

MEETING: CABINET
DATE: Thursday 4th June, 2015
TIME: 10.00 am
VENUE: Town Hall, Bootle

Member

Councillor

Councillor Maher (Chair)
Councillor Atkinson
Councillor Cummins
Councillor Fairclough
Councillor Hardy
Councillor John Joseph Kelly
Councillor Lappin
Councillor Moncur
Councillor Veidman

COMMITTEE OFFICER: Steve Pearce
Democratic Services Manager
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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 16 April 2015		(Pages 5 - 8)
* 4.	Tender Arrangements for the Provision of Banking Services Report of the Head of Corporate Finance and ICT	All Wards	(Pages 9 - 14)
* 5.	Appointments to Outside Bodies 2015/16 Report of the Director of Corporate Services	All Wards	(Pages 15 - 26)
* 6.	Adult Social Care Change Programme Report of the Director of Older People	All Wards	(Pages 27 - 40)
* 7.	Adult Social Care Change Programme - Remodelling of Day Opportunities Chase Heys Report of the Director of Older People	All Wards	(Pages 41 - 66)
8.	Town Centres Working Group Report - Response of the Cabinet Member Report of the Director of Built Environment	All Wards	(Pages 67 - 74)
* 9.	Supply and Servicing of Library Materials Report of the Director of Built Environment	All Wards	(Pages 75 - 80)

10. Southport Area Committee Motion

Ainsdale; Birkdale; (Pages 81 -
Cambridge; 82)
Dukes; Kew;
Meols; Norwood

The Cabinet is requested to consider the following Motion approved by the Southport Area Committee at its meeting held on 25 March 2015:

“This Area Committee expresses profound disappointment at the manner in which the Council’s budget process this year has treated key issues for Southport residents and businesses.

Resolves to notify the Cabinet that it supports the splitting of the present Sefton Borough into two separate top tier authorities so that the Councillors elected by the people of Southport and accountable to the people of Southport would determinethe priorities for local expenditure.”

A previous question was raised at the Southport Area Committee meeting on 25 June 2014 whether a response had been received from the Local Government Boundary Commission for England concerning the application to the Commission for a review of the local governance arrangements for Southport - This was in response to a previous decision of the Committee on 4 December 2013 that the Head of Governance and Civic Services be requested to write to the Boundary Commission advising of the unanimous support of the Area Committee for the recent application to the Commission for a review of the local governance arrangements for Southport. A response had been received from the Local Government Boundary Commission for England and this is attached.

THE "CALL IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON WEDNESDAY 29 APRIL 2015. MINUTE NO's 82 AND 84 ARE NOT SUBJECT TO "CALL-IN."

CABINET

MEETING HELD AT THE TOWN HALL, SOUTHPORT ON THURSDAY 16TH APRIL, 2015

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

79. APOLOGIES FOR ABSENCE

No apologies for absence were received.

80. DECLARATIONS OF INTEREST

No declarations of any disclosable pecuniary interest were received.

81. MINUTES OF PREVIOUS MEETING

Decision Made:

That the minutes of the Cabinet meeting held on 26 March 2015 be confirmed as a correct record.

82. COMMUNITY ADOLESCENT SERVICE - RESIDENTIAL ACCOMMODATION

The Cabinet considered the report of the Director of Young People and Families on proposals to seek tenders from a partner from the Independent Sector to provide a dedicated four bedded residential care home as part of the Department for Education Innovation Programme to develop an adolescent service. The new service to commence in summer 2015.

Decision Made:

That the report be deferred for consideration at a future meeting of the Cabinet.

Reason for the Decision:

To enable further clarification on the issues set out in the report to be given.

Agenda Item 3

CABINET- THURSDAY 16TH APRIL, 2015

Alternative Options Considered and Rejected:

None.

83. PROCUREMENT OF SOUTHPORT THEATRE AND CONVENTION CENTRE

The Cabinet considered the report of the Director of Built Environment which provided details of the current management arrangements for the Southport Theatre and Convention Centre (STCC) and the proposed procurement strategy for the continued management and operation of the STCC.

Decision Made: That:

- (1) the Director of Built Environment be authorised to conduct a formal procurement exercise to appoint a management company to manage and operate the Southport Theatre and Convention Centre;
- (2) the basis for the evaluation of tenders as set out in paragraphs 2.1 to 2.7 of the report be approved; and
- (3) the Director of Built Environment be authorised to accept the Highest Scoring Tender in accordance with the approved basis of evaluation and to report on the outcome to the Cabinet Member - Regeneration and Tourism.

Reason for the Decision:

To enable the procurement of an appropriate organisation to manage and operate the STCC. The tender exercise would be required to follow a formal procurement Procedure. As part of this process, approval would be needed for Chief Officer delegated authority to award the contract for the management and operation of the STCC.

Alternative Options Considered and Rejected:

None of equivalent value.

84. SELECTION OF THE MAYOR AND DEPUTY CHAIR FOR 2015/16

The Cabinet considered the report of the Director of Corporate Services which sought the nomination of the Mayor and Deputy Chair for the Municipal Year 2015/16.

The report indicated that any nominations agreed by the Cabinet would be submitted to the Annual Council meeting to be held on 19 May 2015 for consideration.

CABINET- THURSDAY 16TH APRIL, 2015

Decision Made:

That the nomination of the Mayor and Deputy Chair for the Municipal Year 2015/16 be deferred to the Council meeting on 23 April 2015

Reason for the Decision:

It is a statutory requirement for the Council to appoint a Mayor and Deputy Chair under Sections 3(1) and 5(1) of Part 1 of the Local Government Act 1972.

Alternative Options Considered and Rejected:

None.

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Agenda Item 4

Reasons for the Recommendation:

The Council's Contract Procedure Rules require that where expenditure is above £172,514 it process must comply with EU Public Procurement Rules. The banking tender is expected to exceed the EU limit.

Alternative Options Considered and Rejected:

None.

What will it cost and how will it be financed?

(A) Revenue Costs

The cost of banking services will be contained within the Corporate Finance 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 The cost of banking services will be contained within the Corporate Finance budget.
Legal
Human Resources None
Equality 1. No Equality Implication 2. Equality Implications identified and mitigated <input type="checkbox"/> 3. Equality Implication identified and risk remains

Impact of the Proposals on Service Delivery:

None expected.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance and ICT (FD 3572/15) and Head of Corporate Legal Services (LD 2864/15) have been consulted and any comments have been incorporated into the report.

Agenda Item 4

Implementation Date for the Decision

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

Contact Officer:

Tel: Tel: 0151 934 4104

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Background Papers:

There are no background papers available for inspection

Agenda Item 4

1. Introduction

- 1.1 The current contract for banking services expires on 31/3/2016. A new contract is required from this date and the appropriate contract / tender procedures may take some time to complete. In addition, given the complexity of the changeover of banking services to another supplier, the time required to implement may take up to six months. Therefore an early decision on the future supplier is considered essential.
- 1.2 This report sets out the proposed process to be followed, the methodology for assessing the tenders and the timescale of the arrangements.

2 Procurement Process

- 2.1 The Council's Contract Procedure Rules require that where expenditure on a contract is above £172,514 (for goods and services), it process must comply with EU Public Procurement Rules. The banking tender is expected to exceed the EU limit (over the life of the contract) and consequently, the tender must follow the Open Procedure procurement route. This will involve advertising the contract in the Official Journal of the European Union (OJEU), in order to obtain the widest possible coverage. However, a review will be made of any framework agreements for banking services which could be utilised.
- 2.2 It is proposed that the tender will be for a period of three years, with an option for a further two (on the assessment of actual performance). The proposed assessment criteria will be award 55% of the marks for quality of service, with 45% relating to price.
- 2.2.1 Marks awarded for quality covered in the areas noted below: -

Specification Ref	Area	Maximum Allocation of Marks
5.1.0	Banking Services Required	5
5.2.0	Bank Accounts Required by Sefton Council	5
5.3.0	Transaction Volumes	Scored under pricing
5.4.0	Charges	Scored under pricing
5.5.0	Paying In/Open Credit Facilities	5
5.6.0	Specially Printed Cheques	1
5.7.0	Stationery	1
5.8.0	BACS Facilities	8

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5.9.0	Statements	5
5.10.0	Reconciliation Services	7
5.11.0	Credit Facilities	2
5.12.0	Managing transfer	6
5.13.0	Additional Non-Contract Requirements	3
5.14.0	Value Dates	5
5.15.0	Electronic Banking	8
5.16.0	Contingency & Support Arrangements	6
5.17.0	Cash Management and Interest Arrangements	2
5.18.0	Transition Obligation	6
5.19.0	Council Customers	5
5.20.0	Relationship Management	7
5.21.0	Innovations	3
5.22.0	Training	5
5.23.0	Technical Requirements	5
	TOTAL	100

- 2.3 It is further proposed that the Head of Corporate Finance and ICT be authorised to accept the Highest Scoring Tender in accordance with the approved basis of evaluation and to report on the outcome to the Cabinet Member – Regulatory, Compliance and Corporate Services.

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Report to:	Cabinet	Date of Meeting:	4 June 2015
Subject:	Appointments to Outside Bodies 2015/16	Wards Affected:	(All Wards);
Report of:	Director of Corporate Services		
Is this a Key Decision?	Yes	Is it included in the Forward Plan?	Yes
Exempt/Confidential	No		

Purpose/Summary

To consider the appointment of the Council's representatives to serve on the Outside Bodies as set out in the attached appendices for 2015/16 or for periods longer than one year. The appendices show the proposed appointments for 2015/16 following nominations submitted by the Political Groups on the Council.

Recommendation(s)

The Cabinet is requested to:

1. approve the proposed representation on the various Outside Bodies set out in Appendix 1 for a twelve month period expiring in May 2016; and
2. approve the proposed representation on the Outside Bodies set out in Appendix 2 for the term of office indicated.

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

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

Agenda Item 5

Reasons for the Recommendation:

The Cabinet has delegated powers set out in Chapter 5, Paragraph 41 of the Constitution to appoint the Council's representatives to serve on Outside Bodies.

Alternative Options Considered and Rejected:

None

What will it cost and how will it be financed?

(A) Revenue Costs

None arising from this report. The Council pays annual membership subscriptions to a number of the bodies from existing budgetary provision and the annual levy to the North Western Inshore Fisheries and Conservation Authority.

(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 Paragraph 41 of Chapter 5 in the Constitution gives the Cabinet delegated powers to make appointments to Outside Bodies, appropriate.	
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 of the Proposals on Service Delivery:

The appointment of Council representatives on to the Outside Bodies will ensure that the interests of residents of Sefton are taken into account by each Body.

Agenda Item 5

What consultations have taken place on the proposals and when?

The Head of Corporate Finance and ICT (FD.3544/15) has no comments to make on the report given that no financial implications arise from its contents.

The Head of Corporate Legal Services (LD.2836/15.) 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

Contact Officer: Steve Pearce

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Background Papers:

There are no background papers available for inspection

Agenda Item 5

1. Introduction

- 1.1 The Cabinet has delegated authority in the Council Constitution to appoint Council representatives to serve on Outside Bodies. The majority of the appointments are reviewed on an annual basis and the proposed representation for 2015/16 is set out in **Appendix 1** to this report. The Cabinet is requested to appoint representatives to serve on the bodies set out in the Appendix for the next twelve month period expiring in May 2016.
- 1.2 A small number of appointments are for a period of over one year. These are for charitable bodies and governing bodies. The proposed representation on these bodies is set out in **Appendix 2** to this report. The Cabinet is requested to appoint representatives whose term of office expires in 2015.
- 1.3 A high number of the places on Outside Bodies are historically allocated to the most appropriate Cabinet Member and the remainder are allocated dependent on the number of places available, to the most appropriate Local Councillor(s). The details of the links to Cabinet Portfolios are set out in the two appendices.
- 1.4 The annual appointments to the Merseyside Joint Authority Bodies and the Sefton Borough Partnership Thematic and Area Partnerships for 2015/16 were agreed at the Adjourned Annual Council Meeting held on 21 May 2015.

2. Appointments Discontinued

- 2.1 The Council's representation on the following bodies has been discontinued during the last twelve months for the reasons given:

Body	Reason
Liverpool City Region Cabinet	This body has been dissolved following the establishment of the Liverpool City Region Combined Authority.
Sefton Chamber of Commerce – Member Chamber	This body no longer exists.

3. Local Government Association General Assembly

- 3.1 Councillor Maher has attended meetings of the Local Government Association General Assembly during the last three years and it is proposed in Appendix A to this report that he should continue to be the Council's representative for 2015/16 and be authorised to use the allocated 5 votes on behalf of the Council.

4. Joint Health Scrutiny Committees

- 4.1 The Overview and Scrutiny Committee (Health and Social Care) at its meeting on 6 May 2014 and the Council at its meeting on 3 June 2014 approved a protocol which had been developed as a framework for the operation of joint health scrutiny arrangements across the local authorities of Cheshire and Merseyside. The protocol allows for the scrutiny of substantial developments and variations of the health service; and discretionary scrutiny of local health services.

Agenda Item 5

- 4.2 The protocol provides a framework for health scrutiny arrangements which operate on a joint basis only. Each constituent local authority has its own local arrangements in place for carrying out health scrutiny activity individually.
- 4.3 All relevant NHS bodies and providers of NHS-funded services are required to consult local authorities when they have a proposal for a substantial development or substantial variation to the health service. Those authorities that agree that any such proposal does constitute a substantial development or variation are obliged to form a joint health overview and scrutiny committee for the purpose of formal consultation by the proposer of the development or variation.
- 4.4 A joint committee will be composed of Councillors from each of the participating authorities within Cheshire and Merseyside in the following ways:
- where 4 or more local authorities deem the proposed change to be substantial, each authority will nominate 2 elected members; and
 - where 3 or less local authorities deem the proposed change to be substantial, then each participating authority will nominate 3 elected members.
- 4.5 To avoid inordinate delays in the establishment of a relevant joint committee, it is suggested in the protocol that constituent authorities should arrange for delegated decision making arrangements to be put in place to deal with such nominations at the earliest opportunity and in making their nominations, each participating authority is asked to ensure that their representatives have the experience and expertise to contribute effectively to a health scrutiny process.
- 4.6 At the present time, one Joint Health Scrutiny Committee currently exists, comprising of representatives of Knowsley and Sefton Councils, which was established to consider and comment on the proposals and consultations undertaken for changes to Vascular Services in the areas covered by the two Councils by such a date specified by the Cheshire and Merseyside Vascular Review Project Board (NHS Merseyside and NHS Cheshire).
- 4.7 The proposed representation on the Joint Health Scrutiny Committee (Vascular Services) for 2015/16 is set out in Appendix A to this report, together with the proposed representation on any other Joint Health Scrutiny Committees which may be established during the forthcoming Council Year as referred to in paragraph 4.4 above.

5. Officer Representation on Bodies

- 5.1 The Cabinet is requested to note that the Chief Executive represents the Council on the Southport Business Improvement District Board and at One Vision Housing Shareholders Meetings, as set out in Appendix 1.

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APPOINTMENTS TO OUTSIDE BODIES 2015/16 APPROVED BY THE CABINET

ANNUAL APPOINTMENTS TO EXPIRE IN MAY 2016

<u>ORGANISATION</u>	<u>CABINET PORTFOLIO</u>	<u>NUMBER OF REPRESENTATIVES</u>	<u>REPRESENTATIVE(S)</u>
British Destinations	Regeneration and Skills	1	Cabinet Member – Regeneration and Skills (Councillor Atkinson) or nominee
Committee in Common - Healthy Living Programme	Health and Wellbeing	1	Cabinet Member – Health and Wellbeing (Cllr. Moncur)
Formby Pool Trust – Board	Health and Wellbeing	2	Councillor Page and Head of Corporate Finance and ICT (Margaret Rawding)
Frarlington Trust	Communities and Housing	1	Councillor Kermode
Joint Health Scrutiny Committee (where 3 or less local authorities request the scrutiny of a substantial variation to a service)	Health and Wellbeing	3	Chair (Councillor Page) and Vice Chair (Councillor Dams) of the O & S Committee (Adult Social Care) and one Lib Dem Member (Councillor Dawson) (Lab 2/Lib1/Con 0)
Joint Health Scrutiny Committee (where 4 or more local authorities request the scrutiny of a substantial variation to a service)	Health and Wellbeing	2	Chair (Councillor Page) and Vice Chair (Councillor Dams) of the O & S Committee (Adult Social Care)

<u>ORGANISATION</u>	<u>CABINET PORTFOLIO</u>	<u>NUMBER OF REPRESENTATIVES</u>	<u>REPRESENTATIVE(S)</u>	
Liverpool City Region Child Poverty and Life Chances Commission	Children, Schools and Safeguarding	1	Cabinet Member – Children, Schools and Safeguarding (Councillor John Joseph Kelly)	
Liverpool City Region Employment and Skills Board	Regeneration and Skills	1	Cabinet Member – Regeneration and Skills (Councillor Atkinson)	
Liverpool City Region Housing and Spatial Planning Board	Communities and Housing	1	Cabinet Member – Communities and Housing (Councillor Hardy) (Substitute: Cabinet Member - Chair of Planning – Councillor Veidman)	
Liverpool City Region Local Enterprise Partnership Board	Leader of the Council	1	Leader of the Council (Councillor Maher)	
Liverpool John Lennon Airport Consultative Committee	Regeneration and Skills	1	Councillor Roche (Substitute: Councillor Dams)	
Local Government Association General Assembly	Regulatory, Compliance and Corporate Services	1	Councillor Maher (5 votes)	
Local Solutions	Communities and Housing	1	Councillor Roche	
Mersey Forest Steering Group	Regeneration and Skills	1	Councillor Lappin	
Mersey Port Health Committee	Regulatory, Compliance and Corporate Services	6	<u>Member</u> Councillor Dutton Councillor John Kelly Councillor Roche Councillor Burns Councillor Page Councillor Weavers (Lab 4/Lib Dem 1/Con 1)	<u>Substitute</u> Councillor Jamieson Councillor Mahon Councillor Robinson Councillor Kerrigan Councillor Thompson Councillor Jo Barton

<u>ORGANISATION</u>	<u>CABINET PORTFOLIO</u>	<u>NUMBER OF REPRESENTATIVES</u>	<u>REPRESENTATIVE(S)</u>
Merseyside Community Safety Partnership	Communities and Housing	1	Cabinet Member – Communities and Housing (Councillor Hardy) and the Head of Communities
Merseyside Pension Fund Pensions Committee	Regulatory, Compliance and Corporate Services	1	Cabinet Member - Regulatory, Compliance and Corporate Services (Councillor Lappin) or nominee
Merseyside Playing Fields Association	Communities and Housing	1	Councillor Cummins (Substitute: Councillor Moncur)
Merseyside Third Sector Technology Centre (3TC)	Children, Schools and Safeguarding	1	Councillor Lappin (Substitute: Councillor Roche)
North Western Local Authorities' Organisation	Regulatory, Compliance and Corporate Services	1	Cabinet Member – Regulatory, Compliance and Corporate Services (Councillor Lappin) (Substitute: Councillor Moncur)
PATL (Parking and Traffic Regulations Outside London) Adj. Co-ordination Joint Committee	Locality Services	1	Cabinet Member - Locality Services (Councillor Fairclough) (Substitute: Councillor Veidman)
			(NB - Nominated Member <u>and</u> substitutes must be Cabinet Members)
REECH Steering Group (Renewables and Energy Efficiency in Community Housing)	Regeneration and Skills	1	Cabinet Member - Regeneration and Skills (Councillor Atkinson) (Substitute: Cabinet Member – Locality Services – Councillor Fairclough)
Sefton Coast Partnership Board	Locality Services	3	Cabinet Member – Locality Services (Councillor Fairclough) and Councillors Booth and Dutton
Sefton Council for Voluntary Service	Communities and Housing	3	Councillors Maureen Fearn, Grace and Robinson

<u>ORGANISATION</u>	<u>CABINET PORTFOLIO</u>	<u>NUMBER OF REPRESENTATIVES</u>	<u>REPRESENTATIVE(S)</u>
Sefton Cycling Forum	Locality Services	3	Councillors Cluskey, Hartill and Weavers
Sefton Education Business Partnership	Children, Schools and Safeguarding	3	Cabinet Member - Children, Schools and Safeguarding (Councillor John Joseph Kelly) and Councillors Maureen Fearn and McKinley
Sefton New Directions Limited Board	Adult Social Care	4	Councillors Brennan and John Joseph Kelly, Mr. D. Rimmer and Chief Executive (Margaret Carney)
Sefton Sports Council	Health and Wellbeing	3	Cabinet Member - Health and Wellbeing (Councillor Moncur), and Councillors Cummins and Weavers
Southport Pier Trust	Regeneration and Skills	3	Councillors Bliss, Byrom and Hands
Starling Religious Advisory Committee for Religious Education (SACRE)	Children, Schools and Safeguarding	3	Councillors David Barton, Veronica Bennett and Keith
The Martin Goore Charity, Lydiate	Communities and Housing	1	Councillor Kermode
Trans Pennine Trail Members Steering Group	Locality Services	2	Cabinet Member - Locality Services (Councillor Fairclough) and Cabinet Member –Chair of Planning (Councillor Veidman) or their nominees

OFFICER APPOINTMENTS

One Vision Housing Shareholders Meetings	Communities and Housing	1	Chief Executive (Margaret Carney)
Southport Business Improvement District Board	Regeneration and Skills	1	Chief Executive (Margaret Carney)

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APPOINTMENTS TO OUTSIDE BODIES 2015/16 APPROVED BY THE CABINET

APPOINTMENTS FOR A PERIOD OF OVER ONE YEAR

<u>ORGANISATION</u>	<u>CABINET PORTFOLIO</u>	<u>NUMBER OF REPRESENTATIVES</u>	<u>REPRESENTATIVE(S) / NOMINATION</u>	<u>TERM OF OFFICE EXPIRES</u>
Merseyside Strategic Flood and Coastal Risk Management Partnership	Locality Services	1	Councillor McKinley (Deputy representative – Councillor Atkinson)	31.5.2017 (4 year appointment)
North West Reserve Forces and Cadets Association	Communities and Housing	1	Councillor Byrom	31.5.2017 (3 year appointment)
North Western Inshore Fisheries and Conservation Authority	Locality Services	2	Councillor John Joseph Kelly or nominee and Coast and Countryside Services Manager (David McAleavy)	31.5.2015 (4 year appointment until 31.5.2019)
South Sefton Development Trust (Regenerus)	Regeneration and Skills	1	Councillor Fairclough	30.5.2018 (3 year appointment)
<u>CHARITIES</u>				
Ashton Memorial Fund, Formby	Communities and Housing	1	Councillor Page	31.5.2015 (4 year appointment until 31.5.2019)
Consolidated Charities of Thomas Brown and Marsh Dole (Formby)	Communities and Housing	2	Councillor Killen Councillor Dutton	26.6.2018 26.6.2016 (4 year appointment)
Halsall Educational Foundation	Children, Schools and Safeguarding	1	Councillor Grace	31.5.2016 (2 year appointment)

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<u>NHS FOUNDATION TRUST GOVERNING BODIES</u>				
Aintree University Hospital NHS Foundation Trust - Council of Governors	Health and Wellbeing	1	Councillor Moncur	31.5.2015 (3 year appointment until 31.5.2018)
Liverpool Women's NHS Foundation Trust - Council of Governors	Health and Wellbeing	1	Councillor Killen	31.9.2017 (3 year appointment)
Southport and Ormskirk Hospital NHS Trust - Shadow Council of Governors	Health and Wellbeing	1	Councillor John Joseph Kelly	31.9.2017 (3 year appointment)
<u>SCHOOL GOVERNING BODIES</u>				
Clarence High School, Formby	Children, Schools and Safeguarding	1	Councillor Grace	31.5.2016 (3 year appointment)
erhouse School, Southport	Children, Schools and Safeguarding	1	Councillor Lappin	31.7.2016 (3 year appointment)

Agenda Item 6

Report to:	Cabinet	Date of Meeting:	4 June 2015
Subject:	Adult Social Care Change Programme	Wards Affected:	All Wards
Report of:	Director of Older People		
Is this a Key Decision?	No	Is it included in the Forward Plan?	Yes
Exempt/Confidential	No		

Purpose/Summary

To present Cabinet with an update on the progress of the Adult Social Care Change Programme and the implementation of the Care Act 2014

Recommendation(s)

- i. agree the proposed approach associated with supported living and note the intention to report back to the Cabinet outlining the vision and models of support; and
- ii. note the content of the report

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

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

Agenda Item 6

Reasons for the Recommendation:

Cabinet needs to be aware of the preparation towards and the consequent impact of the implementation of the Care Act 2014 on the Council and the new duties under the new legislation which came into force from April 1st 2015.

Alternative Options Considered and Rejected:

Maintaining the status quo was not an option due to new legislation and demographic and budgetary pressures.

What will it cost and how will it be financed?

(A) Revenue Costs

With regard to the Care Act the Council has received New Burdens funding of £1.969m in 2015/16. There is also a sum of £0.834m within the Better Care Fund associated with the Care Act implementation and this will be captured within the Section 75 Agreement currently being drafted with colleagues in Health. Funding for future years is not yet known.

(B) Capital Costs

The Council has been notified of an allocation of £0.307m in 2015/16, as part of the £0.849m Social Care Capital Grant, for capital costs associated with the implications of the Care Act 2014.

Implications:

The Care Act represents the most significant change in Adult Social Care in recent years, with changes to underpinning legislation, eligibility criteria, funding, the status of Adult Safeguarding and a host of other associated areas which are likely to impact across the Council. The known impacts of the proposed changes are described in the report. Adult Social Care's day-to-day operational model will expand and change over the period of implementation.

Demographics indicate a growth in demand for Care and Support services. The Council's strategic commissioning intentions will support market development to meet the range of needs for the individuals of Sefton, offering choice as to how their needs are met. Market shaping activities will encourage the care market to expand, where possible supporting economic growth and access to jobs.

An underpinning principle of the Care Act 2014 is the promotion of health and wellbeing to prevent, reduce or delay the need for care and support focusing on keeping people as independent as possible through prevention and early intervention. Comprehensive information and advice will enable individuals to make early informed choices about their care and support; those entering the care system will do so through clear pathways and be able to choose how their care and support needs are met through a range of commissioned support or direct payment.

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

Financial There is a significant financial risk with potential additional cost for Care Act 2014 implementation and on going delivery.
Legal The Children and Families Act 2014 and the Care Act 2014 and subordinate legislation and statutory guidance.
Human Resources Regular consultation takes place with trade unions through recognised processes. Officers will continue to consult with trade unions and employees as necessary following these recognised processes.
Equality 1. No Equality Implication 2. Equality Implications identified and mitigated <input type="checkbox"/> 3. Equality Implication identified and risk remains <input type="checkbox"/> The Care Act will have a positive equalities impact with an outcome based needs assessment ensuring that individuals views, needs and wishes are placed at the centre.

Impact of the Proposals on Service Delivery:

The Care Act represents the most significant change in Adult Social Care in recent years, with changes to underpinning legislation, eligibility criteria, funding, the status of Adult Safeguarding and a host of other associated areas which are likely to impact across the Council. The known impacts of the proposed changes are described in the report. Adult Social Care's day-to-day operational model will expand and change over the period of implementation.

Demographics indicate a growth in demand for Care and Support services. The Council's strategic commissioning intentions will support market development to meet the range of needs for the individuals of Sefton, offering choice as to how their needs are met. Market shaping activities will encourage the care market to expand, where possible supporting economic growth and access to jobs.

An underpinning principle of the Care Act 2014 is the promotion of health and wellbeing to prevent, reduce or delay the need for care and support focusing on keeping people as independent as possible through prevention and early intervention. Comprehensive information and advice will enable individuals to make early informed choices about their care and support; those entering the care system will do so through clear pathways and be able to choose how their care and support needs are met through a range of commissioned support or direct payment.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance and ICT can confirm that the Council has received £2.803m (as detailed above) in 2015/16 to support the costs of the implementation of the Care Act from April 2015. However there has been no announcement as to how much, if any, additional funding may be released to support any ongoing delivery of the Care Act

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in future years. Any required expenditure above this level is not contained within the current Medium Term Financial Plan (FD 3548/15)

The Head of Corporate Legal Services have been consulted and any comments have been incorporated into the report. (LD 2840/15)

Meetings have also taken place with key partners, such as Sefton CVS, Healthwatch and the Carers Centre, to share information and explore ideas. These continue to take place.

Implementation Date for the Decision

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

Contact Officer: Director of Older People

Tel: Tel: 0151 934 4900

Email: dwayne.johnson@sefton.gov.uk

Background Papers:

There are no background papers available for inspection

1. Introduction/Background

- 1.1 Implementing the changes associated with the Care Act is part of the Adult Social Care Change Programme. The overall aim of the programme of work is to develop a model for Sefton Council's Adult Social Care (ASC) that is sustainable, modern and flexible, delivering the four strategic priorities as set out in the ASC Strategic plan 2013-20. The strategic plan highlights the Council's commitment to safeguarding how the Council will focus resources on the **most** vulnerable, the need to work with our partners and the community, and the development of the market to deliver the required change. The scope of the programme also includes delivery of approved budget savings and designing the new model for Social Care.
- 1.2 To oversee the implementation of the Care Act in Sefton, the governance and work streams for the Adult Social Care Change Programme has been appropriately refreshed. The Programme Board oversees four distinct projects each working to their own implementation plan that includes working towards completion of reviewing relevant documents, policies, considering training and workforce development, charging and cost implications as well as understanding and identifying potential risks.
- 1.6 Prior to April 2015 implementation of the Care Act, Adult Social Care completed three self-assessments to determine Council's readiness for the changes. The first self-assessment was completed in August 2014 and shows that the Council were on track at this point, this assessment was repeated in September 2014 and January 2015 and showed that the Council was progressing well in the key areas. There is an upcoming stocktake in May which will be completed but had not been received at time of submission of this paper.
- 1.7 The New Burdens monies identified by Government associated with implementing the Care Act and the Better Care Fund are not likely to meet the true cost to the Council of implementing such a significant change, especially given the financial challenge. The additional burdens settlement for 2015/16 is £1.969m. There is flexibility around the usage of the money and it has been allocated around the priorities for implementation of Care Act. There is also a sum of £0.834m contained within the Better Care Fund to support elements of the Care Act implementation from April 2015.
- 1.8 There is an on-going programme of workforce development alongside stakeholder and partner activity, for example, Voluntary, Community Faith sector. Officers have embarked on a series of focussed development workshops with Adult Social Care staff and corporate legal services to ensure readiness for the duties under the new act. This has been supplemented by wider workforce briefings to enable information sharing with areas that closely link to Adult Social Care.

2.0 The Care Act 2014

- 2.1 The Care Act 2014 is a comprehensive piece of legislation which combines some new initiatives with an overhaul of many and varied pieces of legislation that existed for Adult Social Care. Such a major piece of legislation is inevitably supported by a range of secondary legislation (regulations) and government

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guidance, much of which has yet to be finalised or drafted by the government at this time. The overhaul means that there is one comprehensive source of legislation for Adult Social Care and it codifies many of the Council's existing practices.

2.2 Cabinet Members have been kept apprised of major departmental activity to prepare for the implementation of the legislation accordingly.

2.3 The new initiatives contained in the legislation include:

- the carers right to have an assessment in their own right (and not simply as part of the care package)
- introduction of national eligibility of assessment criteria (removal of the FACS criteria)
- financial cap on payment for care by an individual. This will be introduced in April 2016.

2.4 A number of policies will need to be reviewed in due course and if they have any budgetary implications these will need to be considered by the designated Cabinet Member.

3.0 Care Act 2014 Update – progress so far

3.1 Wellbeing and Prevention

Key developments and work streams:

- Advocacy: On the 1st April 2015, following a successful procurement process led by Liverpool City Council, Voiceability were awarded a contract to deliver both Independent Mental Capacity Act Advocacy and Independent Care Act Advocacy on behalf of both Liverpool and Sefton Council.
- The Council is currently exploring options with the Company to provide a presence in the Borough and Voiceability has entered into a partnership agreement with the Alzheimers Society and will operate from two office bases, one based within the Neurosupport Office based within Liverpool City Centre and the other based within the Alzheimers Society office based within Southport. Discussions are ongoing about other parts of the Borough.
- In addition to the staff that are employed by Voiceability to deliver this service, the Alzheimers Society will provide a full-time Specialist Dementia Advocate, sharing equipment, casework systems, office space, team meetings and casework supervision with VoiceAbility advocates.
- Voiceability is one of the largest leading national advocacy organisations in the country who provide services to over 35 Local Authorities and NHS Organisations throughout the country. In May 2011, they were awarded the Quality Performance Mark for advocacy and in April 2012 were also awarded the IMCA specific Quality Performance Mark+. The organisation has a breadth/depth of experience around Advocacy under the Care Act, and over the last 18 months has been working with Parliamentarians to draft Care Act legislation and with the Department of Health to draft/amend substantial sections of Care Act Regulations and Guidance.

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- The organisation merged with Advocacy Experience who has held a contract with both Sefton and Liverpool City Council since April 2007, to deliver Independent Mental Capacity Act Advocacy across both regions.
- Market facilitation: the refresh of the Prevention and Early Intervention Strategy to support development of the market and information services will commence shortly. There is also ongoing work with colleagues in Public Health to ensure there is connectivity on various schemes and aligned to the BCF programme. The Care Act places a duty on Authorities to develop a market that delivers a wide range of sustainable high-quality care and support services that will be available to our communities. As Cabinet is aware the Market Position Statement details the future requirements for the community of Sefton and this is being built upon with the development of the Market Facilitation Strategy and plan.
- Information services: there is a new statutory requirement to provide information services. Whilst we can utilise existing services to support this, the requirements to provide information are extensive and there is a duty to provide a range of materials to be made available. The Council is in a good position to meet these extended obligations. We are now developing and exploring what needs to be developed across the Council. We have also developed some new literature for both carers and the cared for that will be distributed to community services. Alongside this we have refreshed the hardcopy Sefton Directory to reflect legislation change and provide the general public with up to date information on eligibility and assessments as well as community services.
- Provider failure: The Act makes it clear that Authorities have a temporary duty to ensure that the needs of service users continue to be met if a provider fails. The Council has a responsibility towards all people receiving care regardless of whether they pay for their care themselves or whether the Council pays for it. The Council must ensure that the person does not experience a gap in the care they need as a result of the provider failing. A market failure plan is being developed in conjunction with other Local Authorities to ensure a consistent approach. This development work is still ongoing and Cabinet will be kept informed of progress.
- Prisoners and prisons – The Council is negotiating a Section 75 agreement with NHS England who will act as lead partner and commission the provision of social care services for Sefton's prison and prisoners (HMP Kennet). This provision is anticipated to commence in June 2015 and temporary arrangements are currently in place.

3.2 Charging and Financial assessment

Work was undertaken to assess all of the charging implications of the Care Act to ensure full implementation by April 2015. Key areas worked upon ahead of the 1st April were:

- The deferred payments process has changed and required additional work and resource. The Council was required to implement a new deferred payment scheme from the 1st April 2015 which included elements of local discretion. People who face the risk of having to sell their home in their lifetime to pay for care home fees will have the option of a deferred payment. This means that everyone in a care home who meets the eligibility criteria will be able to ask for a deferred payment regardless of whether or not the local authority pays for their care. Councils have been

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able to charge interest on loans and an administration fee to ensure they run on a cost neutral basis. The Council's financial arrangements have been updated to include the changes as required in law and the new policy and associated charges will be published on the Council website.

- There are changes to the financial assessment for people who have a property; work is still underway to estimate the numbers of people affected by this, also there will need to be changes to IT to accommodate the differences.
- Sefton information systems have been reconfigured in line with the Care Act and new elements underwent significant testing by the ASC workforce. This has led to refreshed guidance. Further work is now underway to ensure that systems and process are aligned.

3.3 It has been estimated that there are circa 1,200 self-funders who will become the responsibility of the Council and circa 60 people who will require a deferred payment service. In addition to this the number of additional financial assessments is estimated to be circa 1,500.

3.4 Safeguarding

A comprehensive work plan has been developed to give support and guidance for the Adults Safeguarding Board in relation to the Care Act. Guidance documents have been refreshed and loaded on the Sefton website. Alongside this there is a Safeguarding Adults Board development day to enhance the strategic plan.

3.5 Carers

The Care Act 2014 places new statutory duties on local authorities to support carers of all ages. A carer's assessment is now parallel to the adult assessment requiring support under s20 of the Act. The Act gives carers the same rights to an assessment on the appearance of needs and, if a carer is deemed to have eligible needs, the right to a support plan and personal budget. If an 'eligible need' is identified then it must be met.

3.6 Once the assessment is completed the local authority will need to determine:

- The level of response;
- The level of impact on the carer;
- Whether the carer is providing 'necessary care' for the adult needing support;
- How they will promote the wellbeing of the carer;
- What the local authority will pay and whether the carer will pay;
- Complete a support plan setting out how outcomes will be achieved;
- Provide a statement to the carer (a personal budget) showing what the costs are of meeting their needs and any amount that the carer will pay (if any) and the amount the local authority will pay.

3.7 This will present a considerable challenge to local authorities with a need to review and amend (where necessary) their current approaches to the assessment and support of carers.

3.8 The current situation in Sefton is that the Carers assessment is either conducted by the Carers Centre or by the ASC teams as part of a joint assessment

3.9 Key changes from April 2015:

- Sefton Adult Social Care Teams will conduct Carers Assessment utilising a new process and framework
- The Carers Centre will develop the support plans and broker the identified support
- Reconfiguration of systems used by both ASC and the Carers Centre was needed and has been undertaken
- Redefined Service Specification will need to be agreed with the Carers Centre
- Training is needed for ASC and Carers Centre staff on new systems and some training has already been undertaken

3.10 As part of the ongoing developments of processes and procedures under the Care Act 2014. The following processes have been adopted from April 1 2015.

Sefton Adult Social Care teams will:

- Identify carers in need of assessment
- Complete a Carers assessment in line with Care Act requirements and in a form that is appropriate and proportionate
- Make an eligibility decision based on national minimum eligibility for Carers
- Assess Carers wellbeing through the use of nationally recognised tools
- Identify support and allocation

Carers Centre will work closely with Sefton Council to;

- Improve the quality of life for carers', including young carers and young adult carers in Sefton, and
- Prevent or delay the need for care and support
- Provide brokerage, care and support planning
- Identify carers', including young carers and young adult carers at the earliest opportunity, specifically targeting groups considered to be 'seldom seen' or 'hidden'
- The provision of information, advice and guidance, complimenting similar services as provided by Sefton Council
- Signposting and referring carer's, including young carers and young adult carers to the correct information, advice and support to ensure that they are not financially disadvantaged as a result of their caring role
- Supporting carers', including young carers and young adult carers to have their voice heard in decisions that affect them, and where appropriate, advocate on their behalf
- Providing short term, intensive support to those carers identified by adult social care, children's social care and health care services where there is a significant risk of 'carer breakdown'
- Expanding and diversifying the provision of activities and peer support for carers', including young carers and young adult carers
- Supporting carers', including young carers and young adult carers to take part in educational, training or work opportunities that they may feel excluded from because of their caring responsibilities
- Providing a range of learning and development opportunities for carers', including young carers and young adult carers, front line staff and the community

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- Through a variety of methodologies, gathering and reporting on carer, including young carers and young adult, experiences of using mainstream health and social care services; and supporting carers to participate in the planning, commissioning and quality assurance of health and social care services

3.11 This new statutory requirement means that all carers are now entitled to an assessment. Although it cannot be stated exactly how many people this will entail it has been estimated to be in the region of 2,500.

4.0 The Care Act key changes and new duties effective from April 2016:

- a) There will be a cap on the maximum lifetime costs people will pay for their care, it is anticipated that this will be £72k for older people, with a lower cap for those of working age and zero for those people who have existing care needs at the point when they reach the age of 25 years.
- b) A care account will be used to record accrued direct care costs calculated using the Local Authority's usual cost of care rate. General living costs and support costs not identified in the person's care plan will be excluded.
- c) An increase in the financial assessment capital thresholds for those individuals with eligible needs.
- d) Direct payments for individuals residing in long term care.

4.1 The Council can consider introducing a fee to those customers who have the means to pay for their own care privately, but who choose the Council to commission and manage their care services on their behalf. A flat rate fee is proposed which would contribute towards the costs the Council would incur in providing such services as well as managing care accounts from 2016. The Council will liaise with other Councils over this and will adapt proposals to be in line with other Local Authorities once the Care Act has been reviewed fully.

4.2 Implications for the changes to take effect from April 2016 are still being considered and consulted on by Department of Health and will be considered by Sefton later in the year.

5.0 Supported Living Review

5.1 There has been significant growth of supported living arrangements for disabled people and also people with mental health issues over the last five years however the use of supported living needs to be reviewed against the outcomes required and whether these offer a sustainable and achievable model which promotes independence, resilience and recovery.

5.2 The Valuing People Strategy was developed in a different funding environment, prior to the local government spending reductions arising from the Comprehensive

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Spending Reviews of 2010 and 2013. Delivery of the strategy, including the development of Supported Living arrangements was supported by specific additional funding streams. The current delivery model may be considered to be the best way of meeting the care and support needs of service users but the model now needs to be reviewed against the Council's ability to achieve outcomes in a sustainable and cost effective manner. In some cases this may require re negotiation of and re design of service models or the exploration of more efficient alternative provision and this will assist with the delivery of savings agreed by Cabinet as part of the 2015-17 budget process with identified savings of £1.8M.

- 5.3 The overall aim of this project is to develop a commissioning model for the Council that is sustainable, modern and flexible, whilst delivering the four strategic priorities as set out in the ASC Strategic plan 2013-20.
- Individuals to be self-sufficient and maintain independence, looking after themselves with help from family, friends and communities
 - Work with the most vulnerable to ensure they are involved in all decisions about the provision of their care and support
 - Develop the market to maximise and promote universal opportunities that are inclusive and accessible
 - Safeguarding
- 5.4 The outcomes of the project will:
- Develop a Supported Living Policy
 - Develop a Supported Living Strategy
 - Develop a Placement Procedure to ensure placements are commissioned in line with Commissioning Policy / Strategy
 - Ensure all existing Supported Living arrangements are appropriate to needs and as cost-effective as possible
- 5.5 The overall timeline and milestones for this work are presented in Annex A. Cabinet will be informed of progress and outcomes reported.

6.0 Risks & Challenges

- 6.1 The Care Act 2014 needs to be considered in the context of key financial and demand risk factors already known concerning social care. These are demographic growth, particularly among older people and younger adults with complex disabilities; and increasing complexity of need among adult social care service users. Additional risks include the new duties to provide services to carers and to people who fund their own care. The Council are aware that the New Burdens monies identified by Government associated with implementing the changes required is not likely to meet the true cost to the Council of implementing such a significant change.
- 6.2 The key risks include:-
- The costs of implementation and ongoing delivery of the Care Act could create significant budget pressures

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- Capacity might not be sufficient to meet the increase in demand for care assessments and reviews through new duties to support self-funders, carers and prisoners within current resources.
- Changes to ICT
- Community expectation
- Provider failure

6.3 The complexity of the Supported Living Review project means that there may be links /dependencies to other areas of the Council and partners. The Project Team will need to understand and manage any dependencies closely. Those projects and key areas of work that, at this stage, have a dependency and/or link are:

- Health & Well-Being priorities
- Care Act Responsibilities
- New Eligibility Criteria
- Children & Young People with Disabilities Pathway (Children & Families Act)
- Council Budget savings for 2015-17.

The project will regularly review strategic, operational and project risks and put in place measures to manage those risks. However it must be stressed that reductions in the Council's budget of the level required by Government cannot be achieved in a risk free environment. There will be significant risk associated with the implementation of the approved budget reductions, which will be mitigated where possible. It must be recognised that it is no longer possible to mitigate all aspects of risk. In those circumstances steps will be taken to ensure they are identified and managed within the limited resources available.

7.0 Policy Change, Communication, Consultation & Engagement

7.1 The Care Act 2014 makes considerable changes to the law and practice around Social Care, most notably introducing the national eligibility criteria. However, it is important to note that the care system is developing not changing, in the sense that the Care Act builds on current practice, adjusts it and embeds best practice in the law. The Council will review and update its policies and guidance in light of these changes in a way that will continue to meet assessed need.

7.2 A Personalisation Strategy for Sefton has been drafted and approval of this strategy will be sought at the Health and Wellbeing Board on 17th June 2015. This will then be presented to Cabinet for consideration.

7.3 The Sefton Dementia Strategy is also being prepared and will be presented to Cabinet for consideration.

7.4 The need for consultation and engagement will be dependent on each policy and the nature of any service change as a result. Therefore, where significant change is applicable an appropriate level of consultation with key stakeholders will be undertaken.

- 7.5 For some changes the Council will inform the community on proposed new ways of working. Communications will include references to improved information and advice around preparing for later life needs and costs.
- 7.6 New and refreshed policies will be subject to appropriate approvals.
- 7.7 The scope of this change requires a whole Council and partnership approach. In addition to a training programme covering all areas of the act primarily aimed at the Social Care workforce a number of briefing sessions have taken place with the wider workforce.

8.0 Equality Act 2010 Duty and Impact Assessments

- 8.1 As the Council puts actions into place to deliver the Care Act changes and Supported Living Review there is a need to be clear and precise about processes and impact assess any potential changes, identifying any risks and mitigating these as far as possible. The impact assessments, including any feedback from consultation or engagement where appropriate, will be made available in compliance with the Equality Act 2010.

9.0 Conclusion

- 9.1 With regard to delivering and implementing the Care Act 2014 the scale and pace of the change required cannot be underestimated. The Council will need to continue to identify, develop and implement new models of care and the potential associated impact on the community will require appropriate capacity to deliver change. This is on top of increasingly demanding day-to-day-work, and against a backdrop of contraction over the last few years, means capacity will have to be created to enable the delivery of a programme to change and enable the Council to support those most vulnerable. It is important to note that this risk is likely to be mirrored by our partners and providers of services.
- 9.2 The combined impact of demographic pressures, new policy and statutory requirements present a significant challenge that will require a sustained and robust Council wide response with continued engagement with key partners. This will require the Council to develop solutions that ensure people remain independent for as long as possible; support carers to continue caring; encourage people to plan in advance for their care needs; and promote wellbeing and independence and community inclusion. Only a strategic approach can mitigate the demand and financial pressures that will continue to be faced by Adult Social Care.

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ANNEX A

SUPPORTED LIVING STAGES, MILESTONES AND TIMELINE

STAGE 1: Understanding



November 2014 to 31st
May 2015

- **Providers** - where are services/locations; client profile; staffing ratio; voids; property condition; functions/provision within; other services & needs being met for clients
- **Finance/costs** - section 64; Independent Living Fund; Supporting People; Joint funding; direct payments
- **Data** - comparison v national; comparison v statistical neighbours; Liverpool City Region data
- **Clarity & Focus** - Timeline and plan; revise and finalise PID – definition and scope; Communications; develop RAID
- **Resource & Links** - ASC structure for governance; working teams; partner groups, provider groups; challenge and focus groups

STAGE 2: Developing the proposed model



May to July 2015

- **Develop the model** - develop first draft of model(s) using information from stage 1; share with partners; service users; providers in groups and individual providers; discussion with providers on their ambitions and views on model; research other authorities for practice; consider variations for Learning Disability, Mental Health, Shared Lives, Transitions; Direct Payment clients
- **Draft policy framework** - developing from model and feedback
- **Cabinet report** - proposed model and policy for approval to consult

MILESTONE Cabinet for approval to consult on draft model and policy

TAGE 3: Consultation and Engagement on model



July to
December 2015

- **Consultation & engagement** - targeted at clients (600+) but also carers and whole community; questionnaires; group events; advocate use; e-consult; information and FAQs; potential clients; partners; providers;
- **Reports and analysis** - recommended policy and model; consultation report; equality analysis report; Cabinet report
- **Clients** - reassessments

MILESTONE Cabinet - for approval of model/policy

STAGE 4: Implement changes



January 2016
onwards

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Report to:	Cabinet	Date of Meeting:	Thursday 4 June 2015
Subject:	Adult Social Care Change Programme - Remodelling of Day Opportunities Chase Heys	Wards Affected:	All
Report of:	Director of Older People		
Is this a Key Decision? Exempt/Confidential	Yes/No No	Is it included in the Forward Plan?	Yes

Purpose/Summary

This report updates Cabinet on the outcome of the targeted consultation with users, carers and all interested parties of Chase Heys day centre (not the intermediate care and respite unit) and seeks approval for associated planned activity.

Recommendation(s)

Cabinet is asked to

- i. note the previous decisions on remodelling day centres (closures and modernisation) made at cabinet on 26th February 2015 and the intention to engage further with the users and all interested parties of the Chase Heys day centre.
- ii. consider and take account of the detail within the consultation feedback in respect of the proposed closure of Chase Heys day centre together with the Public Sector Equality Duty analysis.
- iii. approve the closure of Chase Heys day centre, excluding the intermediate care and respite unit and authorise officers to complete the closure immediately
- iv. note the mitigating and phasing factors as set out in paragraph 2.2 of the report.

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

	<u>Corporate Objective</u>	<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Jobs and Prosperity		✓	
3	Environmental Sustainability	✓		
4	Health and Well-Being	✓		

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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:

In February 2013 Council approved a proposal to remodel day opportunities so that in the future opportunities will be shaped by how best to meet assessed eligible needs and made more appropriate to people who use them. A report and recommendation for a programme of closures and modernisation to the current New Direction's (ND) Day Centres was submitted for Cabinet 26th February 2015 and approval given to the recommendations. Further consideration and consultation was to be made to the closure of Chase Heys, as this centre wasn't on the original recommendations for closure.

The proposed recommendation in this report to close Chase Heys has been developed by taking account of the current understanding of assessed needs, forecast demographic changes, current and forecast usage rates and the usability and sustainability of all of the New Directions day centres in Sefton.

In addition, the Council has significant existing responsibilities for Adult Social Care and invests considerable resources (£92 million per annum) into services to support a wide range of needs for adults. The Adult Social Care Change (ASC) Programme's overall aim is to develop a model for Sefton Council's Adult Social Care that is sustainable, modern and flexible, delivering the four strategic priorities as set out in the ASC Strategic plan 2013-20 as approved in November 2013, and the delivery of the changes associated with the Care Act 2014.

In developing future plans against a background of reducing resources the core purpose of the Council is assumed to be

- **Protect the most vulnerable** i.e. those people who have complex care needs with no capacity to care for themselves and no other networks to support them.
- **Commission and provide core services** which meet the defined needs of communities and which are not and cannot be duplicated elsewhere.
- **Enable/facilitate economic prosperity** i.e. maximise the potential for people within Sefton to be financially sustainable through employment/benefit entitlement.
- **Facilitate confident and resilient communities** which are less reliant on public sector support and which have well developed and effective social support networks.

When considering the recommendation to close Chase Heys day centre Cabinet are reminded of these principles

- **Efficiency before cuts** – Protect the impact on communities
- Focus on our **core purpose**.

- Keep the needs of our **citizens at the heart** of what we do rather than think and act organisationally.
- Proactively **manage demand** not just supply.
- Ensure we provide services strictly in line with **eligibility criteria**.
- **Pursue growth/investment** as well as savings.
- Communicate and engage with **people to expect and need less**

Alternative Options Considered and Rejected:

An original option consulted on and considered was that Chase Heys day centre remains open and is modernised. The Planning Department have been consulted to establish whether the alternative proposal to modernise Chase Heys was likely to contravene planning rules or meet significant public objection. The technical issues likely to be encountered in accessing the restricted site and due to the proximity to existing properties, together with the planning constraints restricting development to specific areas of the site, mean that development at Chase Heys would be costly, costing up to £1.6M, and be unlikely to provide an optimised design solution that all of the necessary operational requirements to be met. It is believed that the investment in other sites, for example West Park (support to be gained by landlord), Mornington Road and Brookdale will provide a greater opportunity to ensure that the operational requirements are met, effectively and efficiently, and will provide better value

The ND day centre buildings require in the region of £2.7m capital expenditure to maintain them and incur significant general operating costs. Maintaining the status quo is not an option due to demographic and budgetary pressures and new legislation

What will it cost and how will it be financed?

(A) Revenue Costs

Any impact on the revenue budget, following the recommended closure of Chase Heys Day Centre, will be monitored as part of the overall remodelling of Day Opportunities project which will be contained within the existing 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
Equality 1. No Equality Implication

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2.	Equality Implications identified and mitigated	<input checked="" type="checkbox"/>
3.	Equality Implication identified and risk remains	<input type="checkbox"/>

Impact of the Proposals on Service Delivery:

The recommendation to close Chase Heys day centre will enable the delivery of the vision and the model using the approach previously agreed by Cabinet July 2014 and following the approved remodelling programme by Cabinet February 2015. Service users, their carers, the Council's preferred provider and estate will be impacted should the recommendation be approved.

Demographics indicate a growth in demand for Care and Support services. The Council's strategic commissioning intentions will support market development to meet the range of needs for the individuals of Sefton, offering choice as to how their needs are met. Market shaping activities will encourage the care market to expand, where possible supporting economic growth and access to jobs.

What consultations have taken place on the proposals and when?

Remodelling Day Opportunities, consultation over closure of Chase Heys day centre – a consultation report can be found in this report and the Council used its best endeavours to ensure all service users and carers were consulted.

The voluntary sector has been consulted as part of the consultation on the remodelling of day opportunities. The Council's strategic partner and first choice provider New Directions have been involved in this consultation process and are supportive of the recommendations in this report.

The Head of Corporate Finance and ICT have been consulted and any comments have been incorporated into the report (FD 3547/15.)

And Head of Corporate Legal Services (LD.2839/15.) has been consulted and any comments have been incorporated into the report.

Implementation Date for the Decision

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

Contact Officer: Director of Older People

Tel: Tel: 0151 934 4900

Email: dwayne.johnson@sefton.gov.uk

Background Papers:

None

Remodelling of Day Opportunities – Chase Heys Day Centre

1.1 In February 2013 Council approved the remodelling of day opportunities so that in the future opportunities will be shaped by how best to meet assessed needs and made more appropriate to people who use them. When considering the remodelling of day opportunities the Council was made aware that this may result in

- the closure of a number of day centres
- use of existing and developing community offers and universal services
- changes in transport
- and that property will be reviewed regarding future use.

1.2 On 26th February 2015, Cabinet agreed to further targeted consultation regarding the proposed closure of Chase Heys day centre. For clarity Cabinet in February approved the closure of the following ND day centres:

- Bootle Resource Centre
- Brook Enterprises (Bootle area)
- Sandbrook (Southport area)
- Orchards (Southport area)

Those New Direction day centres proposed to remain open are:

- Dunningbridge Road modernising existing site or new build (Bootle area)
- Waterloo Park
- Brookdale (Southport area)
- Poplars (Southport area)
- West Park (Southport area)
- Mornington Road modernising existing site (Southport area)

1.3 Numbers of people attending the traditional day centres are falling and have been for some time this includes Chase Heys day centre with an average occupancy of fewer than 40%. The table below provides average occupancy relating to Chase Heys day centre and also shown is the proposed day centres West Park (mainly for older people) and Brookdale (for those with differing levels of dementia) that can be attended by those service users using centres to meet their assessed need.

Day Centre	Places Available per day	Places Available per week	Average Occupancy
Chase Heys	18	90	39.3%
West Park	24	120	30.4%
Brookdale	24	120	45.4%

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- 1.4 The Planning Department have been consulted to establish whether the alternative proposal to modernise Chase Heys was likely to contravene planning rules or meet significant public objection. The technical issues likely to be encountered in accessing the restricted site and due to the proximity to existing properties, together with the planning constraints restricting development to specific areas of the site, mean that development at Chase Heys would be costly, costing up to £1.6M, and be unlikely to provide an optimised design solution that all of the necessary operational requirements to be met. It is believed that the investment in other sites, for example West Park (support to be gained by landlord), Mornington Road and Brookdale will provide a greater opportunity to ensure that the operational requirements are met, effectively and efficiently, and will provide better value.

This change takes into account of need across the borough, allowing for further assessment of the potential for service delivery on some sites e.g. Mornington Road, West Park, which is in a central location, has potential to support more people with disabilities because of the internal structure, is larger and transport/parking is better. Brookdale takes account of consultation feedback voicing the value of the location and services delivered at Brookdale Resource Centre and the information in the equality analysis report (as an annex in provided background paper link) is recognising Brookdale Resource Centre as a specialist centre for those with Dementia.

A questionnaire was issued, targeting service users of Chase Heys and their carers. Furthermore, two meetings with service users and carers were held to present the proposal and answer questions. The consultation responses are below. It is clear from the responses that the reasons for enjoying attendance and having their needs met at Chase Heys focussed on the friendships, the activities and giving the carer a break. It is not, in particular the building. The needs can be met in alternative centres such as West Park and Brookdale, both of which remain with low occupancy rates of less than 40%. In addition there are a range of other options for people to consider, including the use of personal budgets.

- 1.5 The consultation with users and carers was mainly through two face to face events at West Park day centre (transport was offered) and with one-to-one meetings with service users and carers. These events were successful with the Director of Older People giving a presentation and answering questions from the audience. One outcome from the meeting being held at West Park is that already a number of service users/their carers have asked to move straightaway to West Park as they were impressed with the facilities', the activities and what the building has to offer. This will be looked at as part of a needs assessment. From the one-to-one interviews assurances were given and accepted that the potential closure of Chase Heys and moving to another centre will provide a professional service that continues to meet the assessed need of the service user. There were no strong objections. On the whole the consultation and the engagement were positively received. Feedback from the presentations and subsequent question and answer sessions at West Park day centre with service users and carers proved informative and stimulated a number of questions. This gave the key stakeholders an opportunity to understand more and be able to express their views.

1.6 The equalities analysis produced for the remodelling report (including Chase Heys) submitted to Cabinet 26th February 2015 is still relevant. They are the same service users and the report concluded that this change meets the Public Sector Equality Duty. The original proposals for closures and modernisation were, at the time, the Councils most up to date position using the information it had. Having considered all of the information in the equalities report and described above Cabinet is asked to consider this change to the original programme of modernisation.

To summarise the report concluded that:

- The assessment process is consistent across service users and of a high quality
- Individual circumstances and role and resilience of carer are taken into primary consideration when being assessed for support.
- The consultation went the 'extra mile' to ensure users and carers had the opportunity to air their views.

1.7 This programme of work would include

- Resources to inform those impacted by the changes recommended and engagement with service users, their carers and staff to explain the change.
- Reassessments – a person centred reassessment of service user needs is an ongoing statutory process underpinned by the Care Act 2014. Consideration of the people's needs have remained at the heart of all implementation plans. If it is agreed that a persons assessed eligible needs are best met by attendance at a day centre they will be able to attend a day centre that is suitable to meet those needs. This will include assessment of transport provision.

1.8 Cabinet is asked to

- i. note the previous decisions on remodelling day centres (closures and modernisation) made at cabinet on 26th February 2015 and the intention to engage further with the users and all interested parties of the Chase Heys day centre.
- ii. consider and take account of the detail within the consultation feedback in respect of the proposed closure of Chase Heys day centre together with the Public Sector Equality Duty analysis.
- iii. approve the closure of Chase Heys day centre, excluding the intermediate care and respite unit and authorise officers to complete the closure immediately.
- iv. note the mitigating and phasing factors as set out in paragraph 2.2 of the report.

2 Conclusion

2.1 The proposed programme of modernisation of day opportunities will deliver a model that is sustainable, modern and flexible. The recommended change to close Chase Heys Day Centre will form part of the overall modernisation programme agreed by Cabinet on 26th February 2015. There is a risk that if we

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leave the centre open it makes the service inefficient, due to under occupancy and cost of buildings.

- 2.2 It is anticipated that all the remodelling will be delivered over a 2 year timetable, although it is likely that Chase Heys day centre would close within a very short period of time. The Council has already delivered significant change and understands that change can be difficult, challenging and sometimes uncomfortable for service users, families, carers and the workforce but the Council is at a point where doing more of the same or trying to do more of the same with less is going to fail people. Managing expectation will be key in delivering this programme of change.
- 2.3 Should Cabinet decide to close the day centre at Chase Heys all service users will receive an assessment, where appropriate this will be done in conjunction with carers and advocates. Options will be considered and service users will decide on their preferences within the context of the Councils eligibility criteria for ASC services.

Consultation Report

Introduction

On 26th February 2015, Cabinet agreed to further targeted consultation to take place regarding the proposed closure of Chase Heys day centre.

This report details the results from the further consultation with Chase Heys day centre as part of the remodelling of day opportunities modernisation programme. The consultation commenced on 20th March 2015 and finished on 1st May 2015.

What were the aims of the consultation and engagement process?

The main aims and purpose of the consultation and engagement process was to:

- To provide information to the people who currently utilise Chase Heys day centre, their carers (as appropriate), service providers, and staff on the proposal to Close Chase Heys day centre. Also linking in the challenges facing the Council in seeking to modernise Adult Social Care services against the issues faced by the Council with a reducing budget.
- To assist the people who currently utilise Chase Heys Day Centre, their carers (as appropriate), service providers, and staff to give us their views as described within the questionnaires and engagement events.

What we did and why

There was a wide range of methods utilised as part of this consultation to ensure that all interested parties could exercise their views. The range of methods used included:

- Engagement events at West Park day centre with independent advocates available to provide advice and support to service users and carers.
- Responding to individuals requests for 1 to 1 meetings and discussions
- Questionnaires issued to service users and carers and placed at Chase Heys day centre
- Responding to written correspondence and emails
- Making available a helpline and responding to all enquiries.
- Web based communications such as the website
- Attendance at Older Persons Forum

Specific measures were taken with the functionality of the questionnaire and presentation to ensure that people who have additional needs could exercise their voice and influence the outcomes of the consultation process.

The methods were supported by a number of approaches/tools, which included the following:

- Telephone discussions
- Question and answer made available on the website and at day centres following the engagement events

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- Adapted version of questionnaire for Older People
- Adapted Presentation at venue
- Link to Chase Heys Consultation on the internet

The targeted audience were:

- Service users and carers
- Providers of services (Sefton New Directions)
- Sefton VCF groups
- Potential Service users via SPOC

To ensure that the consultation was robust, fair and unbiased and to provide as much independent support and advice for the service user and carer as possible, the VCF sector were involved in the consultation and also played a role at the engagement events – assisting service users in understanding and completing questionnaires or giving views, if required.

The organisations that were involved and collaborated were:

- Sefton Community Voluntary Service
- Sefton New Directions
- Sefton Partnership for Older Citizens
- Sefton Pensioners Advocacy Centre
- Sefton Advocacy
- Carers Centre

How did we engage?

As the changes only affected those currently using Chase Heys Day centre, their carers, the day care service providers, these were subject to the targeted consultation and engagement and considered a priority.

Engagement with service users and carers was as follows:

- An introductory letter and adapted questionnaire was sent to all Chase Heys day centre users, and their carers and made available in Chase Heys day centre
- Held engagement events at West Park day centres on 15th and 17th April 2015.
- Director of Adult Social Care gave an appropriate presentation at each event, some carers also attended, with support from Council officers and independent advocates.
- Question and answer sessions at each event
- Independent advocates attended the events and supported with understanding and if required completion of questionnaire.
- Group or 1 to 1 support sessions
- Both Carers and Service Users were invited to either event.
- Telephone calls received from carers.
- Emails received and answered

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Engagement with advocacy group Southport Older Persons Day Centre

Attended a meeting with SPOC to discuss issues and respond to challenges and respond within a Q&A session.

Consultation responses

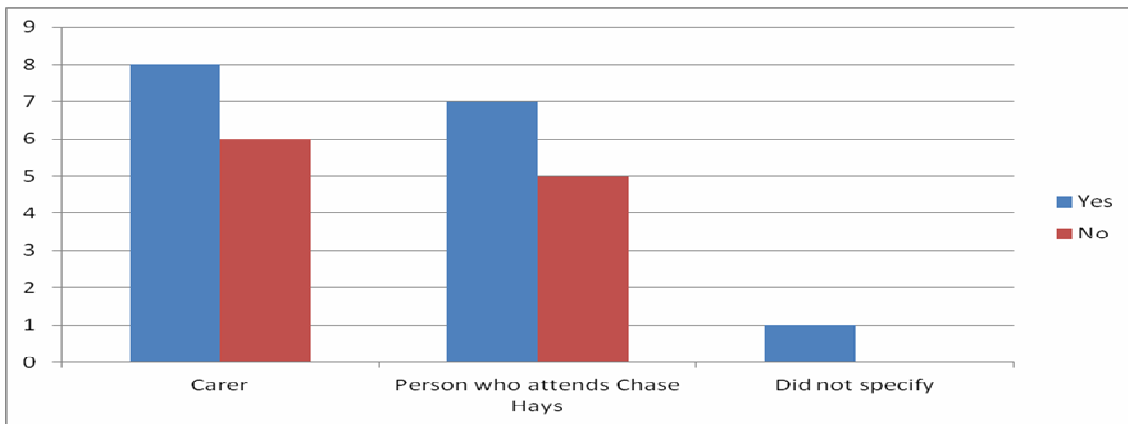
There were 27 questionnaires completed (as at 1st May 2015). This comprised of 12 service users, 14 carers and 1 other interested party.

Answers to the specific questions on the questionnaire were as follows:

What are the main benefits of attending a Day Centre?

Developing skills to maintain independence

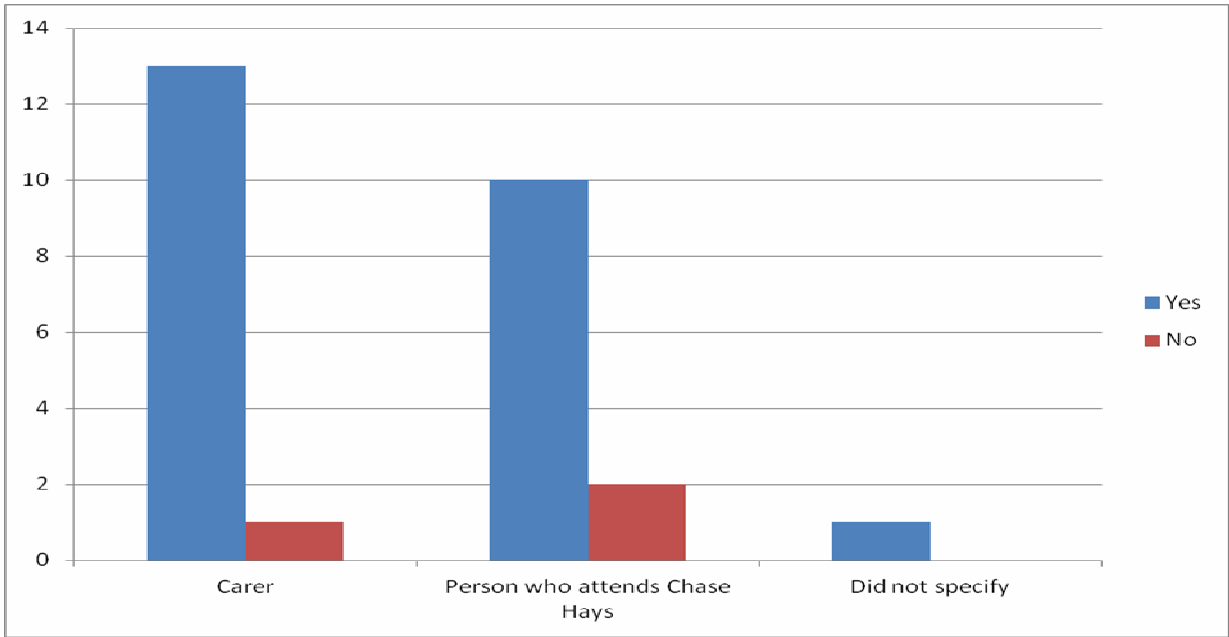
	<u>Yes</u>	<u>No</u>
Carer	8	6
Person who attends Chase Heys	7	5
Did not specify	1	0



Meeting Friends

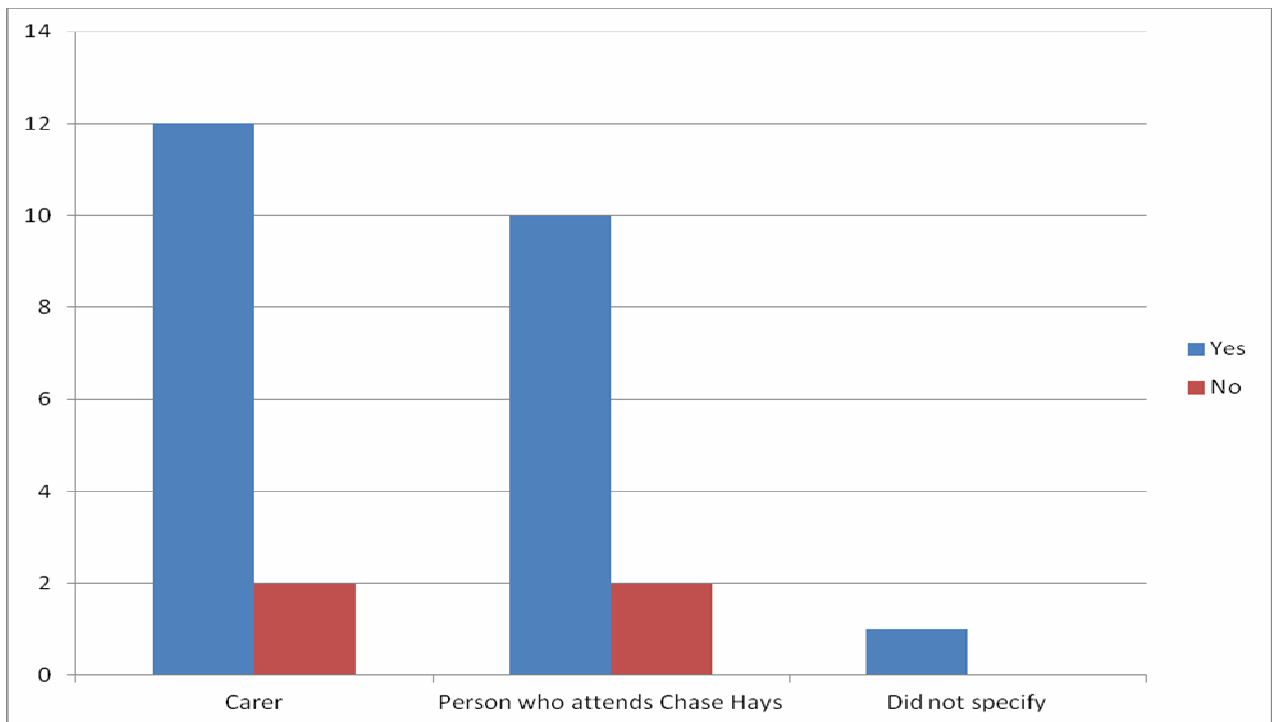
	<u>Yes</u>	<u>No</u>
Carer	13	1
Person who attends Chase Heys	10	2
Did not specify	1	0

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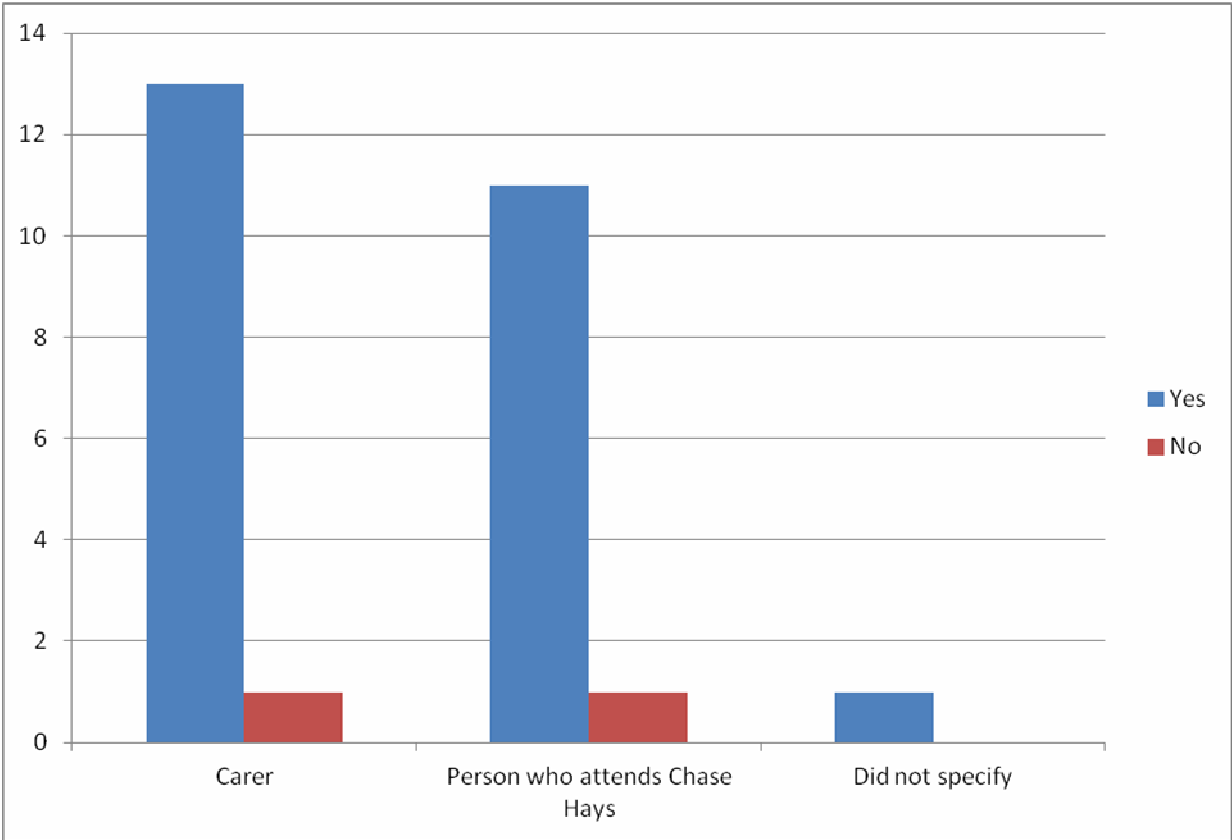
Taking Part in Activities

	<u>Yes</u>	<u>No</u>
Carer	12	2
Person who attends Chase Heys	10	2
Did not specify	1	0



To give the carer a break

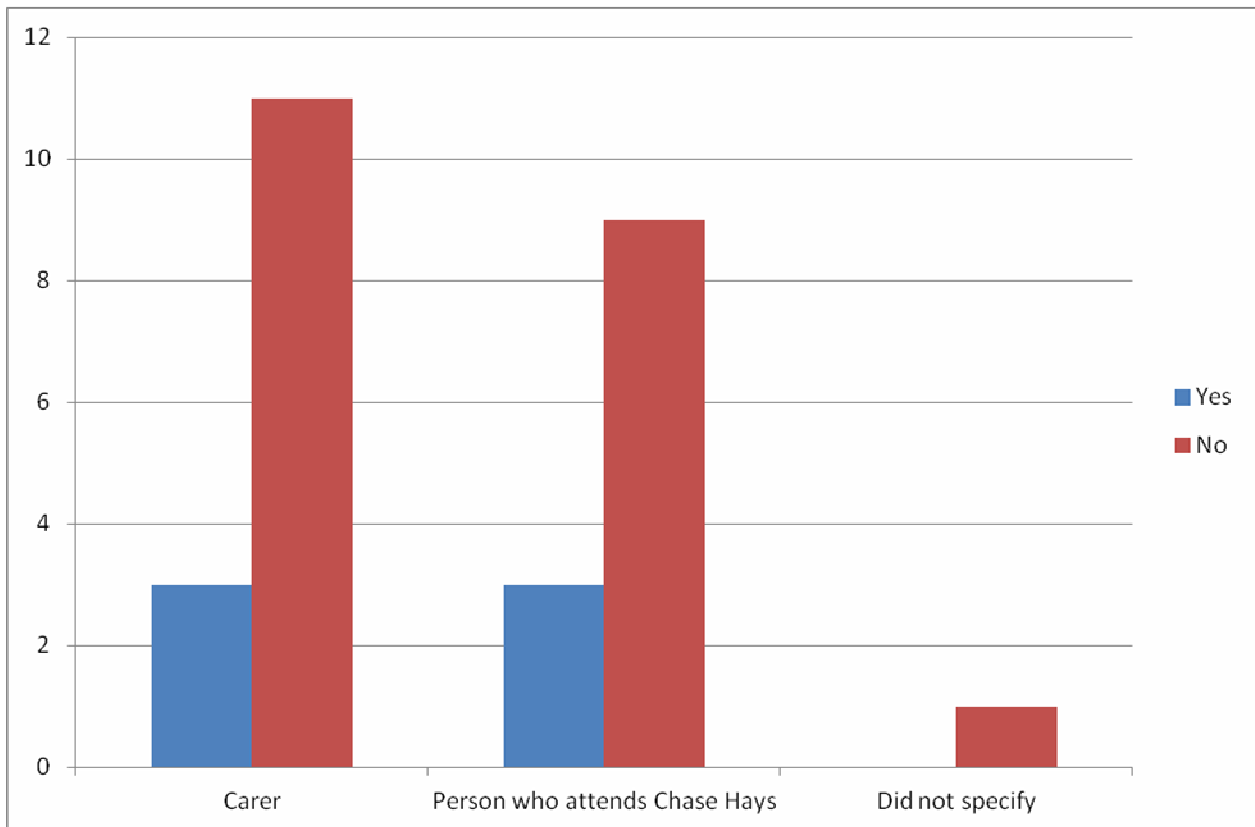
	<u>Yes</u>	<u>No</u>
Carer	13	1
Person who attends Chase Heys	11	1
Did not specify	1	0



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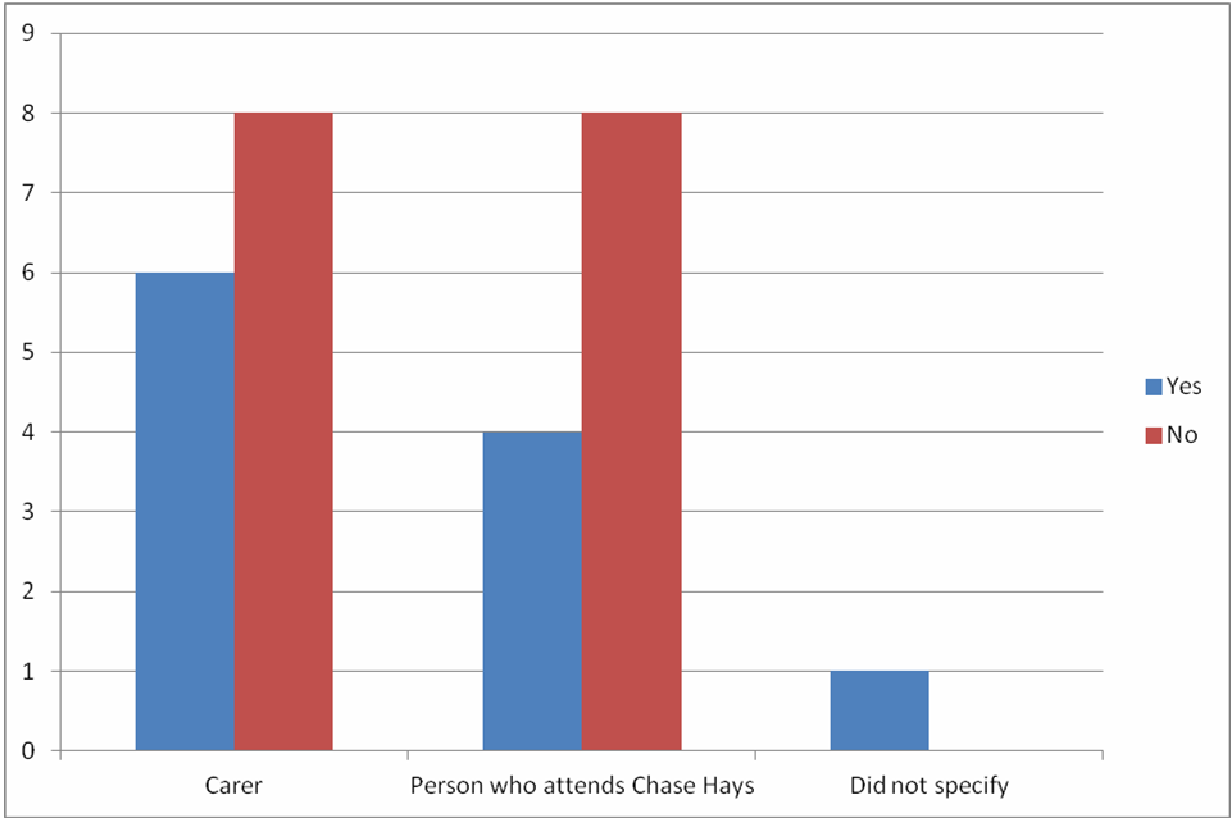
To enable the carer to remain in employment, training or education

	<u>Yes</u>	<u>No</u>
Carer	3	11
Person who attends Chase Heys	3	9
Did not specify	0	1



Hobbies

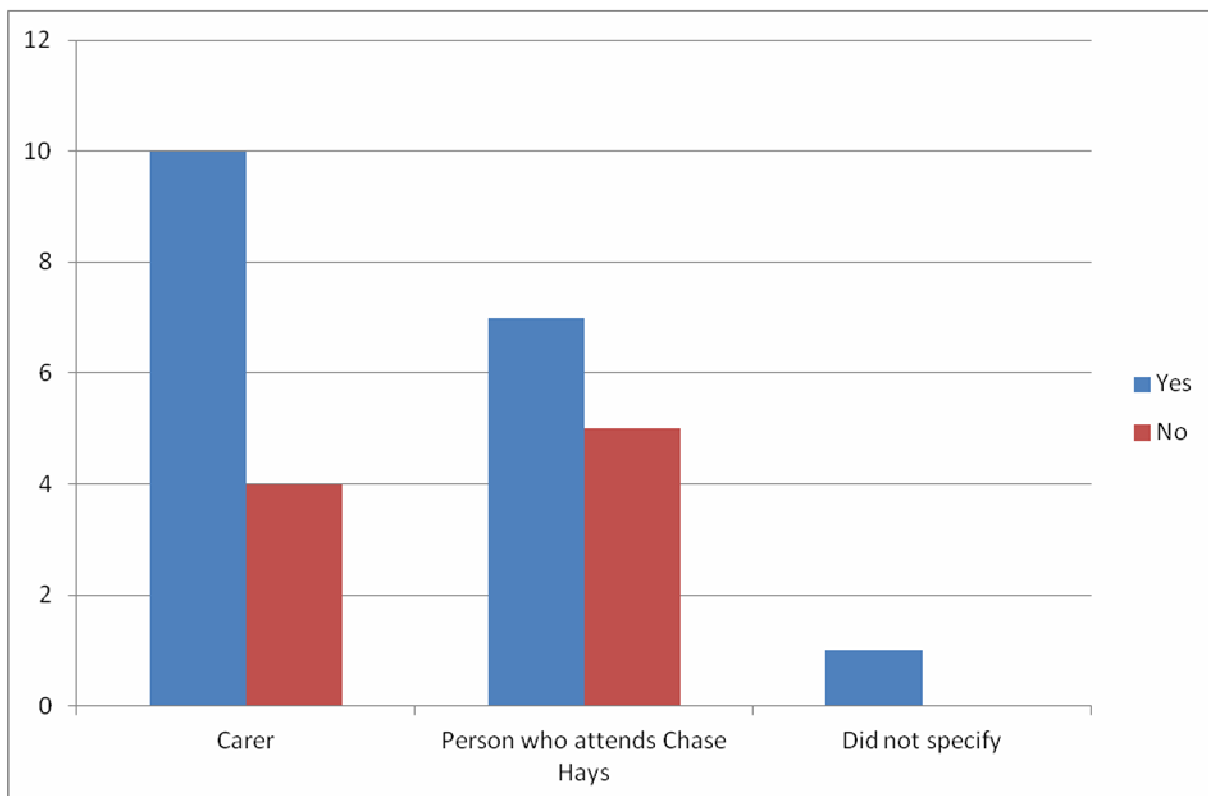
	<u>Yes</u>	<u>No</u>
Carer	6	8
Person who attends Chase Heys	4	8
Did not specify	1	0



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Social Activities

	<u>Yes</u>	<u>No</u>
Carer	10	4
Person who attends Chase Heys	7	5
Did not specify	1	0



A comment box was provided for people to say why else they attended, as follows:

Carers

- She enjoys the interaction with the staff. "They are always so kind and patient"
- In my case the main benefit of my wife attending a Day Care Centre is just to give the Carer a break. No more no less. I am 75 years of age in poor health myself. I have a job to look after myself without any of this to think about as well

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- She doesn't get out of the house and meet anybody. Apart from people of her own age at the centre and it gives her a set routine
- As said previously this is what has kept my Mum going for so long. Contact and meeting other people in a small environment

Currently attending Chase Heys

- Maintain Mental Health

Did not specify

- Change of environment to get out of the house for a day or two

A 'free text' comment box was provided for the question – 'What impact would closure of Chase Heys have on people who go there and their carers?'

A summary of qualitative comments are as follows:

- Brookdale is too far away and transport will be an issue.
- Will there be transport to Brookdale? The cost of a taxi there will be too expensive for some people.
- For some people with dementia Brookdale has been considered as not suitable. What alternative arrangements will be put in place for them?
- Impact of change on people who attend and who have dementia – changes to routine causes upset and can result in changes to behaviour, etc.
- Are there alternatives closer to Chase Heys? Could they join the respite centre for the day?
- Impact of changes on carer's lives – longer transport time will affect their work, etc.
- People like and trust the staff at Chase Heys.

Also, a free text on the question – 'Anything else?'

- People value the facilities at Chase Heys
- People like the fact that they are able to use the outside area at Chase Heys when the weather is good
- Routine is essential for mental wellbeing

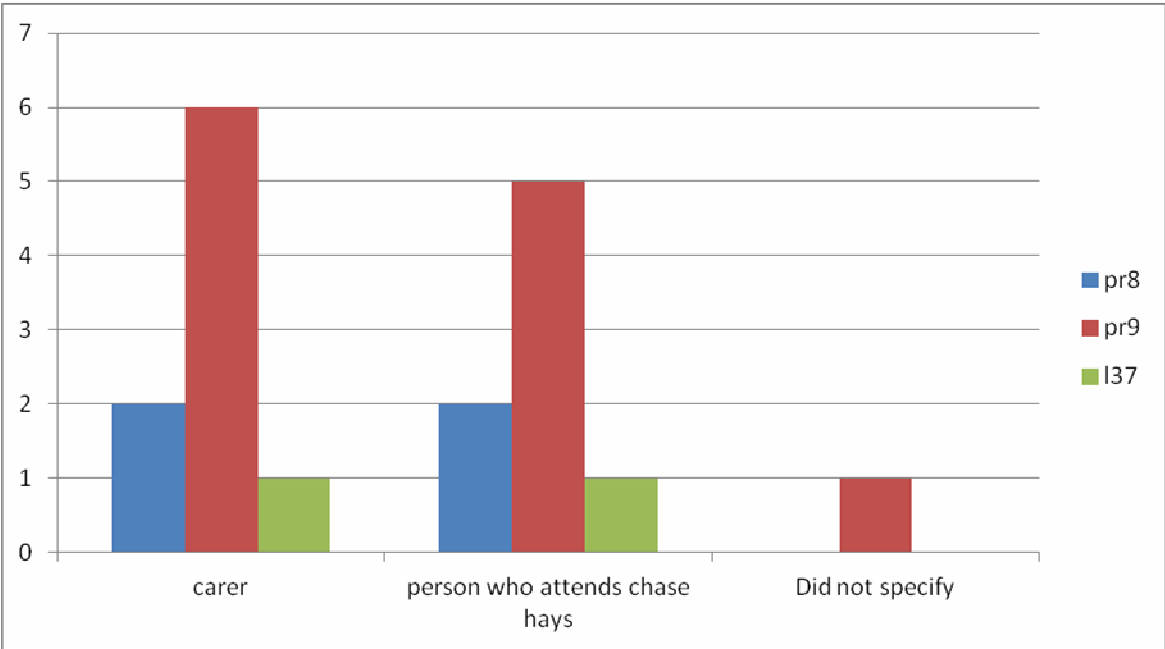
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- It's an opportunity to meet other people and reminisce , share problems, and learn new things
- Why can't day places be made available in the Respite Centre?
- Why are you asking the same questions again? You did say last year that Chase Heys wouldn't close and now it is.
- The closure of Chase Heys will create great difficulties for many of those attending. It will mean there will be no provision for Dementia patients in Southport.

Equality Breakdown of people who responded and completed this part of the questionnaire:

Postcodes of respondents (first three letters/numbers)

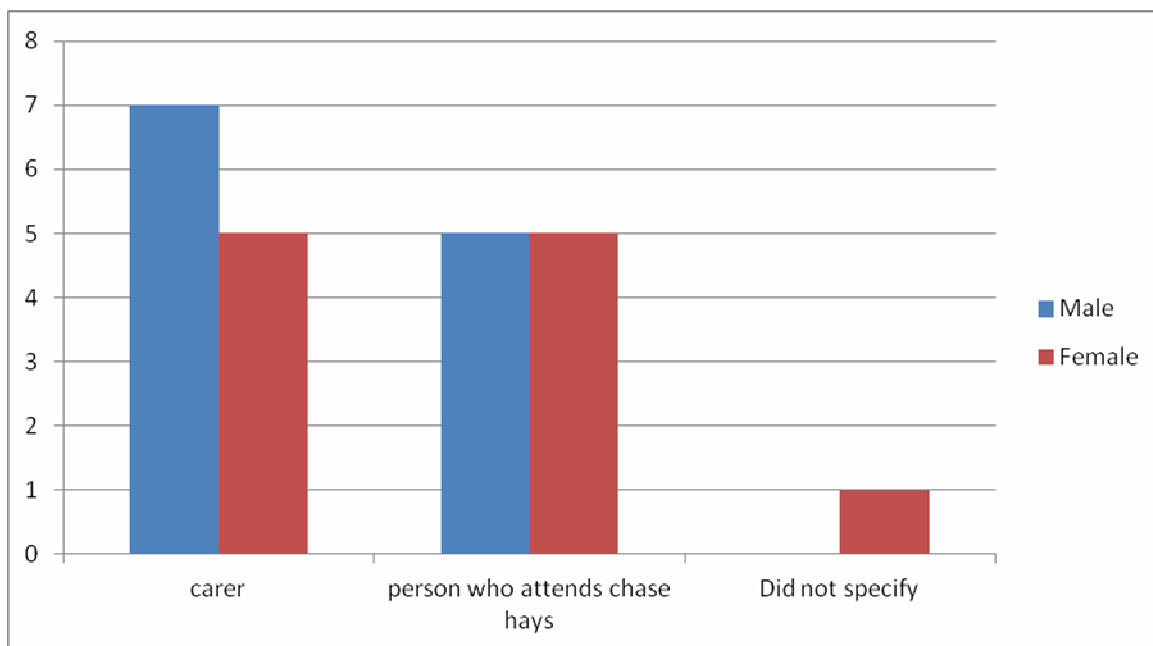
Carer	PR8	2
	PR9	6
	L37	1
Person who attends Chase Heys	PR8	2
	PR9	5
	L37	1
Did not specify	PR9	1



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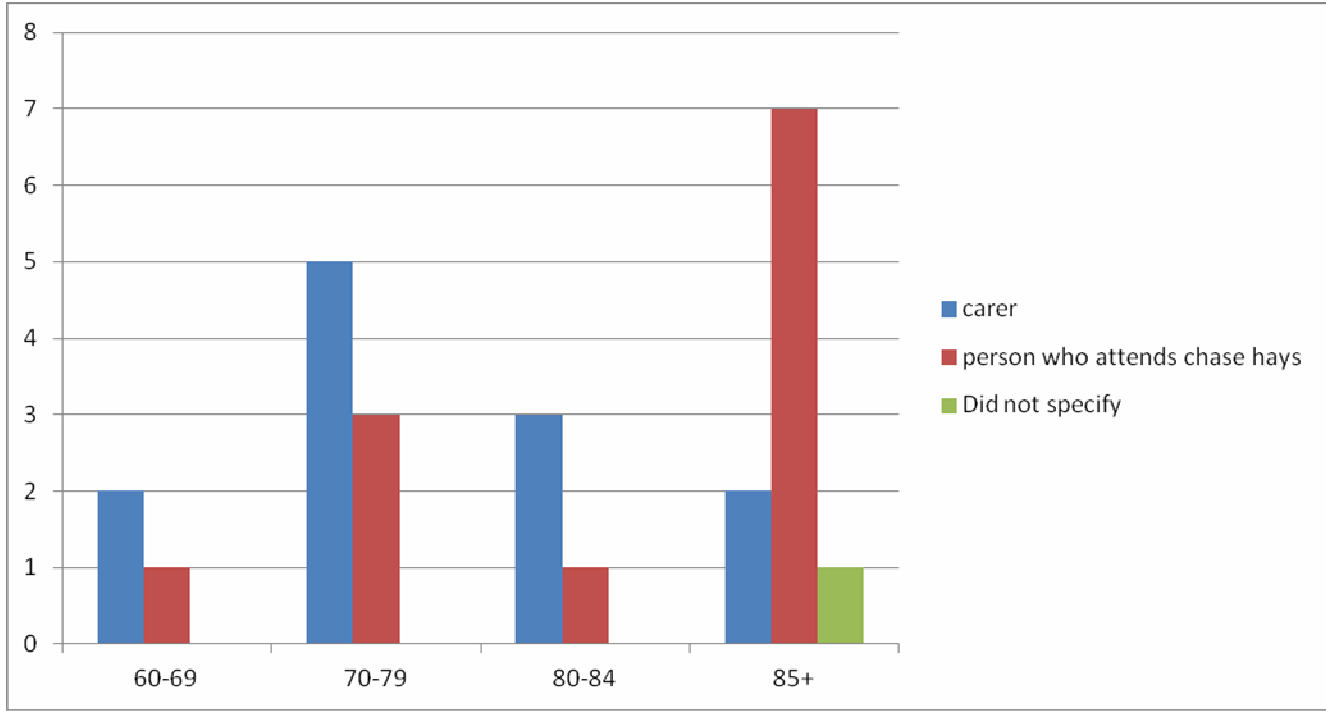
Gender

Carer	Female	7
	Male	5
Person who attends Chase Heys	Female	5
	Male	5
Did not specify	Male	



Age

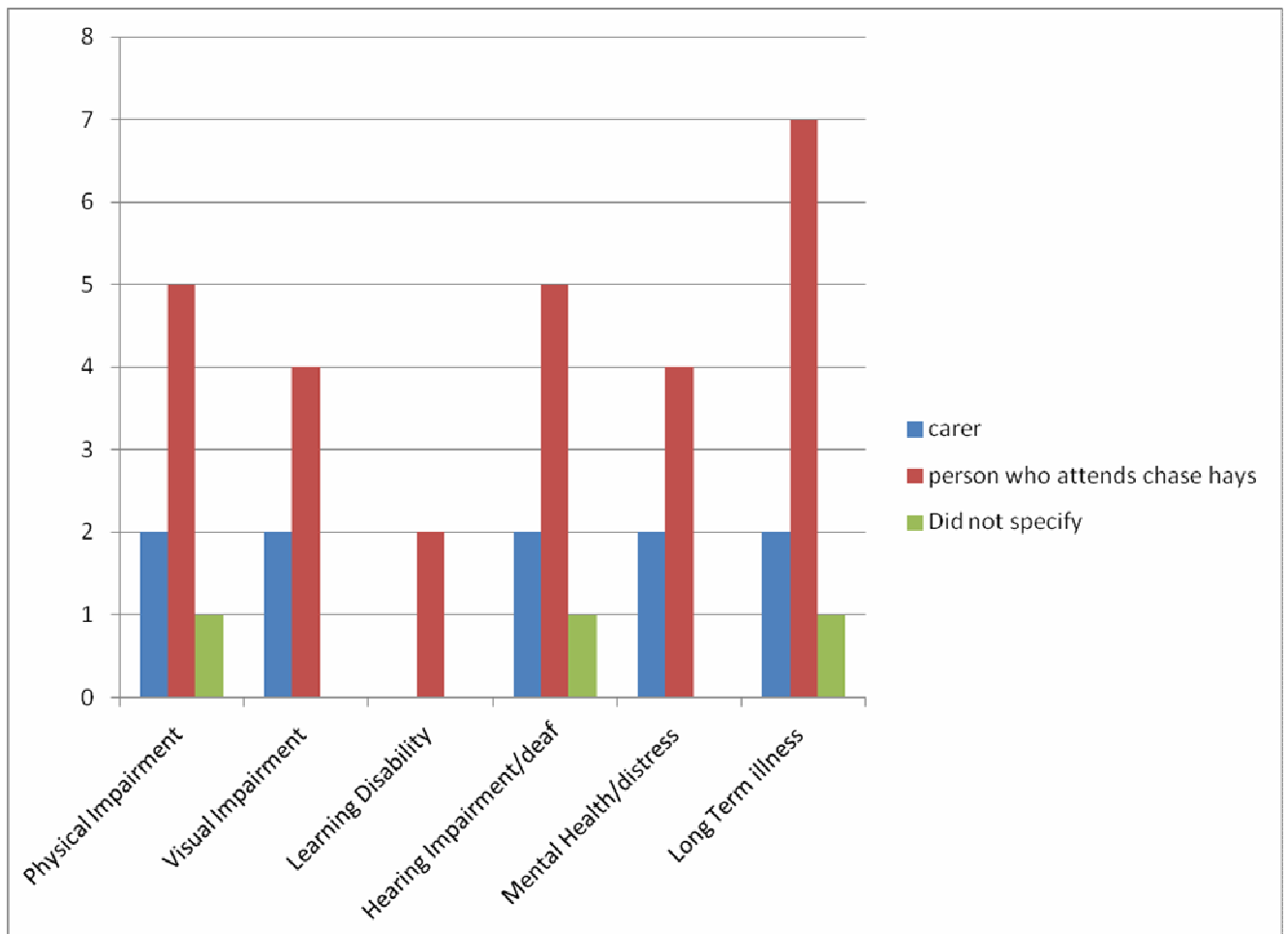
Carer	60-69	2
	70 – 79	5
	80-84	3
	85+	2
Person who attends Chase Heys	60-69	1
	70 – 79	3
	80-84	1
	85+	
Did not specify	85+	



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Disability

Carer	Physical Impairment	2
	Visual Impairment	2
	Learning Disability	0
	Hearing Impairment/deaf	2
	Mental Health/distress	2
	Long Term illness	3
Person who attends Chase Heys	Physical Impairment	5
	Visual Impairment	4
	Learning Disability	2
	Hearing Impairment/deaf	5
	Mental Health/distress	4
	Long Term illness	7
Did not specify	Physical Impairment	
	Hearing Impairment/deaf	
	Long Term illness	



Disability – Other as specified in responses:

Carers

- I am my Husbands Carer
- I am my wife's carer and have been for many years. Ten years ago when I became 65 the DWP stopped our Care Allowance, I asked why!. I was told that I was not entitled to it anymore but my job as a carer didn't stop. Now you are stopping Chase Heys day centre. Sorry but one day you will all have to face this yourselves and see what you think about it then. To answer the question I am waiting for a Total Hip replacement , also the other to be done at a later date, I also suffer from arthritis to all my joints
- Dementia. Not as mobile as she used to be. Can still walk with the aid of somebody's arm, does not use a stick

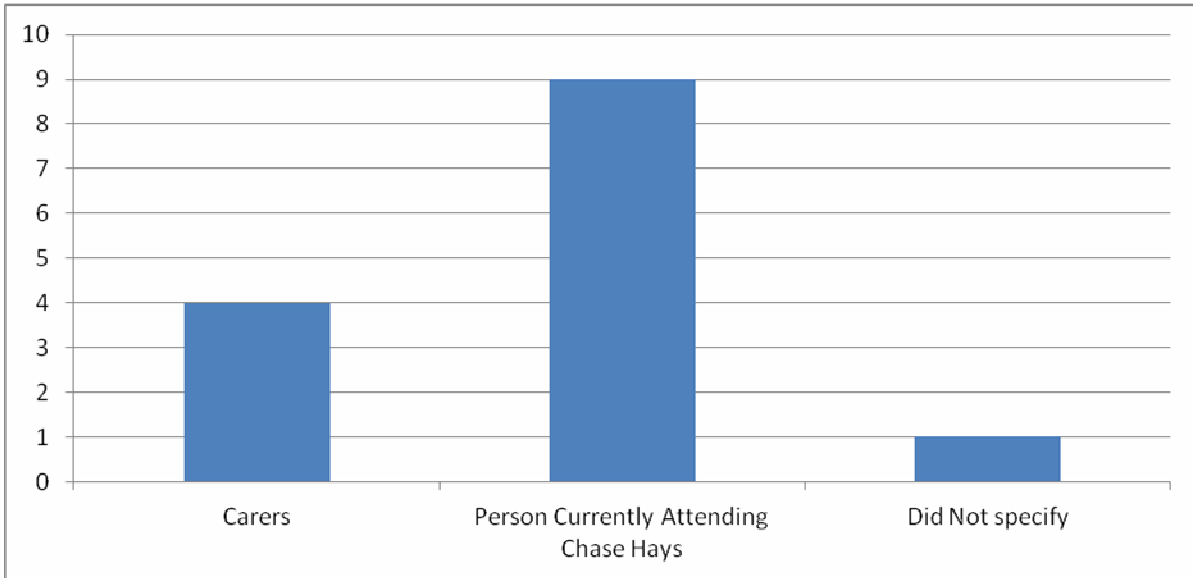
Users of Chase Heys

- M.S
- Unable to walk without my walking frame (or stick if using public transport which is seldom as I have to be accompanied
- Alzheimer's , Diabetes, Angina

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Do you consider yourself to be disabled? (answered yes)

Carers	4
Person Currently Attending Chase Heys	9
Did Not specify	1



Carers by Gender, Age and Disability

<u>Gender</u>	<u>Age</u>	<u>Disability</u>	<u>Disabled?</u>	
Female	60-69	1	Vis Impairment 1	0
	70-79	2	Hearing Impairment 1	
	80-84	3	Mental Health 2	
	85+	1	Long Term condition 1	
Male	60-69	1	Physical Impairment 2	4
	70-79	3	Visual Impairment 1	
	85+	1	Hearing Impairment 1	
		2	Long Term Conditions 2	

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Service Users, Gender, Age & Disability

<u>Gender</u>	<u>Age</u>		<u>Disability</u>		<u>Disabled?</u>
Female	60-69	1	Physical Impairment	3	4
	70-79	1	Vis Impairment	2	
	80-84	1	Hearing Impairment	2	
	85+	2	Mental Health	3	
			Long Term condition	3	
Male	70-79	1	Physical Impairment	1	3
	85+	4	Visual Impairment	1	
			Hearing Impairment	3	
			Mental Health	1	
			Long Term Conditions	2	

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Report to:	Cabinet	Date of Meeting:	4 th June 2015
Subject:	Review of Town Centres	Wards Affected:	(All Wards);
Report of:	Director of Built Environment		
Is this a Key Decision?	Yes	Is it included in the Forward Plan?	Yes
Exempt/Confidential	No		

Purpose/Summary

To present the response of the Cabinet Member – Regeneration and Tourism to the recommendations of the Town Centres Working Group Final Report, as requested by the Cabinet on 26th February 2015.

Recommendation(s)

That the comments of the Cabinet Member – Regeneration and Tourism on the recommendations of the Town Centres Working Group Final Report be approved and be reported back to the Overview and Scrutiny Committee (Regeneration and Skills).

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 incorporate comments and views of the Cabinet Member.

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Alternative Options Considered and Rejected:

N/a

What will it cost and how will it be financed?

- (A) **Revenue Costs** – there are no financial implications arising from this report.
(B) **Capital Costs** – there are no financial implications arising from this report.

Implications:

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

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

Impact of the Proposals on Service Delivery:

N/a

What consultations have taken place on the proposals and when?

The Head of Corporate Finance and ICT has been consulted and notes there are no direct financial implications arising as a result of this report. (FD 3570/15)

The Head of Corporate Legal Services has been consulted and any comments have been incorporated into the report. (LD 2862/15)

Implementation Date for the Decision

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

Contact Officer: Head of Economic Development & Tourism

Tel: Tel: 0151 934 3471

Email: mark.long@sefton.gov.uk

Background Papers:

None

1. Introduction/Background

- 1.1 On 20th January 2015, Overview & Scrutiny (Regeneration & Environmental Services) received the Final Report of the Working Group on the Employment Development and Development of Local Town Centres and Economies Working Group. The report was subsequently received by Cabinet on 26th February 2015, and referred to Cabinet Member – Regeneration for his views and comments.
- 1.2 The responses below were captured at the Cabinet Member’s meeting of 2nd April 2015.

**Overview and Scrutiny Committee (Regeneration and Environmental Services)
Town Centres Working Group - Recommendations
Response from Cabinet Member – Regeneration and Tourism**

No.	Working Party Recommendations	Response from the Cabinet Member
1.	That the Director of Built Environment be requested to review the Town Centre Strategies in order that there is a co-ordinated and systematic approach to Town Centre Development that links into other strategies across the Council.	The draft Local Plan is the appropriate planning document for evaluating any proposal to change Sefton’s town centres. The Director is satisfied that the proposed Development Strategies and Frameworks for Bootle, Crosby and Southport Town Centres are compliant with the policies contained in the Local Plan, and will help achieve its long-term objectives. For example, a Supplementary Planning Document will be prepared to support the Crosby development strategy.
2.	That the Director of Street Scene be requested to produce individual cleansing programmes for each commercial centre across the Borough, recognising that one size doesn’t always fit all.	Agreed.
3.	That the Director of Built Environment, as part of any future Parking Review, be requested to investigate the possibility of undertaking a more focused and robust approach to a cost/benefit analysis. The Parking Review has now been completed.	Agreed.



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No.	Working Party Recommendations	Response from the Cabinet Member
4.	<p>That the Director of Built Environment be requested to investigate the work that has been undertaken by Maghull Community Enterprise in designing and opening a Pop-up Shop known as “The Emporium” with a view to designing a Sefton Model for Pop-up Shops in order that other Town Centres across the Borough could adopt a similar approach.</p>	<p>Incentives to improve Sefton’s principal and secondary centres have been offered in recent years:</p> <ul style="list-style-type: none"> • High Street Innovation Fund went to Crosby (£17,000), Maghull (£17,000), Southport (£49,000) and Waterloo (£17,000) • As part of the Portas Pilots, Crosby, Maghull, Southport and Waterloo formed Town Teams, and all four were allocated £10,000 to help support the high street. • The Council’s Capital Fund has made further investments totalling £300,000 for non-Town Team projects in Marian Square, Linacre Rd, Ainsdale, Birkdale <p>It is important that these investments are evaluated so that the social and economic return is understood before further financial commitments are entered into.</p> <p>The achievement of Maghull Community Enterprise in promoting pop-up shops is noted. This work is being carried forward in proposals for:</p> <ul style="list-style-type: none"> • Pop-Up Shops in Southport BID through Southport Cultural Forum Ltd • A Well Sefton Pop-Up Shop in Bootle Strand Shopping Centre
5.	<p>That the Director of Built Environment, as resources allow, assign appropriate Officers to the Town Teams across the Borough in order that those Officers may offer support and guidance in promoting and improving Town Centres, assets and tourist attractions associated with individual Town Centres across the Borough as a possible income generator.</p>	<p>The Director will keep this under constant review. The Council currently employs two Locality Managers to track and support town centres. In addition, the Capital Fund has paid for three consultancy studies to inform investment plans for Bootle, Crosby and Southport. There are however significant budget constraints which may make for hard choices in future years.</p>

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No.	Working Party Recommendations	Response from the Cabinet Member
6.	That the Director of Built Environment (Regeneration) in consultation with the Director of Corporate Services (Neighbourhoods) be requested to engage with local businesses, the Community, Voluntary and Faith sectors to encourage the development of the Borough's Town Centres with a view to evidencing engagement with those groups to develop a proposed work programme that is effective and inclusive.	The three Town Centre Strategy studies (see above) are each required to prepare a consultation and engagement plan for approval by the Council's Consultation Standards Panel. DBE will also evaluate the consultation and engagement methods used, and report outcomes to the Panel.
7.	That an Officer and Member Working Group be established consisting of Officers from Built Environment (Regeneration) and Corporate Services (Neighbourhoods) and Members along with any other relevant Officers to take the task of Town Centre Development forward.	The Cabinet Member will consider the need for a stakeholder group.
8.	That the Director of Built Environment be requested to draft clear criteria to support Community Social Enterprise that reduce bureaucracy and create a greater understanding and empathy towards local business to include a consideration of rate rebates for social enterprises equivalent to registered charities when additional social value and support for community development can be clearly demonstrated.	The Council has adopted a Procurement Strategy which aims to support local businesses and SME's specifically by making it easier to do business with the Council. In addition, an extensive range of discounts on business rates may be applied for, which community and social enterprise may be eligible for – see answer to recommendation 10.
9.	That through the investment strategies for Bootle, Crosby and Southport, the Director of Built Environment be requested to contact the Town Centres and suggest that they conduct a mapping exercise of landlords in each of their Town Centres, using the Cabinet Member for Regeneration and Tourism Capital Fund.	The Department of Built Environment periodically commissions Town Centre Health Assessments which include Goad maps and other information. Members may consult these Health Assessments. New Assessments are planned for Bootle and Southport in 2015. It should be noted that the Capital Fund is now fully committed.

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No.	Working Party Recommendations	Response from the Cabinet Member
10.	<p>That the Director of Corporate Services be requested to investigate the possibility of landlords using the empty rate relief regime provided this leads to enterprise development, job creation and longer term economic and social value.</p>	<p>A discretionary re-occupation relief scheme is already in place in Sefton from April 2014 as per attached report “Business Rates Reoccupation relief”</p>  <p>20150220 S69 relief report.docx</p> <p>More information is available on the ratepayers bills and also on Sefton Council website using the following link http://www.sefton.gov.uk/business/business-rates/business-rates-re-occupation-relief.aspx. There has been very little take up of this relief in Sefton to date.</p> <p>In February 2015 a Section 69 discretionary rate relief scheme was reviewed at Cabinet Member briefing meeting – see attached report:</p>  <p>Business Rates Reoccupation Relief.r</p> <p>A report with details of the s69 discretionary business rates relief scheme will be made available later this year.</p>
11.	<p>That the Director of Corporate Services be requested to ensure that Charity Shops continue to be inspected prior to awarding relief and reviewed from time to time to ensure that relief criteria are met, with any abuse reported being investigated and appropriate action taken accordingly.</p>	<p>All Charity Shops are inspected prior to the award of mandatory charitable rate relief. We are also committed to an annual review of all cases where mandatory charitable rate relief has been awarded, including charity shops, to ensure that the relief criteria is met.</p>
12.	<p>That the Director of Built Environment be requested to investigate the possibility of using the lampposts outside the Bootle Strand Shopping Centre as advertising space and a</p>	<p>We can, subject to payment, and approvals for Planning Permission and Highways Traffic / Safety assessments. We can implement illuminated advertising signs in these</p>

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No.	Working Party Recommendations	Response from the Cabinet Member
	possible income generator and if this proves to be successful, adopt a similar principle, wherever possible, throughout the Borough.	<p>areas. But installing such signs in conservation areas may not be approved.</p> <p>We have contracts in place with Bommel UK and Premier Postings for illuminated advertising on the highway, the potential challenges are the type of column currently in place may need to be replaced with a heavy duty street lighting column</p>
13.	That the Working Group welcomes that the Director of Built Environment intends to consult and seek local community representation in relation to any proposal to draft an investment strategy that impacts on that local community.	See answer to recommendation 6
14.	That, in the spirit of the One Council vision, all Directors and Heads of Service be requested to consider how their individual Departments actions impact on Town Centre development and how the development or decline then impacts on local residents and citizens.	DBE will consult with all Council services in preparing Town Centre Development Frameworks, and co-ordinating their implementation. For example, all relevant Council services are included within the underpinning Baseline Service Level Agreement between the Council and the Southport BID company.
15.	That the Working Group seeks reassurance from the Council that the regeneration of the Borough's Town Centres should not be delayed or blocked due to any unnecessary internal procedures within the Council by adopting local protocols that seek to support local community activities in a positive and supportive way.	Examples of such "unnecessary internal procedures" are needed for this recommendation to be actioned.
16.	That investment and operational planning be more closely aligned through the Director of Built Environment.	Examples of lack of integration are needed. The co-ordination of short-term maintenance and medium-term development appears to be working well.

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No.	Working Party Recommendations	Response from the Cabinet Member
17.	That the Director of Built Environment, as resources allow, be requested to submit a quarterly progress report to the Overview and Scrutiny Committee (Regeneration and Environmental Services) detailing the proactive work being done to promote and create vibrant Town Centres across the Borough.	An Annual Report to Overview & Scrutiny, and forwarded with views to Cabinet Member – Regeneration, is more appropriate, and as resources allow.
18.	That the Director of Built Environment, as resources allow, be requested to submit a six monthly performance monitoring report to the Overview and Scrutiny Committee (Regeneration and Environmental Services), setting out progress made against each recommendation of this Final Report.	See answer to recommendation 17.

Note: Many of the Directors' and Heads of Service posts named in this report are subject to change or deletion in the Senior Management Review. Therefore future monitoring reports will re-assign responsibilities as appropriate.

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Report to:	Cabinet	Date of Meeting:	4 June 2015
Subject:	Supply and Servicing of Library Materials	Wards Affected:	(All Wards);
Report of:	Director of Older People		
Is this a Key Decision?	Yes	Is it included in the Forward Plan?	Yes
Exempt/Confidential	No		

Purpose/Summary

To report on the outcome of a new procurement exercise for the supply and servicing of library materials to public library authorities in the North West & Yorkshire.

Recommendation(s)

That Cabinet agrees the new contract arrangements for the purchase of library materials resulting from the tender exercise completed by the North West & Yorkshire library consortium, of which Sefton is a member.

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

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

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Reasons for the Recommendation:

To enable Sefton's Library service to engage with the new framework agreements and benefit from the commercial terms and conditions for supply of library materials.

Alternative Options Considered and Rejected:

By participating in the Consortium framework agreements Sefton Council avoids the significant costs required in officer time to delivery a similar procurement exercise. An advantageous level of discount and servicing terms is achieved via the aggregated expenditure of 35 authorities.

What will it cost and how will it be financed?

(A) Revenue Costs: no additional costs incurred – expenditure to come from the budget designated to supply of library materials.

(B) Capital Costs

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		
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:

Positive impact on service delivery in securing value for money and ensuring a reliable supply chain to meet library customer needs.

What consultations have taken place on the proposals and when?

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The Head of Corporate Finance and ICT has been consulted and has no comments on the report (FD 3541/15)

Head of Corporate Legal Services have been consulted and has no comments on the report. (LD 2833/15)

Implementation Date for the Decision

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

Contact Officer: David Eddy, Principal Library Manager
Tel: 0151 934 2164
Email: david.eddy@sefton.gov.uk

Background Papers:

Report to Cabinet member Children’s Schools, Families and Leisure – January 2015

1. Introduction/Background

- 1.1 Public library authorities in the North West and Yorkshire regions first joined together for the purpose of procuring the supply and servicing of library materials in 2008. Sefton M.B.C. is one of 35 authorities participating in the Consortium, which collectively serves a population in excess of 9.8 million and issue an estimated 36 million items per annum.
- 1.2 In 2012 the Consortium put out to tender 8 separate lots for supply of specified library stock categories. The procurement exercise was fully compliant with EU requirements. Bertram Library Services (Bertrams) were assessed as first placed bidder for 6 of the 8 lots and were awarded contracts to cover the period April 2013 to March 2016.
- 1.3 In October 2014 Bertrams reported that they were no longer able to sustain the levels of discount and free servicing upon which the contracts were originally awarded. Adverse commercial conditions and a shortfall in the indicated level of expenditure from the Consortium were cited as the factors affecting the terms and conditions of supply. A temporary Deed of Variation was agreed with the Consortium to reduce discount levels and introduce charges for the servicing of materials. The details of this were reported to Cabinet Member in January 2015. The Deed of Variation is due to end on 31st May 2015

2. Results of new contract procurement

- 2.1 Concurrent to the variation period the Consortium has re-tendered for supply of stock categories previously contracted to Bertrams. STaR Shared Procurement Service (Stockport, Trafford and Rochdale authorities), based at Trafford Council lead on the tender process. All 35 Participating Authorities agreed which

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categories of stock to include in the tender and 6 categories (or Lots) were included. These cover Adult Fiction, Adult Non-Fiction, Childrens, Reference, Recorded Music and Visual materials (e.g. DVDs). The approved specification was incorporated into Trafford's Invitation to Tender which, combined with Trafford's Terms and Conditions, formed the completed EU Tender documents. The tender was advertised via the Chest website on 15th December 2014 and was also advertised in the Official Journal for European Union (OJEU) using the 'open procedure' of tendering.

- 2.2 The contract will be awarded for a period of 3 years (subject to the provisions for earlier termination or extension herein) with the option for an extension of a further 12 month period at the end of the initial 3 year period. The extension will be entirely at the discretion of the Participating Authorities by mutual agreement. It is anticipated that the contract will commence on 1st June 2015. The total annual expenditure across the 6 lots is estimated at £6,644,000 of which it is estimated that Sefton would contribute approximately £135,000 per year, total contract value of approximately £405,000.

3. Evaluation

- 3.1 An Evaluation Panel comprising of representatives from both consortia with a mix of skills and specialisms was established. Expressions of interest were received from 17 companies, 5 of whom submitted a tender by the closing date/time of 29th January 2015. In total, 5 tender submissions were received and evaluated, including submissions from BLS. Of the remaining 12 companies, 2 chose to Opt Out and 10 did not respond.

- 3.2 The tender evaluation was undertaken in two stages as follows:

Stage 1: Fundamental criteria/Supplier Questionnaire

A desk based assessment of the Supplier Questionnaire included in the Form of Tender document was carried out to ensure suitability of tenderers. An assessment of the submissions was conducted by STaR Shared Procurement Service to ensure that bidders complied with the fundamental criteria requirements of the tender documents. This was based on PASS/FAIL from the Supplier Questionnaire

Stage 2: Quality and Price Assessment

The criterion for the evaluation of the tenders was "most economically advantageous" taking into account best value for money with regard to the following:

- Quality Weighting: 60%
- Price Weighting: 40%

The percentage weighting was agreed so that the decision was not made purely on price. With this type of contract, quality and ability to service the contract and contract mobilisation are key factors in the evaluation of a tender. Tenders were evaluated on a lot by lot basis, taking in to consideration all tenders received for that particular lot.

4. Results

- 4.1 The overall scores for each supplier per lot were ranked based on their total score. The North West Libraries Consortium Development Manager and the chair of the Yorkshire Book Consortium have both been involved in the evaluation process and have approved the recommendations being made. Following this Open Tender procedure the following suppliers have been awarded the NW and Yorkshire contracts for the supply and servicing of materials to public library authorities :-

Lot/Category of Stock	First Ranked Bidder
Lot 1 Adult Non Fiction (ANF)	Askews and Holts
Lot 2 Adult Fiction (AF)	Askews and Holts
Lot 3 Children's Materials (CHILD)	Peters Bookselling Services
Lot 4 Music CDs (RECORDED MUSIC)	Askews and Holts
Lot 5 DVDs / Computer Games / Blu Ray (VISUAL)	Askews and Holts
Lot 6 Reference Standing Orders (REF SO)	Askews and Holts

- 4.2 The first ranked bidder for 5 of the 6 lots is Askews & Holts Library Services Ltd. This company has previously supplied materials to Sefton's Libraries and delivered services to a high standard.
- 4.3 The levels of discount offered by the first ranked bidders are commensurate with those originally received from BLS, and the servicing charges are less than those currently applied by the deed of variation.

5. Contract commencement

- 5.1 The new framework agreements are due to commence from 1st June 2015 at which point 35 authorities will be on contract. The contracts will be managed by the North West Consortium Manager and the chair of the Yorkshire Book Consortium.
- 5.2 Sefton Library Service proposes to actively engage with the new supply contracts only at a point where the channels for stock supply have been implemented with Electronic Data Interchange (EDI). This is the standard process for ordering and receiving stock consignments, which leads to significant efficiencies in the workflow.
- 5.3 It should be noted that library stock funds, both in Sefton and across the region, have seen significant reductions in recent years. The loss of turnover, and volatility in the market for book supply, has increased the pressure on trading conditions for library suppliers. The maintenance of robust discount levels represents a major achievement for the Consortium. It ensures that Sefton Council continues to deliver excellent value for money in its acquisition of library materials.

6. Recommendations

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- 6.1 That Cabinet agrees the new contract arrangements for the purchase of library materials resulting from the tender exercise completed by the North West & Yorkshire library consortium, of which Sefton is a member.



Mrs M.V. Brown

6 December 2013

Dear Mrs Brown,

Local government arrangements in Sefton

Thank you for your letter of 29 October 2013, co-signed by representatives of Southport Liberal Democrats and UKIP Southport, requesting that the Local Government Boundary Commission for England conducts a review of local government arrangements in the area covered by Sefton Metropolitan Borough Council.

The Local Government Boundary Commission for England may conduct principal area boundary reviews of local authorities either at the request of the Secretary of State, at the request of a local council or on its own initiative. Generally, the Commission would not commence a review on its own initiative without the support of those local authorities which may be affected by it. The Commission is also unlikely to undertake a review of county boundaries in the near future. The Commission is also advised that Ministers are not currently minded to request a boundary review.

As you note in your letter, the Commission (then the Local Government Commission for England) last completed a review of local government arrangements in Sefton in November 1997. The Commission concluded that no changes should be made to the current pattern of local government in Sefton, and stated that the creation of two separate local authorities “would carry with it a risk to the continued delivery of services and have adverse financial implications”. In drawing this conclusion, the Commission noted that Sefton Metropolitan Borough Council may wish to consider new democratic arrangements such as the establishment of Area Committees, the establishment of new parish and town councils, and the decentralisation of service provision, in order to address the concerns of those local residents who did not feel they were being well-served by existing arrangements.

As you note, since 1997 new governance arrangements have been introduced for local authorities throughout England, as a consequence of which Sefton Metropolitan Borough Council has moved from a committee system to an executive system of decision-making. You state that executive positions are currently filled exclusively by members representing wards in the Bootle parliamentary constituency and that this results in a deficit in representation for other parts of the borough. However, the

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wards represented by executive members and scrutiny chairs are ultimately a matter for the Council and are not fixed. The Commission does not, therefore, consider this issue when determining whether a principal area boundary review may be necessary for a specific authority.

Similarly, while the Commission stated in 1997 that it may be desirable for decentralised governance arrangements to be established in Sefton in order to address the concerns of residents, the Commission had and has no power to impose such arrangements, which are a matter for the Council. Nor does it have the power to intervene where such arrangements have not been established or where they have since been removed or amended.

A number of the points you raise concerning the representation of Southport councillors on external committees or their participation in other areas of decision-making are also ultimately a matter for the Council to determine. They do not in and of themselves constitute grounds for the Commission to consider a review.

I note also your points regarding electoral imbalances between the areas of Southport and Bootle. However, on the most recent electorate figures available to us, Sefton does not meet our intervention criteria for a review of warding arrangements as only three of its 22 wards (14%) have electorates which vary by greater than 10% from the borough average. The Commission would only seek to intervene where 30% of wards varied by more than 10% from the borough average or where one ward varied by more than 30%.

Overall, therefore, I am not currently persuaded that there are grounds for the Commission either to commence a principal area boundary review of Sefton Metropolitan Borough Council on its own initiative, or to commence an electoral review of its internal warding arrangements.

I am sorry that I cannot be more helpful.

Yours sincerely

Archie Gall
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