, in accordance with Section 61G of the Localism Act 2011, consider the 'desirability' of designating the whole or part of the area as a Neighbourhood Development Plan area. In a letter to another LPA, Nick Boles MP, the then Planning Minister stated that the Plan area should have "coherent, consistent and appropriate" boundaries. This is reflected in the national Planning Guidance.

6.2 In addition to the guidance referred to in paragraph 3.1 above, the Planning Guidance also indicates that:

- A single parish or town council can apply for a multi-parished Neighbourhood Development Plan area as long as the area includes all or part of that parish or town council's area, and it has obtained the consent of the other Council's approval (Planning Guidance paragraph ID 41-027-20140306) ; and

- In a parished area, a LPA is required to have regard to the desirability of designating the whole of the area of the parish or town Council as a neighbourhood area (Planning Guidance paragraph ID 41-032-20140306 and Section 61G (4) of the Town and Country Planning Act 1990).

6.3 The first requirement has been met (see paragraphs 3.2 – 3.5 above).

6.4 Whilst Neighbourhood Development Plans should normally follow a parish boundary, paragraphs 3.1 and 3.2 above set out why the LPA considers that the neighbourhood area should not follow the parish boundaries. This is because the proposed Maghull plan area would only include part of a strategic site allocated in the draft Sefton Local Plan and would therefore not secure the designation of a coherent and appropriate boundary (see Planning Guidance paragraph ID 41-035-20140306).

6.5 In response to Peel Holdings' first point, that the letter accompanying the proposed area does not properly or adequately explain why part of the parish west of the M58 was excluded from the original application, this point has been largely addressed by the revised plan for Melling. This takes the parish boundary as its starting point, in accordance with Planning Practice. It therefore includes the

majority of Melling parish with the exception of the area included in the proposed Maghull neighbourhood area. It also includes a small area in Maghull parish within the Ashworth Hospital complex that has outline planning permission for the construction of up to 300 residential units.

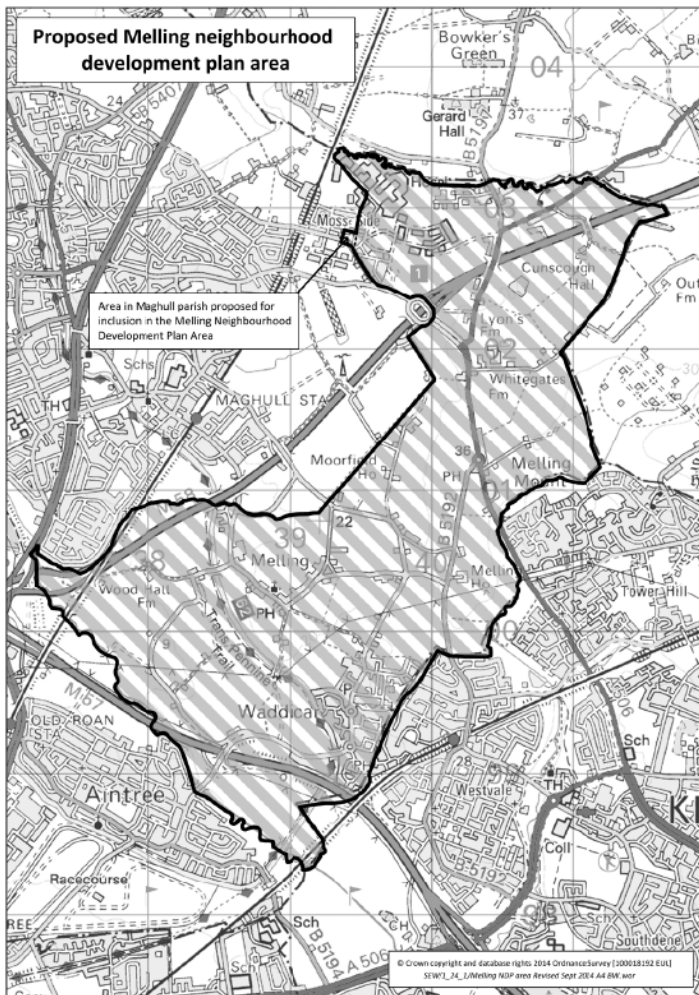
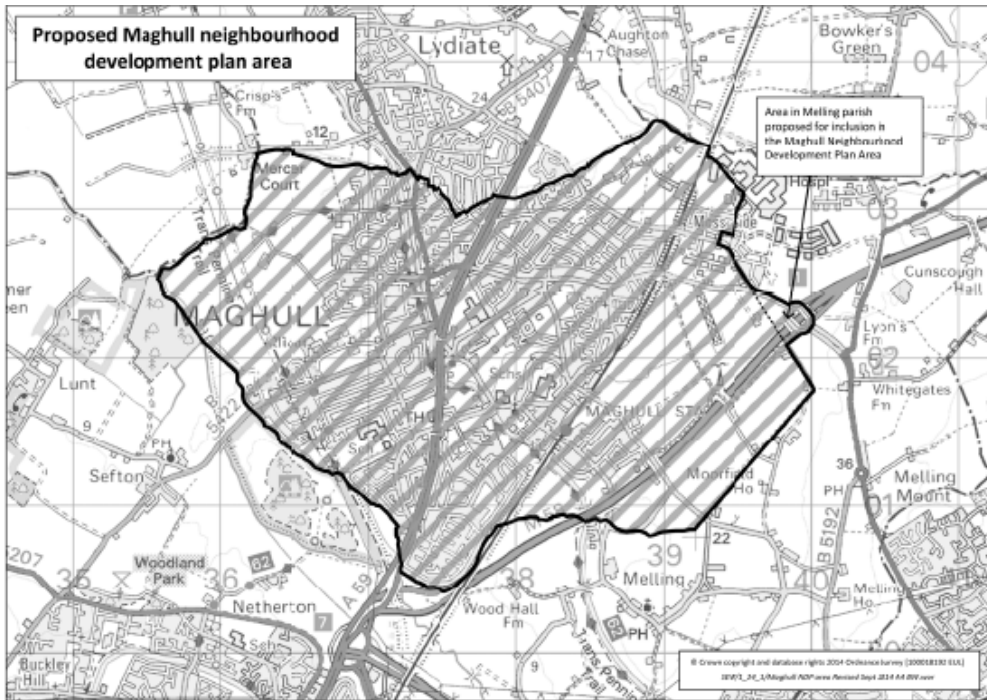
- 6.6 Peel Holdings quote paragraph ID 41-033-20140306 of the Planning Guidance on Neighbourhood Planning which sets out the criteria that should be taken into account when defining a neighbourhood area. However, the LPA considers that the Planning Guidance contained in paragraph ID 41-032-20140306, is more relevant to these proposals. This states that, in parished areas, the parish boundary should be the starting point for deciding the appropriate area to designate as a neighbourhood area. (The considerations for revised plan areas are covered in paragraphs 3.1-3.6)
- 6.7 The boundaries of both the Maghull and Melling neighbourhood plans have been amended to reflect a strategic site contained in the draft Sefton Local Plan, in accordance with Planning Guidance paragraph ID 41-036-20140306.
- 6.8 The Council is not proposing to include the site Peel Holdings are promoting in the draft Local Plan and does not see any reason to exclude this land from the Melling Neighbourhood Plan area.
- 6.9 The decision to include the whole of the 'additional site' proposed by the Mersey Care NHS Trust (which has subsequently been included in the draft Local Plan as 'safeguarded land' in the draft Local Plan (see paragraph 3.3 above), which is virtually all in Melling parish, in one Neighbourhood Plan area is also considered to be appropriate.
- 6.10 As required, both changes have been formally agreed by both Maghull Town Council and Melling Parish Council before the applications were re-submitted.

7. Conclusion

- 7.1 The Council considers that the revised Neighbourhood Development Plan areas for the Maghull and Melling Neighbourhood Plans areas should be approved as they comply with the guidance contained in the Town and Country Planning Act 1990, the Neighbourhood Planning (General) Regulations 2012 and the national Planning Guidance.
- 7.2 It does not consider that any further revision to the area included in the Melling Neighbourhood Development Plan should be sought. The plan area should not be further amended to exclude the whole of the site being promoted by Peel Holdings through the Local Plan preparation process in Melling parish.

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Appendix 1: Plans showing the revised Maghull and Melling Neighbourhood Development Plan areas



Report to: Cabinet
Council

Date of Meeting: 5 February 2015
5 March 2015

Subject: Programme of Meetings – 2015/16 Municipal Year

Report of: Director of Corporate Services

Wards Affected: All

Is this a Key Decision? No

Is it included in the Forward Plan?
No

Exempt/Confidential

No

Purpose/Summary

To seek approval of a Programme of Meetings for the 2015/16 Municipal Year.

Recommendations:

Cabinet

1. That the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board for 2015/16 as set out in Annexes A and E of the report be approved; and
2. recommend to Council the adoption of either Option 1 or Option 2 in relation to meetings of the Annual and Adjourned Annual Council in May 2015 as detailed in Paragraph 3 of the report.

Council

That

1. taking into account the recommendation of Cabinet as referred to in 2. above, the Programme of Meetings for the Council, Member Briefing Sessions; Regulatory Committees; Overview and Scrutiny Committees and Area Committees for 2015/16 as set out in Annexes B, C and D of the report be approved; and
2. the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board for 2015/16 as set out in Annexes A and E of the report be noted.

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

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

Reasons for the Recommendation:

To enable the business of the Council and its various Committees/bodies to be conducted during the 2015/16 Municipal Year.

What will it cost and how will it be financed?

(A) Revenue Costs

None.

(B) Capital Costs

None.

Implications:

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

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

Impact on Service Delivery:

The Programme of Meetings for 2015/16 will be published on the Council's website for the benefit of the residents of Sefton and the wider general public. This will raise awareness of the Council's political management system and allow the opportunity for the public to engage in the Council's democratic processes.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance (FD 3386/15) has been consulted and notes there are no direct financial implications arising from this report.

Head of Corporate Legal Services (LD 2678/15) has been consulted and has no comments on the report

Are there any other options available for consideration?

No. The Council has to produce a timetable of meetings.

Implementation Date for the Decision

Immediately following the Council meeting.

Contact Officer: Paul Fraser
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Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

1.1 The Council is required to establish a Programme of Meetings for the 2015/16 Municipal Year.

1.2 The following annexes are attached to the report:

- Annex A - Programme of Meetings for the Cabinet in 2015/16
- Annex B - Programme of Meetings for the Council, Members' Briefing Sessions and Regulatory Committees in 2015/16
- Annex C - Programme of Meetings for the Overview and Scrutiny Committees in 2015/16
- Annex D - Programme of Meetings for the Area Committees in 2015/16

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- Annex E - Programme of Meetings for the Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board in 2015/16.
- 1.3 Similar to the arrangements put in place last year once the programme of meetings have been approved, an “in-house” diary will be produced for Members of the Council to purchase through their Group Whips.
- 2. Programme of Meetings 2015/16**
- 2.1 The key principles of the Programme of Meetings are as follows:
- Five Ordinary Council Meetings to be held every 8 weeks on a Thursday commencing at 6.30 p.m. plus the Budget Council Meeting to be held on 3 March 2016.
 - Council will not meet on the same day as Cabinet.
 - Members’ Briefing Sessions to be held at 5.00 p.m. prior to the five Ordinary Council Meetings.
 - No meetings will be held:
 - In the period between Christmas and New Year (Dec 2015/Jan 2016).
 - In April 2016 except for the meetings of the Planning Committee, Cabinet and Council.
 - As far as possible no meetings will be held during the school half term holiday weeks.
 - The venues for all meetings (other than Area Committees) alternate between Bootle and Southport Town Halls.
 - Cabinet Meetings to be held on a Thursday at 10.00 a.m. The first meeting to be held on 4 June 2015.
 - Planning Committee to meet every four weeks on a Wednesday, commencing at 6.30 p.m.
 - Planning Visiting Panel to meet 2 days prior to each meeting of the Planning Committee to undertake site visits as agreed by the Committee.
 - Each of the 4 Overview and Scrutiny Committees to meet bi monthly, 5 times during the year commencing at 6.30 p.m. – the main Overview and Scrutiny work will be done by the Working Groups to be established on an ad hoc basis.
 - Special meeting of the Overview and Scrutiny Committee (Performance and Corporate Services) to be held on 16 February 2016 to scrutinise the Cabinet budget process.
 - Overview and Scrutiny Management Board to meet 5 times per year, commencing at 4.30 p.m.
 - Licensing and Regulatory Committee to meet quarterly on a Monday commencing at 6.30 p.m.
 - Meetings of the Licensing Sub-Committee to be convened as and when required.
 - Audit and Governance Committee to meet every quarter (4 meetings per year) on a Wednesday commencing at 3.00 p.m. in order to meet statutory requirements etc.
 - Pay and Grading Committee to be convened as and when required.
 - Each Area Committee to meet quarterly and commence at 6.30 p.m. The meetings will be held at venues across the Committee’s geographical area at suitable venues.
 - Health and Wellbeing Board to meet 4 times per year.
 - The dates for the Public Engagement and Consultation Panel, which are not public meetings are included in the Corporate Calendar.

3. Annual and Adjourned Annual Council Meetings

3.1 As referred to in 2.1 above, as far as possible, no meetings are arranged during the school half-term holiday weeks. However, following the programme of meetings approved during previous years, the Adjourned Annual Council meeting would be held on 26 May 2015 which is during school half-term. Accordingly, two options have been suggested for Members' consideration. Option 1 avoids the Annual and Adjourned Annual Council meetings being held in half-term; whilst Option 2 retains the Adjourned Annual Council meeting on 26 May 2015 during half-term. The Options are set out below:-

Option 1

Annual Council meeting – Tuesday, 19 May 2015

Adjourned Annual Council meeting – Thursday, 21 May 2015

Option 2

Annual Council meeting – Thursday, 21 May 2015

Adjourned Annual Council meeting – Tuesday, 26 May 2015

3.2 Cabinet are requested to submit a recommendation regarding Option 1 or 2 to Council.

3.3 Options 1 and 2 are included on Annex B and the calendar of meetings attached to this report.

4. Calendar of Meetings

4.1 A copy of the Calendar of Meetings for 2015/16 is attached.

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ANNEX A
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF CABINET MEETINGS - 2015/2016

Meeting	Day	Time	Venue	2015								2016					
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
CABINET	Thur.	10.00 a.m.	B		4				3		5		14	18		7	
			S			2			1		3		4	10			

Key to Venues:

B - Bootle Town Hall

S - Southport Town Hall

ANNEX B
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF COUNCIL, MEMBERS' BRIEFING SESSIONS AND REGULATORY COMMITTEE MEETINGS ETC. - 2015/2016

Meeting	Day	Time	Venue	2015								2016						
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
COUNCIL	Thur.	6.30 p.m.	B	21←Op.1 26←Tue Op. 2					17				28		3→		24↓ Tue	
			S	19↑ Tue Op.1 21↑ Op.2		16					19				21		20°	
MEMBERS' BRIEFING SESSIONS Prior to each Ordinary Council Meeting	Thur.	5.00 p.m.	B						17				28					
			S			16					19				21		24 Tue	
AUDIT AND GOVERNANCE COMMITTEE	Wed.	3.00 p.m.	B		24							9						
			S						9					23				
EQUALS (FOR PERSONNEL ISSUES) - as and when required	Thur.	-																
LICENSING AND REGULATORY COMMITTEE	Mon.	6.30 p.m.	B		22								11					
			S						21						21			
LICENSING SUB-COMMITTEE - as and when required			B															
			S															
PLANNING COMMITTEE	Wed.	6.30 p.m.	B		↓3/10		5	30		18		13		9	27			
			S			8			2	21		16		10	30			
PLANNING VISITING PANEL	Mon	10.00 a.m.	B		8	6	3	1 Tue 28	19	16	14	11	8	7 29 Tue	25			
PAY AND GRADING COMMITTEE – as and when required																		

↑ Annual Meeting 2015/16 - commences at 6.00 p.m. (Venue to be determined)
 ← Adjourned Annual Meeting - Appointment of Committees etc. for 2015/16 (Tuesday)
 → Budget Meeting
 ↓Mandatory Planning Committee

° Annual Meeting 2016/2017 - commences at 6.00 p.m. (Venue to be determined)
 ↓ Special Meeting - Appointment of Committees etc. for 2016/2017 (Tuesday)

ANNEX C
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF MEETINGS FOR OVERVIEW AND SCRUTINY COMMITTEES - 2015/2016
(All Tuesday)

Meeting	Venue	2015								2016				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
OVERVIEW AND SCRUTINY COMMITTEE (Health and Social Care) (6.30 p.m.) (Tue)	B		30				20					1		
	S					1				5				
OVERVIEW AND SCRUTINY COMMITTEE (Performance and Corporate Services) (Tue) (6.30 p.m.)	B					8				12	*16			
	S		16					3				8		
OVERVIEW AND SCRUTINY COMMITTEE (Regeneration and Environmental Services) (6.30 p.m.) (Tue)	B			7					10			15		
	S					15				19				
OVERVIEW AND SCRUTINY COMMITTEE (Children's Services) (6.30 p.m.) (Tue)	B					22				26				
	S		23					17				22		
OVERVIEW AND SCRUTINY COMMITTEE (Management Board) (4.30 p.m.) (Tue)	B					22		10				1		
	S		16							5				

* Special meeting to consider Budget proposals.

ANNEX D
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF MEETINGS FOR AREA COMMITTEES 2015/2016

Meeting	Day	Time	Venue	2015								2016				
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
CENTRAL SEFTON	Wed/Thu	6.30 p.m.	TBC		4			16				7		10		
SOUTH SEFTON	Mon/Wed/Thu	6.30 p.m.	TBC		11			9				18		16		
SOUTHPORT	Wed	6.30 p.m.	TBC		24			23			2			23		

Venues:
TBC – to be confirmed

ANNEX E
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF MEETINGS FOR PARTNERSHIP MEETINGS- 2015/2016

Meeting	Day	Time	Venue	2015								2016				
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
PUBLIC ENGAGEMENT AND CONSULTATION PANEL ^	Fri	10.00 a.m.	B			10		18		13		22		18		
			S													
SEFTON SAFER COMMUNITIES PARTNERSHIP	Thu	10.00 a.m.	B		11		13		15		10	21		17		
			S													
HEALTH AND WELLBEING BOARD	Wed.	2.00 p.m.	B		17			16			2			16		
			S													

^ Meetings video conferenced to Southport Town Hall

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SEFTON COUNCIL CALENDAR OF MEETINGS 2015/16

MAY 2015		
FRI	1	
SAT	2	
SUN	3	
MON	4	BANK HOLIDAY
TUE	5	
WED	6	
THU	7	PARLIAMENTARY, COUNCIL AND PARISH ELECTIONS
FRI	8	
SAT	9	
SUN	10	
MON	11	
TUE	12	
WED	13	
THU	14	
FRI	15	
SAT	16	
SUN	17	
MON	18	
TUE	19	6.00 ANNUAL COUNCIL – OPTION 1
WED	20	
THU	21	6.30 ADJOURNED ANNUAL COUNCIL (B) – OPTION 1 6.00 ANNUAL COUNCIL – OPTION 2
FRI	22	
SAT	23	
SUN	24	
MON	25	BANK HOLIDAY SCHOOL HALF-TERM HOLIDAY
TUE	26	6.30 ADJOURNED ANNUAL COUNCIL (B) – OPTION 2
WED	27	
THU	28	
FRI	29	
SAT	30	
SUN	31	
MAY 2015		

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JUNE 2015		
MON	1	
TUE	2	
WED	3	6.30 MANDATORY PLANNING COMMITTEE TRAINING SESSION (B)
THU	4	10.00 CABINET (B) 6.30 CENTRAL SEFTON AREA COMMITTEE
FRI	5	
SAT	6	
SUN	7	
MON	8	10.00 PLANNING VISITING PANEL
TUE	9	
WED	10	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	11	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B) 6.30 SOUTH SEFTON AREA COMMITTEE
FRI	12	
SAT	13	
SUN	14	
MON	15	
TUE	16	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (S) 6.30 OVERVIEW AND SCRUTINY (PERFORMANCE AND CORPORATE SERVICES) (S)
WED	17	2.00 HEALTH AND WELLBEING BOARD (B)
THU	18	
FRI	19	
SAT	20	
SUN	21	
MON	22	6.30 LICENSING AND REGULATORY (B)
TUE	23	6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES) (S)
WED	24	3.00 AUDIT AND GOVERNANCE (B) 6.30 SOUTHPORT AREA COMMITTEE
THU	25	
FRI	26	
SAT	27	
SUN	28	
MON	29	
TUE	30	6.30 OVERVIEW AND SCRUTINY (HEALTH AND SOCIAL CARE) (B)
JUNE 2015		

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JULY 2015		
WED	1	
THU	2	10.00 CABINET (S)
FRI	3	
SAT	4	
SUN	5	
MON	6	10.00 PLANNING VISITING PANEL
TUE	7	6.30 OVERVIEW AND SCRUTINY (REGENERATION AND ENVIRONMENTAL SERVICES) (B)
WED	8	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	9	
FRI	10	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	11	
SUN	12	
MON	13	
TUE	14	
WED	15	
THU	16	5.00 MEMBERS' BRIEFING (S) 6.30 COUNCIL (S)
FRI	17	
SAT	18	
SUN	19	
MON	20	
TUE	21	
WED	22	
THU	23	
FRI	24	
SAT	25	
SUN	26	
MON	27	
TUE	28	
WED	29	
THU	30	
FRI	31	

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AUGUST 2015		
SAT	1	
SUN	2	
MON	3	10.00 PLANNING VISITING PANEL
TUE	4	
WED	5	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	6	
FRI	7	
SAT	8	
SUN	9	
MON	10	
TUE	11	
WED	12	
THU	13	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B)
FRI	14	
SAT	15	
SUN	16	
MON	17	
TUE	18	
WED	19	
THU	20	
FRI	21	
SAT	22	
SUN	23	
MON	24	
TUE	25	
WED	26	
THU	27	
FRI	28	
SAT	29	
SUN	30	
MON	31	BANK HOLIDAY
AUGUST 2015		

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SEPTEMBER 2015		
TUE	1	10.00 PLANNING VISITING PANEL 6.30 OVERVIEW AND SCRUTINY (HEALTH AND SOCIAL CARE) (S)
WED	2	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	3	10.00 CABINET (B)
FRI	4	
SAT	5	
SUN	6	
MON	7	
TUE	8	6.30 OVERVIEW AND SCRUTINY (PERFORMANCE AND CORPORATE SERVICES) (B)
WED	9	3.00 AUDIT AND GOVERNANCE (S) 6.30 SOUTH SEFTON AREA COMMITTEE
THU	10	
FRI	11	
SAT	12	
SUN	13	
MON	14	
TUE	15	6.30 OVERVIEW AND SCRUTINY (REGENERATION AND ENVIRONMENTAL SERVICES) (S)
WED	16	2.00 HEALTH AND WELLBEING BOARD (B) 6.30 CENTRAL SEFTON AREA COMMITTEE
THU	17	5.00 MEMBERS' BRIEFING (B) 6.30 COUNCIL (B)
FRI	18	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	19	
SUN	20	
MON	21	6.30 LICENSING AND REGULATORY (S)
TUE	22	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (B) 6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES) (B)
WED	23	6.30 SOUTHPORT AREA COMMITTEE
THU	24	
FRI	25	
SAT	26	
SUN	27	
MON	28	10.00 PLANNING VISITING PANEL
TUE	29	
WED	30	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)

SEPTEMBER 2015

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OCTOBER 2015		
THU	1	10.00 CABINET (S)
FRI	2	
SAT	3	
SUN	4	
MON	5	
TUE	6	
WED	7	
THU	8	
FRI	9	
SAT	10	
SUN	11	
MON	12	
TUE	13	
WED	14	
THU	15	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B)
FRI	16	
SAT	17	
SUN	18	
MON	19	10.00 PLANNING VISITING PANEL
TUE	20	6.30 OVERVIEW AND SCRUTINY (HEALTH AND SOCIAL CARE) (B)
WED	21	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	22	
FRI	23	
SAT	24	
SUN	25	
MON	26	SCHOOL HALF-TERM HOLIDAY WEEK
TUE	27	
WED	28	
THU	29	
FRI	30	
SAT	31	
OCTOBER 2015		

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NOVEMBER 2015		
SUN	1	
MON	2	
TUE	3	6.30 OVERVIEW AND SCRUTINY (PERFORMANCE AND CORPORATE SERVICES) (S)
WED	4	
THU	5	10.00 CABINET (B)
FRI	6	
SAT	7	
SUN	8	REMEMBRANCE SUNDAY
MON	9	
TUE	10	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (B) 6.30 OVERVIEW AND SCRUTINY (REGENERATION AND ENVIRONMENTAL SERVICES) (B)
WED	11	
THU	12	
FRI	13	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	14	
SUN	15	
MON	16	10.00 PLANNING VISITING PANEL
TUE	17	6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES) (S)
WED	18	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	19	5.00 MEMBERS' BRIEFING (S) 6.30 COUNCIL (S)
FRI	20	
SAT	21	
SUN	22	
MON	23	
TUE	24	
WED	25	
THU	26	
FRI	27	
SAT	28	
SUN	29	
MON	30	
NOVEMBER 2015		

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DECEMBER 2015		
TUE	1	
WED	2	2.00 HEALTH AND WELLBEING BOARD (B) 6.30 SOUTHPORT AREA COMMITTEE
THU	3	10.00 CABINET (S)
FRI	4	
SAT	5	
SUN	6	
MON	7	
TUE	8	
WED	9	3.00 AUDIT AND GOVERNANCE (B)
THU	10	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B)
FRI	11	
SAT	12	
SUN	13	
MON	14	10.00 PLANNING VISITING PANEL
TUE	15	
WED	16	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	17	
FRI	18	
SAT	19	
SUN	20	
MON	21	SCHOOL CHRISTMAS BREAK
TUE	22	
WED	23	
THU	24	COUNCIL OFFICES CLOSED
FRI	25	CHRISTMAS DAY
SAT	26	
SUN	27	
MON	28	BANK HOLIDAY
TUE	29	COUNCIL OFFICES CLOSED
WED	30	COUNCIL OFFICES CLOSED
THU	31	COUNCIL OFFICES CLOSED
DECEMBER 2015		

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JANUARY 2016		
FRI	1	NEW YEAR'S DAY
SAT	2	
SUN	3	
MON	4	
TUE	5	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (S) 6.30 OVERVIEW AND SCRUTINY (HEALTH AND SOCIAL CARE) (S)
WED	6	
THU	7	6.30 CENTRAL SEFTON AREA COMMITTEE
FRI	8	
SAT	9	
SUN	10	
MON	11	10.00 PLANNING VISITING PANEL 6.30 LICENSING AND REGULATORY (B)
TUE	12	6.30 OVERVIEW AND SCRUTINY (PERFORMANCE AND CORPORATE SERVICES) (B)
WED	13	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	14	10.00 CABINET (B)
FRI	15	
SAT	16	
SUN	17	
MON	18	6.30 SOUTH SEFTON AREA COMMITTEE
TUE	19	6.30 OVERVIEW AND SCRUTINY (REGENERATION AND ENVIRONMENTAL SERVICES) (S)
WED	20	
THU	21	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B)
FRI	22	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	23	
SUN	24	
MON	25	
TUE	26	6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES) (B)
WED	27	
THU	28	5.00 MEMBERS' BRIEFING (B) 6.30 COUNCIL (B)
FRI	29	
SAT	30	
SUN	31	
JANUARY 2016		

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FEBRUARY 2016		
MON	1	
TUE	2	
WED	3	
THU	4	10.00 CABINET (S)
FRI	5	
SAT	6	
SUN	7	
MON	8	10.00 PLANNING VISITING PANEL
TUE	9	
WED	10	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	11	
FRI	12	
SAT	13	
SUN	14	
MON	15	SCHOOL HALF-TERM HOLIDAY WEEK
TUE	16	6.30 OVERVIEW AND SCRUTINY (PERFORMANCE AND CORPORATE SERVICES) BUDGET MEETING (B)
WED	17	
THU	18	10.00 CABINET (BUDGET) (B)
FRI	19	
SAT	20	
SUN	21	
MON	22	
TUE	23	
WED	24	
THU	25	
FRI	26	
SAT	27	
SUN	28	
MON	29	
FEBRUARY 2016		

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APRIL 2016		
FRI	1	
SAT	2	
SUN	3	
MON	4	SPRING HOLIDAY
TUE	5	
WED	6	
THU	7	10.00 CABINET (B)
FRI	8	
SAT	9	
SUN	10	
MON	11	
TUE	12	
WED	13	
THU	14	
FRI	15	
SAT	16	
SUN	17	
MON	18	
TUE	19	
WED	20	
THU	21	5.00 MEMBERS' BRIEFING (S) 6.30 COUNCIL (S)
FRI	22	
SAT	23	
SUN	24	
MON	25	10.00 PLANNING VISITING PANEL
TUE	26	
WED	27	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	28	
FRI	29	
SAT	30	
APRIL 2016		

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MAY 2016		
SUN	1	
MON	2	BANK HOLIDAY
TUE	3	
WED	4	
THU	5	COUNCIL ELECTIONS
FRI	6	
SAT	7	
SUN	8	
MON	9	
TUE	10	
WED	11	
THU	12	
FRI	13	
SAT	14	
SUN	15	
MON	16	
TUE	17	
WED	18	
THU	19	6.00 ANNUAL COUNCIL – PROVISIONAL DATE
FRI	20	
SAT	21	
SUN	22	
MON	23	
TUE	24	6.30 ADJOURNED ANNUAL COUNCIL (B) – PROVISIONAL DATE
WED	25	
THU	26	
FRI	27	
SAT	28	
SUN	29	
MON	30	BANK HOLIDAY SCHOOL HALF-TERM HOLIDAY WEEK
TUE	31	

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