

Public Document Pack

Sefton Council 

MEETING: CABINET
DATE: Thursday 1st December, 2016
TIME: 10.00 am
VENUE: Committee Room, Town Hall, Bootle

DECISION MAKER: **CABINET**

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 Meetings Minutes of the meetings held on 3 and 14 November 2016		(Pages 5 - 12)
* 4	Liverpool City Region Combined Authority Order Report of the Chief Executive to follow	All Wards	
* 5	Children and Young People`s Emotional Health and Wellbeing Strategy Report of the Director of Social Care and Health	All Wards	(Pages 13 - 96)
* 6	Sefton Integrated Sexual Health Service Report of the Director of Public Health	All Wards	(Pages 97 - 102)
* 7	Revenue and Capital Budget Update 2016/17 Report of the Head of Corporate Resources	All Wards	(Pages 103 - 122)
* 8	Provision of Agency Workers Report of the Head of Corporate Resources	All Wards	(Pages 123 - 126)
* 9	Procurement of Quality Training and Assessment Providers for Apprenticeships Report of the Head of Corporate Resources	All Wards	(Pages 127 - 134)

10	National Scheme for Auditor Appointments	All Wards	(Pages 135 - 140)
	Report of the Head of Corporate Resources		
* 11	Private Rented Sector Housing Licensing Schemes	Blundellsands; Cambridge; Church; Derby; Dukes; Kew; Linacre; Litherland; Victoria	(Pages 141 - 266)
	Report of the Head of Regeneration and Housing		
12	Urgent Decision by Leader of the Council - Addition to the Sefton Local Plan relating to Vacant Building Credit	All Wards	(Pages 267 - 272)
	Report of the Head of Regeneration and Housing		
13	Programme of Meetings – 2017/18 Municipal Year	All Wards	(Pages 273 - 298)
	Report of the Head of Regulation and Compliance		

THE "CALL IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON WEDNESDAY 16 NOVEMBER 2016. MINUTE Nos 48 AND 49 ARE NOT SUBJECT TO "CALL- IN."

CABINET

MEETING HELD AT THE BIRKDALE ROOM, TOWN HALL, SOUTHPORT ON THURSDAY 3RD NOVEMBER, 2016

PRESENT: Councillor Maher (in the Chair)
Councillors Atkinson, Fairclough, Hardy,
John Joseph Kelly, Lappin, Moncur and Veidman

ALSO PRESENT: Councillors Pullin and Weavers

44. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Cummins.

45. DECLARATIONS OF INTEREST

No declarations of any disclosable pecuniary interest were received.

46. MINUTES OF PREVIOUS MEETING

Decision Made:

That the minutes of the Cabinet meeting held on 6 October 2016 be confirmed as a correct record.

47. DOMICILIARY CARE CONTRACTS

The Cabinet considered the report of the Head of Commissioning Support and Business Intelligence which provided details of the current contractual arrangements and the proposals for the future procurement of Domiciliary Care services in Sefton.

The Leader of the Council asked officers to be timely in the consideration of contract procurement extensions and to avoid extensions of contracts if possible.

Decision Made:

That having given full consideration to all of the information provided in the report, approval be given to the extension of the existing Domiciliary Care contracts for the period 1 April 2017 to 31 March 2018.

Agenda Item 3

Reasons for Decision:

The Council has current Domiciliary Care contracts in place with four Providers which were awarded from 1 April 2012 following a competitive tendering exercise. The contracts were for an initial set term of five years and included a provision that they could be extended for a further period up to two years from 1 April 2017.

The existing contracts have been extended for an additional twelve month period from 1 April 2017 to 31st March 2018 in order to provide stability of provider for service users, allow sufficient time to develop, trial and review a revised outcome based service model and to conduct a new competitive procurement exercise in order to award new contracts from 1 April 2018 onwards.

Alternative Options Considered and Rejected:

The following options were considered and rejected:

1. Do not extend existing contracts and conduct procurement exercise for the awarding of new contracts from 1 April 2017 onwards

This option was considered but was not recommended as it would mean either maintaining largely the current service specification/delivery arrangements or implementing changes that are untested. Instead the recommended approach enables us to work with known providers to test a new model/approach before procuring longer term contracts to deliver the new model/approach. In addition, one contracted provider had served notice to terminate the contract early, necessitating the identification of a replacement provider during the current contract term. If the contracts were to terminate in April 2017, service users and care workers would face the concern and disruption of two potential changes in provider/employer within a matter of a few months.

2. Extend existing contracts for an additional two year period

This was considered but was not recommended as it delays the full open procurement of a new model and possibly the full realisation of benefits from such a model, beyond the 12 months considered necessary.

48. VISION - SEFTON 2030

The Cabinet considered the report of the Executive Director which provided details of the development of a new Vision for the Borough, which had been produced through close working with partners, businesses, private sector organisations, the voluntary, community and faith sector and the community. The Vision and Outcomes Framework would help the Council focus on what's important and to be ambitious for the Borough and its communities in the future.

This report provided the feedback from the Overview and Scrutiny Committees and an updated 2030 Vision Outcomes framework for consideration.

Decision Made: That

- (1) the Overview and Scrutiny Committees be thanked for their comments and it be noted that their comments and feedback had been reflected in the Outcomes Framework set out in Annex B of the report and will be reflected in the development of future engagement plans and activity;
- (2) the recommended changes to the themes set out in paragraph 2.3 of the report be approved;
- (3) the Council be recommended to approve the Core Purpose set at in paragraph 2.13 of the report;
- (4) subject to any required changes, the Council be recommended to approve the Vision and Outcomes Framework set out in Annex B of the report;
- (5) it be noted that the Outcomes Framework for Change will help the Council deliver against the Vision and the new Core Purpose;
- (6) changes be made to the formal documentation to evidence the impact of the above decisions against the Vision and Council's Core Purpose; and
- (7) the current two sponsors Councillor Patricia Hardy and Councillor Paulette Lappin, retain an overview sponsorship role.

Reasons for Decision:

Sefton Council is leading on developing a new and exciting vision for the future of the borough and wants anyone who lives, works or visits Sefton to be involved. Working closely with partners, businesses, private sector organisations, the voluntary, community and faith sector and the wider Sefton community, the aim is to focus on what is important and to be ambitious for the borough and its communities in the future.

Imagine Sefton 2030 engaged the public, local businesses and potential investors in creating a vision that would collectively promote shared prosperity, coordinated public investment, and a healthy environment and population.

The Vision and Outcomes Framework would guide long term planning - helping to collectively stimulate growth, prosperity, set new expectation levels and to help focus on what is important for Sefton.

Agenda Item 3

Alternative Options Considered and Rejected:

The role of the public sector is changing and so the Council and partners must prepare for the future. Doing nothing is not an option and a silo based approach would not maximise opportunities for the borough.

49. REVENUE AND CAPITAL BUDGET UPDATE 2016/17

The Cabinet considered the report of the Head of Corporate Resources which provided details of the current forecast outturn position for the Council for 2016/17 at the end of August 2016 based on the latest analysis of expenditure and income due to the Council, in addition to the progress in delivering approved savings; the current forecast on Council Tax and Business Rates collection for 2016/17; the current position of the Capital Programme and proposals for the addition of resources for new capital allocations to the Capital Programme.

Decision Made: That

- (1) the current forecast outturn position as at the end of August 2016 be noted;
- (2) the progress to date on the achievement of approved savings for 2016/17 and residual savings carried forward from previous years be noted;
- (3) the forecast position on the collection of Council Tax and Business Rates for 2016/17 be noted;
- (4) the current position of the 2016/17 Capital Programme be noted; and
- (5) the Council be recommended to include the additional capital allocations, outlined in paragraph 6.4 and 6.7 of the report, to the 2016/17 Capital Programme.

Reasons for Decision:

To ensure Cabinet are informed of the forecast outturn position for the revenue budget and delivery of savings as at end of August 2016; the updated forecast of the outturn position with regard to the collection of Council Tax and Business Rates; the latest forecast outturn of the Capital Programme, and to seek the inclusion of additional schemes financed from Section 106 monies into the Capital Programme.

Alternative Options Considered and Rejected:

None.

CABINET

MEETING HELD AT THE TOWN HALL, BOOTLE ON 14 NOVEMBER 2016

PRESENT: Councillor Maher (in the Chair)
Councillors Atkinson, Cummins, Fairclough, Hardy,
John Joseph Kelly, Lappin, Moncur and Veidman

50. APOLOGIES FOR ABSENCE

No apologies for absence were received.

51. DECLARATIONS OF INTEREST

No declarations of any disclosable pecuniary interest were received.

52. LIVERPOOL CITY REGION COMBINED AUTHORITY ORDER

Further to Minute No. 60 of the Council meeting held on 19 November 2015, the Cabinet considered the report of the Chief Executive which outlined the interim legal and governance requirements to establish the Liverpool City Region Combined Authority Mayoral Model with devolved powers and functions agreed as part of the Devolution Deal by all of the constituent local authorities and the Liverpool City Region Combined Authority in November 2015.

The Department for Communities and Local Government had confirmed that the acceptance of the draft Liverpool City Region Combined Authority Order was an executive decision.

The report included the following two appendices:

Appendix A –The proposed powers to be conferred on the Liverpool City Region Combined Authority and Liverpool City Region Mayor which had been set out in the Governance Review and Draft Scheme on which the Combined Authority consulted with stakeholders and the public earlier in 2016; and

Appendix B –The Liverpool City Region Mayoral Combined Authority Scrutiny Principles.

The Chief Executive reported that the Liverpool City Region Combined Authority Functions and Amendments Order was only received by Council Officers on Friday evening, 11 November 2016 after normal business hours and that having reviewed the Order, it is considered that further

Agenda Item 3

CABINET- MONDAY 14TH NOVEMBER, 2016

work is required to ensure that it reflects the Devolution Deal agreed by the Liverpool City Region Combined Authority and the Constituent Local Authorities in November 2015. As a consequence of that, Officers had contacted the Department for Communities and Local Government and the deadline for the Liverpool City Region Combined Authority and the Constituent Local Authorities to agree the terms of the Order had been extended to 12 December 2016.

Decision Made: That

- (1) the Cabinet notes that the Liverpool City Region Combined Authority Functions and Amendments Order was only received by Council Officers on Friday evening, 11 November 2016 after normal business hours. That having reviewed the Order, it is considered that further work is required to ensure that it reflects the Devolution Deal agreed by the Liverpool City Region Combined Authority and the Constituent Local Authorities in November 2015;
- (2) the Cabinet requests that a further report on the Order be submitted to either the next scheduled Cabinet meeting to be held on 1 December 2016, to or an extra-ordinary Cabinet meeting on a date to be determined, if so required;
- (3) the Cabinet acknowledges that this action will not comply with the original Government timetable to lay the draft Order before Parliament after 21 November 2016, however, now understands that this has been extended to 12 December 2016; and
- (4) it be noted that the Leader of the Council and the Chair of the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) had given consent under Rule 27 of the Access to Information Procedure Rules and Rule 46 of the Overview and Scrutiny Procedure Rules for these decisions to be treated as urgent and not subject to "call in" on the basis that they cannot be reasonably deferred because the Liverpool City Region Combined Authority Order will need to be laid before Parliament in December 2016 in order to have sufficient time for it to be in place for the election of the Liverpool City Region Mayor in May 2017. All of the constituent local authorities and the Liverpool City Region Combined Authority need to consent to the Order before it is laid in December 2016.

Reasons for the Recommendation:

To allow officers to have further time to assess and confirm the content of the Liverpool City Region Combined Authority Functions and Amendments Order with Government Department Officers and ensure that it is laid before Parliament by the revised deadline of 12 December 2016, in order to have sufficient time for it to be in place for the election of the Liverpool City Region Mayor in May 2017. All of the constituent local authorities and

CABINET- MONDAY 14TH NOVEMBER, 2016

the Liverpool City Region Combined Authority need to consent to the Order before it is laid in December 2016.

Alternative Options Considered and Rejected:

The Cabinet could have consented to the orders as presented but there would be unacceptable risk that the Council's interests would not be properly protected until the full assessment is complete.

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Report to: Cabinet **Date of Meeting:** 1 December 2016

Subject: Children and Young People's Emotional Health and Wellbeing Strategy **Wards Affected:** (All Wards);

Report of: Director of Social Care and Health

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

Exempt/Confidential No

Purpose/Summary

The purpose is to bring the Strategy attached to the Cabinet. The Cabinet are also asked to receive the full report in respect of the event held on the 14 July 2016 facilitated by Sefton Young Advisors which has been used to help shape the Strategy.

Recommendation(s)

The content of the Strategy be agreed, as described in the report;

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

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

Reasons for the Recommendation:

Communities of Sefton face increasing health inequalities and poor health and wellbeing outcomes. In order to ensure that these outcomes are improved, particularly for the most vulnerable people, we need to ensure that the priorities of the Health and Wellbeing

Agenda Item 5

Strategy and our Children and Young People`s Plan which includes Mental Health are fit for purpose / financially sustainable. This strategic plan plays an important role in helping to deliver the required improvements.

Alternative Options Considered and Rejected:

There are no alternative options

What will it cost and how will it be financed?

(A) Revenue Costs

It is anticipated that revenue costs associated with the action plan will be cost neutral against existing CAMHS budgets.

(B) Capital Costs

Non identified

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:

The Strategy provides a context from which an action plan has been developed for the delivery of the strategy in the context of the Strategic Objectives in the Sefton Health and Wellbeing Strategy and the priorities within the Children and Young People`s plan.

What consultations have taken place on the proposals and when?

The Chief Finance Officer (FD.4344/16) and the Head of Regulation and Compliance (LD 3627.16) have 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: Sharon Lomax Integrated Social care and Health Manager

Tel: 0151 934 4900

Email: sharon.lomax@sefton.gov.uk

Background Papers:

None

Agenda Item 5

1. Introduction/Background

Sefton's Health and Wellbeing Strategy and the Children and Young People's Plan provides the overarching strategy framework for this Strategy.

This Strategy has been produced by the Children and Young people's Emotional Health and Wellbeing Steering Group and informed by the outcome of events with Children and Young people facilitated by Sefton CVS and the Young Advisors. In its construction the Strategy has been to many other forums and groups and many individuals have contributed. We have also sought a perspective from the Councils Children and Young People Overview and Scrutiny Committee and Young Minds and their comments have been incorporated into the final version. As a Partnership Strategy it has also been presented to South Sefton CCG and Southport and Formby CCG.

2. Outcome of Consultation and Engagement

The Strategy has been developed in partnership with many stakeholders. The primary reference group for this work has been the "Children and Young People's Emotional Health and Wellbeing Group". This multiagency group have steered the strategy and offered robust challenge and expertise across the life cycle of from babies, infants, children and adolescent and across the agencies that support parents, schools, health and social care in its widest sense and of course the community both in terms of the youth offer and the third and voluntary sector. We have also sought to engage with Schools and have shared the evolving strategy with Heads of Schools. Virtual, Junior and Senior Schools were consulted and as such the strategy pays particular focus on the support Children would benefit from in a school context and how important schools are to helping Children and Young People develop resilience. There has also been engagement with the Third and Voluntary sector and through them onto the forums and groups that they facilitate. In particular we have benefited from the insight from the "Emotional Health and Wellbeing Network" and as the Mental Health Strategy is an all age Strategy we have sought to receive input from those working on this Strategy and associated action plan.

Equally, as a partnership strategy we have engaged with the Clinical Commissioning Groups and in particular the Commissioning Lead for Children and Young People. The draft Strategy has been presented to both Governing Bodies of South Sefton Clinical Commissioning Group and Southport and Formby Clinical Commissioning Group.

We also took the opportunity to ask that the draft strategy was reviewed externally by Young Minds. As a consequence we are reassured that Sefton's strategy has referenced National policy guidance as well as ensuring that our strategy has been informed by our local needs and circumstances.

The Health and Wellbeing Board formally have also been sighted on the emerging Strategy and its members have contributed to its formation. The Overview and Scrutiny Committee (Children's Services and Safeguarding) also received the draft strategy and associated consultation report and tasked that the Strategy reflected the needs of Children and Young People as indicated in the report produced by the Young Advisors.

Our Strategy has been informed by the engagement event held with Children and Young People facilitated by the "Young Advisors". We have a clearer understanding of our young citizen's views and experiences. This will steer future work to ensure that all

children and young people who live in Sefton are supported to be happy, healthy and confident in order that they are prepared well for adult life. Equally, we have now been tasked by Children and Young people to act on the priorities and we will work together to ensure that we harness their energy, intelligence and positivity about the future. Sefton CVS and the Young Advisors have committed to working with together with others to deliver on all of the actions contained in the strategy.

3. What is Emotional Health

There is no single definition of emotional health and wellbeing; The World Health Organisation defined emotional health and wellbeing as:

“A state of wellbeing in which the individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community.”

The Mental Health Foundation states that emotional health and wellbeing is:

“Being able to develop physiologically, emotionally, intellectually and spiritually; initiate, develop and sustain mutually satisfying personal relationships; use and enjoy solitude; become aware of others and empathise with them; lay and learn; develop a sense of right and wrong; resolve (face) problems and setbacks and lean from them.’

The Children’s Society (2015) reported upon ‘subjective wellbeing’ following extensive research. Children define their wellbeing in two areas, the first being ‘life satisfaction’ and how children view their lives in various areas such as relationships or educational attainment, and the second being the way children feel emotionally which can change from day to day

4. The National Policy Context

The national policy context is informed by a wide range of policies and models, including:

Five to Thrive⁵ programme - This programme promotes five activities, in order to give children the best start in life. Five to Thrive approach is the set of five key activities and are our ‘building blocks for a healthy brain’

Respond · Cuddle · Relax · Play · Talk

No Health without Mental Health 2011 - The government strategy for mental health captures the ambition to mainstream mental health in England and gives emphasis to the notion that mental health is everyone’s business

- More people will have good mental health.
- More people with mental health problems will recover.
- More people with mental health problems will have good physical health.
- More people will have a positive experience of care and support.
- Fewer people will suffer avoidable harm.
- Fewer people will experience stigma and discrimination.

Agenda Item 5

Future in Mind - In March 2015 the Department of Health and NHS England produced a taskforce report. The task force considered ways to make it easier for children, young people, parents and carers to access help and to improve how children and young people's mental health services are organised, commissioned and provided.

Key themes, core principles and requirements fundamental to creating a system that properly supports the emotional wellbeing and mental health of children and young people were identified. In summary, the themes are:

- A. Promoting resilience, prevention and early intervention.
- B. Improving access to effective support – a system without tiers.
- C. Care for the most vulnerable.
- D. Accountability and transparency.
- E. Developing the workforce.

Local Transformation Plans - In August 2015 guidance was issued to CCGs about developing for children & young people's mental health and wellbeing. Over the next 5 years, a significant amount of additional money will be made available to flow via CCG's to support transformation programmes.

Key objectives of the investment are:

1. Build capacity and capability across the system.
2. Roll-out the Children and Young People's Improving Access to Psychological Therapies programme.
3. Develop evidence based community Eating Disorder services for children and young people.
4. Improve perinatal care.

The Five Year Forward View for Mental Health - In February 2016 NHS England published this report. Half of all mental health problems have been established by the age of 14, rising to 75 per cent by age 24. One in ten children aged 5 – 16 has a diagnosable problem such as conduct disorder (6 per cent), anxiety disorder (3 per cent), attention deficit hyperactivity disorder (ADHD) (2 per cent) or depression (2 per cent). Children from low income families are at highest risk, three times that of those from the highest. Those with conduct disorder are twice as likely to leave school without any qualifications, three times more likely to become a teenage parent, four times more likely to become dependent on drugs and 20 times more likely to end up in prison. Yet most children and young people, the report finds, get no support. Even for those that do the national average wait for routine appointments for psychological therapy was 32 weeks in 2015/16.

Counselling in Schools - In February 2016, A Blueprint for the Future was published by the Department of Education. This advice is non-statutory,

The future expectations are

- The mental health and wellbeing of children and young people is everyone's business.
- The current extent of counselling provision in schools makes it clear that many schools already recognise the value of making counselling services available in school settings.
- Counselling services play a significant role in overall provision of mental health services for children and young people.

- There is a strong expectation all schools should make counselling services available to their pupils.
- To support schools to ensure that the services they offer are of high quality
- The policy affirms that counselling is likely to be most effective where it is delivered as part of a whole school commitment to improving mental health and wellbeing.

Mental Health and behaviour in schools - In March 2016, the Department of Education published advice for school staff. This non-statutory advice clarifies the responsibility of the school. The key points are that

- Schools have a role to play in supporting them to be resilient and mentally healthy.
- Schools should ensure that pupils and their families participate as fully as possible in decisions and are provided with information and support..
- Schools can use the Strengths and Difficulties Questionnaire (SDQ) to help them.
- There are resources available to help school staff support good mental health and emotional wellbeing.
- Schools should consider if their pupils would benefit from the offer of school counselling services.
- There are things that schools can do for those showing early signs of problems.
- Schools can influence the health services
- There are national organisations offering materials, help and advice.

5. Our Future Approach

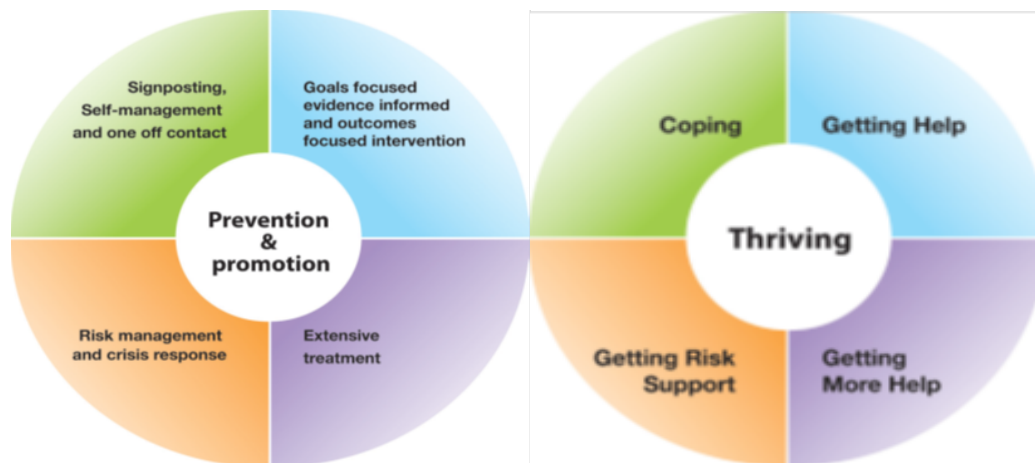
The Emotional Health and Wellbeing Steering Group has begun to look at what approach we need to have in place to ensure that we achieve better outcomes for children and young people, moving away from a pathway with tiers. There is recognition that we have a transformational opportunity to build a consensus position system wide and this to be informed by children and young people themselves.

The consultation has concluded that we need to develop in detail the **Thrive Model** in the months to come. The model offers a radical shift in the way that child and adolescent mental health services (CAMHS) are conceptualised and potentially delivered. This model moves away from the tiered approach which is much more linear and service based and less focused upon putting the individual at the heart of the process.

The developing model responds to and offers solutions to the current context for mental health services; recognising the rising need for provision in certain groups, clinical outcomes, budgetary constraints and a shift and step change in policy in this area.

Agenda Item 5

Thrive Model



Specific actions in developing the model will be to

- Map IAPT – in full Partnership and other significant services onto the Thrive model
- Map the population onto the model
- From this mapping identify any crossover, gaps and under-resourced aspects and also what doesn't fit onto the model
- Choose what delivery we want to underpin the strategy - the minimum key strands, services (building blocks) such as crisis intervention, CAMHs, early intervention
- Describe a handful of typical CYP journeys and how a new system would work for them
- Ensure we strengthen work with staff from within adult services regarding transitions

6. Equality Analysis Report

In developing the draft Plan, the Council has shown due regard to the Equality Act 2010.

7. Conclusion

The Strategy is centred on building resilience, promoting early intervention and prevention, enabling access to counselling in schools and improving the whole school context. The Thrive Model is person centred and whilst still to be developed signals the partners intentions to implement this model in full. A detailed action plan is included within the strategy and the cost of implementing this strategy is cost neutral, yet the outcomes for young people significant. The Children's and young People Overview and scrutiny committee have a topic group which will map progress of the strategy in 2017.

**Sefton`s Children and Young People`s Emotional Health
and Wellbeing Strategy**

2016 – 2021

Agenda Item 5

Acknowledgements

We would like to give special thanks to all people who have already contributed and helped with this process. Feedback from all partners has greatly contributed to the development of the Strategy.

We would like to give thanks in advance to all those who will be contributing to the future development of the Strategy as we progress to achieving our goals for children, young people and families' emotional health and wellbeing.

Table of Content

Foreword	4
Why are we developing a Strategy	5
What is Emotional Health and Wellbeing and what do we mean by Resilience	5
Population Needs Analysis	
Nationally	6
Locally	7
Suicide	9
Self-harm	9
Looked After Children	9
Listening to Children and Young People	10
Policy Context	
National	11
Local Vision and Plans	16
Governance Arrangements	18
Commissioning	20
How we will know that we are making a difference	21
Our Approach	21

Appendices

- A. References
- B. How we are doing and what we have in place
- C. Summary of priorities of related Strategies and Reports
- D. Action Plan for 2016 – 2021
- E. Emotion Health and Wellbeing Event - July 2016

Agenda Item 5

Foreword

Welcome to Sefton's Children and Young People's Emotional Health and Wellbeing Strategy. This document is intended to set out the five year strategy for improving outcomes in Emotional Health and Wellbeing for Children and Young People.

The Strategy has been developed and is owned by Sefton Health and Wellbeing Board and produced following consultation with key stakeholders. The Strategy is intended to be a working document which will be reviewed regularly in order to monitor achievements and areas for development.

It is for all stakeholders, professionals, parents or Children and Young People themselves to work together to reduce risk, promote protective factors and to ensure that Children and Young People's emotional health and wellbeing support Children and Young People's mental health and that services are available to prevent, support and intervene when required to provide the best possible emotional health and wellbeing for Children and Young People in Sefton.

Our approach has so far led to:

- The establishment of a Sefton Children and Young People's Emotional Health and Wellbeing Steering Group.
- Sefton has been successfully appointed by NHS England as a Children and Young People's Improving Access to Psychological Therapies site.
- A joint NHS CQUIN is in place (Commissioning for Quality and Innovation) Programme, involving Alder Hey and Mersey Care Trusts to improve transitions between Children and Adult Services.
- National funding from NHS England to enhance Child and Adolescent Health Services with a particular focus on utilising the local voluntary sector to provide early and accessible support in the community has been made available.
- We have a locally agreed Transformation Plan.
- We have engaged with Children and Young People to help us construct this Strategy.

There is still much to do. With the insight of our Children and Young People and their families, a system wide commitment and increased investment there has never been a greater opportunity to make things better; it is an exciting time!

.....Cabinet Member Children and Young People

.....Cabinet Member Health and Wellbeing and Chair of Health and Wellbeing Board

.....Southport and Formby Clinical Commissioning Group

..... South Sefton Clinical Commissioning Group

Why are we developing a Strategy

Emotional health plays a central role in children's mental, psychological and cognitive development as well as their general health. Mental health problems in Children and Young People may not always present themselves clearly. They can emerge in ways that are less easily defined, for example, through behaviour problems, withdrawal and emotional difficulties, substance misuse and physical injury.

Good emotional and mental health is important in helping to strengthen the child's capacity for relationships, improve educational attainment, promote social inclusion, expand opportunities and improve general health and wellbeing. The foundations of good emotional health and wellbeing are laid at the start of life. Since the majority of mental illness can be traced back to childhood, it is important that interventions which protect health and wellbeing are readily available. If mental health problems occur there should be early intervention. If left untreated there is evidence that these can become lifelong problems.

What is Emotional Health and Wellbeing and what do we mean by Resilience

There is no single definition of emotional health and wellbeing; The World Health Organisation defined emotional health and wellbeing as:

"A state of wellbeing in which the individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community¹."

The Mental Health Foundation states that emotional health and wellbeing is:

"Being able to develop physiologically, emotionally, intellectually and spiritually; initiate, develop and sustain mutually satisfying personal relationships; use and enjoy solitude; become aware of others and empathise with them; lay and learn; develop a sense of right and wrong; resolve (face) problems and setbacks and lean from them²."

The Children's Society³ (2015) reported upon 'subjective wellbeing' following extensive research. Children define their wellbeing in two areas, the first being 'life satisfaction' and how children view their lives in various areas such as relationships or educational attainment, and the second being the way children feel emotionally which can change from day to day.

The term emotional health and wellbeing is used throughout the Strategy and is used to encompass the spectrum of need between emotional health and wellbeing and mental illness.

Resilience is not something that people either have or do not – resilience is learnable and teachable and as we learn we increase the range of strategies available to us when things get difficult.

Agenda Item 5

Resilience is.....

“Normal development under difficult circumstances”

“The human capacity to face, overcome and ultimately be strengthened by life’s adversities and challenges.”⁴

Population Needs Analysis

Nationally

According to Young Minds, 1 in 10 Children and Young People aged 5 - 16 suffer from a diagnosable mental health disorder that is around 3 children in every class. In terms of self harm, around 1 in every 12 and 1 in 15 Children and Young People deliberately self-harm. Around 25,000 are admitted to hospital every year due to the severity of their injuries and there has been a big increase in the number of young people being admitted to hospital because of self-harm. Over the last ten years this figure has increased by 68%.⁵

British Medical Association estimates that 1.1 million children under the age of 18 would benefit from specialist mental health services. More than half of all adults with mental health problems were diagnosed in childhood. Less than half were treated appropriately at the time. In terms of when Children and Young People are in education, only one in three teachers said they would be comfortable covering the topic of self-harm in lessons, despite the fact that 97% of young people said self-harm should be addressed in schools. For secondary school age children (11-16): About 195,000 (4.4%) has an anxiety disorder and about 62,000 (1.4%) are seriously depressed.⁶

Wellbeing in adolescence suggests a ‘u-shaped’ curve, with wellbeing reaching its lowest ebb around the age of 14-15. This decline appears to be sharper for girls. A recent review showed that between 12 and 18% of all NHS expenditure on long-term conditions is linked to poor mental health and wellbeing –between £8 billion and £13 billion in England each year. Moreover, by interacting with and exacerbating physical illness, the researchers calculated that total healthcare costs are raised by at least 45% for each person with a long-term condition and a comorbid health problem.⁷

Some Children and Young People have increased vulnerabilities and risk factors which place their emotional health wellbeing at risk – especially when the risk factors accumulate.⁸

Some of the vulnerable groups are identified as

- Black and Minority Ethnic
- Lesbian Gay Bisexual and Transgender
- Children who live in poverty
- Young Offenders
- Young Carers
- Looked After Children
- Children with Special Educational Needs
- Children and Young People who have physical illness and disability

Agenda Item 5

- Children in lone parent households
- Children who have parents with mental health difficulties
- Children who live in households where domestic abuse is prevalent
- Children whose parents misuse substances
- Children who have had an adverse childhood experience

"It is the experiences we find hardest to talk about in our society which have a lasting impact on the mental health and wellbeing of Children and Young People. Be it family breakdown, bereavement, domestic violence or sexual abuse, we must ensure that all services are better able to identify childhood adversity and help to resolve the trauma related to it." Young Minds

Locally

The current population of Sefton Children and Young People is 59,580 and is broken down into the following age groups.

Mid 2014 Population Figures for Under-19s Age range (years)	Total
0 - 4	14,899
5 - 9	14,495
10 - 14	14,322
14 - 19	15,864
Total	59,580

Local data is limited on young people's emotional health and wellbeing however based on national prevalence data, it is estimated that, in Sefton approximately;

- 9.4% of children aged 5-16 (3301) have a mental health problem
- 3.7% (1188) an emotional disorder (anxiety disorders and depression)
- 5.7% (1831) a conduct disorder
- 1.5% (482) a hyperkinetic disorder

Source: Children & Young People's Mental Health and Wellbeing tool, PHE, 2016

Approximately 2,800 women living in Sefton give birth each year and 10-20% of women are affected by mental health problems at some point during pregnancy or in the first year after childbirth. The table below details the estimated number of women with mental health problems during pregnancy and after childbirth for Sefton:

Estimated number of women with postpartum psychosis	10
Estimated number of women with chronic Severe Mental Illness	10
Estimated number of women with severe depressive illness	85
Estimated number of women with mild-moderate depressive illness and anxiety (lower estimate) (upper estimate)	270 405
Estimated number of women with Post Traumatic Stress Disorder	85
Estimated number of women with adjustment disorders and distress (lower estimate) (upper estimate)	405 810

Agenda Item 5

Key findings from Child and Maternal Health Observatory 2014 and the 2014 Sefton Strategic Needs Assessment reported that:

- Approximately 22% of the population of Sefton is under the age of twenty.
- Almost six percent of school children are from a black or minority ethnic group.
- The health and well-being of children in Sefton is generally worse than the England average.
- Infant mortality rates (less than 1 year old) and Child Mortality rates (1-17 years) are similar to the England average.
- Sefton is ranked 76 out of 326 authorities in the 2015 Index of Multiple Deprivation (1 is most deprived). Approximately 18% of Sefton's residents live within the most deprived 10% of areas within England and Wales.
- The level of child poverty is worse than the England average with 19.8% of children aged under 16 years of age living in poverty.
- The rate of family homelessness is significantly lower than the England average.
- Children in Sefton have average levels of obesity. Approximately ten percent of children aged 4-5 years and 18% of children aged 10-11 years are classified as obese.
- 59.3% of children participate in at least three hours of sport a week which is significantly better than the England average.
- 14.6% of 15 year olds physically active for at least one hour per day seven days a week. This is not significantly different to the England average.
- The teenage pregnancy rate (21.1 per 1,000) is not significantly different to the England average but is significantly lower than the North West rate.
- The rate of young people under 18 who are admitted to hospital because of alcohol specific conditions, such as alcohol overdose, has declined in the period 2012/13-2014/15 when compared with the period 2006/07-2008/09. However, overall rates of admission in the period 2012/13-2014/15 are significantly higher than the England average.
- The rate of young people aged 10-24 years who are admitted to hospital as a result of self-harm has increased in 2014/15 when compared with figures from 2012/13 and 2013/14. Overall rates of admission in 2014/15 are significantly higher than the England average. In this period, the rate of self harm hospital admissions was 487.0 per 100,000 young people aged 10-24. Nationally, levels of self-harm are higher among young women than young men.
- The rate of Sefton CYP admitted to hospital as a result of a mental health problem in 2014/15 was 117.8 per 100,000 young people aged 0-17. This is significantly higher than the England average.
- 15.1% of school children in Sefton receive free school meals, similar to the England rate (15.6%) but significantly lower than the rate across the North West (17.7%).
- The percentage of children achieving a good level of development at age 5 in Sefton is 66.2% which is line with the national average for 2014/15.
- In 2014, approximately 5.7% of 16-18 year olds were not in education, employment or training (NEET). This figure has reduced when compared with previous years but remains higher than the England average.

Suicide - The suicide rate for young people in England is below that of the general population. Narrative verdicts are more common as deaths of undetermined intent in under 15s cannot be assumed to be suicide due to the possibility of unverifiable abuse, neglect or accidents. Suicide Reports provide data on a 3 year rolling basis so trends can be identified. In Sefton there were 88 suicides for the period 2012-14, (the latest we are able to report suicide data). None of which were under 18.

Suspected suicide deaths are reported to the Coroner, who will consider the needs of bereaved families and may return a narrative, open or misadventure verdict. The Child Death and Overview Panel can provide reports on trends, risks and safeguarding issues. Young people are at risk of suicidal feelings, with an increased risk in those with mental health or behavioural problems, when they misuse substances, have experienced family breakdown or suicide in the family.

Effective preventative interventions include:

- A whole school approach to emotional health & wellbeing
- Early Intervention and prevention
- Self Care
- Resilience
- Suicide awareness training for staff to enable them to identify and respond to high risk signs
- Signposting for parents to sources of support
- Clear referral routes to mental health services
- Anti-bullying programmes
- Outreach and accessible service for young offenders and vulnerable Children and Young People
- Workforce development
- Pre and post-natal support

Self-harm - Self harm is considered a risk factor for suicide; however self-harm is a sign of serious emotional distress in its own right. Looked after children and care leavers are between four and five times more likely to self-harm. In comparison with the 2012/13 and 2013/14 periods, the rate of young people aged 10-24 admitted to hospital as a result of self-harm increased in 2014/15 Overall the rate of admission in 2014/15 is higher than the England average. Nationally, levels of self-harm are higher among young women than young men.

Looked After Children - Children and Young People who are on the edge of care and those under child protection plans are likely to have poor mental health. In the year ending March 2015, the rate of Looked after Children in Sefton was 85 per 10,000 children (450 children), an increase of 52% since 2006 (56 per 10,000). Approximately 64% of Looked after Children are placed in foster care and a further 11% are placed in children's homes or secure units. In respect of the age profile the biggest percentage is between 10 and 15 which equates to 161 and for those aged 16-17, the figure is 66 young people.

Agenda Item 5

Listening to Children and Young People

Sefton has a Public Engagement and Consultation Framework⁹ in place. This Framework gives us clear information on how to speak with and listen to our communities and get them involved in the work we do.

What we mean by 'engagement and consultation'. The words 'engagement' and 'consultation' can mean different things. To us, engagement is more than simply making information available or gathering opinions and attitudes. We should use the views and opinions we receive to help us make decisions on or changes to our service plans. We believe it is important to get our community involved in designing and assessing services. This should improve things for local people.

We must consider what we can do to communicate effectively with all local people, so that everyone can have their say. It is important that the wider community understand how they can get involved in activities before they start, and that they feel able to do so. It is also important that we keep local people informed throughout the process, and tell them: -what is going to happen with the information they have given us; what changes we will make as a result of the work we have done with them; and how else they can get involved. For this strategy the public engagement and consultation framework, supports us in our approach working with all Children and Young People. We will aim to include all perspectives and reflect the wide experiences of our Children and Young People.

Sefton CVS through the Youth Engagement and Participation Lead and Sefton Young Advisors are working with Children and Young People to find out what they think needs to be done to help. On the 14th July an event was held. The purpose of this event was to help shape the Emotional Health and Wellbeing Strategy. The report findings now inform the priorities and actions to ensure that in the future we use all our resources to make sure Children and Young People have the best opportunities to be emotionally healthy and that services are accessible, supportive and help them keep well and live a good life. The Event focused on 3 key questions.

Q. What does it mean to be emotionally healthy/to have good mental health?

Q. What is working well in your school to support you and your friends?

Q. What would you like to see happening/what would a perfect school?

environment look like to ensure you and your friends have the best emotional health and wellbeing?

The outcome of the event identified four areas that Children and Young People wanted focus on. These were;

- ✓ Help Children and Young People better understand emotional health.
- ✓ Help to build Children and Young People's resilience.
- ✓ Improving access to effective support.
- ✓ Understand what Children and Young People need from the workforce.

And finally

- ✓ Recognise the Vision Children and Young People have for the future of Emotional Health and Wellbeing in Sefton.

In addition to this, we know that Children and Young People are digital natives, we should be utilising the platforms and media they access to promote emotional wellbeing and mental health as cited in “Building resilience through technology” Young Minds⁴.

Policy Context

National

For very young children, the **Five to Thrive**¹⁰ programme promotes five activities, in order to give children the best start in life. Success of Five to Thrive is founded on the fact that it is not a rigid, one-size-fits-all programme. Rather, an array of resources, tools and training content is available to help tailor a strategy that best fits with local needs and aims. Central to the Five to Thrive approach is the set of five key activities:

Respond · Cuddle · Relax · Play · Talk

These are our ‘building blocks for a healthy brain’. They are drawn from research into the key processes of attachment and attunement that forge bonds between young children and their carers. Crucially, they are designed to support positive feedback processes, enabling practitioners to observe and reinforce positive interaction between parents and their children.

The government strategy for mental health **No Health without Mental Health**¹¹ 2011 captures the ambition to mainstream mental health in England and gives emphasis to the notion that mental health is everyone’s business, as demonstrated by the subtitle ‘a cross government mental health outcomes strategy for people of all ages’. A firm emphasis is placed on early intervention to stop serious mental health issues developing, particularly amongst children and its six key objectives detail how:

- More people will have good mental health.
- More people with mental health problems will recover.
- More people with mental health problems will have good physical health.
- More people will have a positive experience of care and support.
- Fewer people will suffer avoidable harm.
- Fewer people will experience stigma and discrimination.

In March 2015, the Department of Health and NHS England produced a taskforce report **Future in Mind**¹². The task force considered ways to make it easier for children, young people, parents and carers to access help and support when needed and to improve how Children and Young People’s mental health services are organised, commissioned and provided.

Key themes, core principles and requirements fundamental to creating a system that properly supports the emotional wellbeing and mental health of Children and Young People were identified. In summary, the themes are:

- A. Promoting resilience, prevention and early intervention.
- B. Improving access to effective support – a system without tiers.
- C. Care for the most vulnerable.
- D. Accountability and transparency.
- E. Developing the workforce.

Agenda Item 5

A. Promoting resilience, prevention and early intervention

This means

- Promoting good mental wellbeing and resilience, by supporting Children and Young People and their families to adopt and maintain behaviours that support good mental health.
- Preventing mental health problems from arising, by taking early action with children, young people and parents who may be at greater risk.
- Identifying needs earlier, so that Children and Young People are supported as soon as problems arise to prevent more serious problems developing wherever possible.

B. Improving access to effective support – a system without tiers

This means

- Changing how care is delivered and builds it around the needs of Children and Young People and families. This means moving away from a system of care defined in terms of the services organisations provide to ensure that Children and Young People have easy access to the right support from the right service at the right time.

C. Care for the most vulnerable

This means

- Dismantling the barriers that services construct which make it difficult for many vulnerable children, young people and those who care for them to get the support they need.

D. Accountability and transparency

This means

- Removing the lack of accountability and transparency that defeats the best of intentions and hides the need for action in a fog of uncertainty. Drive improvements in the delivery of care, and standards of performance to ensure a much better understanding of how to get the best outcomes for children, young people and families/carers and value from our investment.

E. Developing the workforce

This means

- That everyone who works with Children and Young People and their families is ambitious for every child and young person to achieve goals that are meaningful and achievable for them. They should be excellent in their practice and able to deliver the best evidenced care, be committed to partnership and integrated working with children, young people, families and their fellow professionals and be respected and valued as professionals themselves.

In August 2015, guidance was issued to CCGs about developing **Local Transformation Plans**¹³ for children & young people's mental health and wellbeing. Over the next 5 years, a significant amount of additional money will be made available to flow via CCG's to support transformation programmes. Accessing this funding is dependent on demonstrating "strong local leadership and ownership at a local level through robust action planning and the development of publically available Local Transformation Plans for Children and Young People's Mental Health and Wellbeing." These plans will be based on the 2015 Department of Health and NHS England taskforce report '**Future in Mind**'. What is included should be decided at a local level in collaboration with children, young people and their families as well as commissioning partners and providers.

Key objectives of the investment are:

1. Build capacity and capability across the system.
2. Roll-out the Children and Young People's Improving Access to Psychological Therapies programme.
3. Develop evidence based community Eating Disorder services for children and young people.
4. Improve perinatal care.

Objectives, actions and investment plans have been developed by bringing together current strategies and priorities and through further discussion with stakeholders.

Investment was released for plans fully assured by NHS England in late 2015/16. This investment supports realistic and viable plans to spend investment within a financial year. Such expenditure must make direct and tangible contributions to the development and implementation of any plan and/or meaningful and immediate improvements in local service delivery, some of the activity may be non-recurrent.

In February 2016, NHS England published the **Five Year Forward View for Mental Health**¹⁴. This report from the independent Mental Health Taskforce to the NHS found half of all mental health problems have been established by the age of 14, rising to 75 per cent by age 24. One in ten children aged 5 – 16 has a diagnosable problem such as conduct disorder (6 per cent), anxiety disorder (3 per cent), attention deficit hyperactivity disorder (ADHD) (2 per cent) or depression (2 per cent). Children from low income families are at highest risk, three times that of those from the highest. Those with conduct disorder - persistent, disobedient, disruptive and aggressive behaviour - are twice as likely to leave school without any qualifications, three times more likely to become a teenage parent, four times more likely to become dependent on drugs and 20 times more likely to end up in prison. Yet most Children and Young People, the report finds, get no support. Even for those that do the national average wait for routine appointments for psychological therapy was 32 weeks in 2015/16. It recognised that a small group need inpatient services but, owing to inequity in provision, they may be sent anywhere in the country, requiring their families to travel long distances.

The report went on to detail that Children and Young People are a priority group for mental health promotion and prevention, and called for the Future in Mind recommendations to be implemented in full. Early intervention and quick access to good quality care is vital – especially for Children and Young People. Waiting times

Agenda Item 5

should be substantially reduced, significant inequalities in access should be addressed and support should be offered while people are waiting for care. By 2020/21, at least 70,000 more Children and Young People should have access to high-quality mental health care when they need it. This will require a fundamental change in the way services are commissioned, placing greater emphasis on prevention, early identification and evidence-based care. NHS England should continue to work with partners to fund and implement the whole system approach described in Future in Mind, building capacity and capability across the system so that by 2020/21 we will secure measurable improvements in Children and Young People's mental health outcomes.

In February 2016, **Counselling in Schools – A Blueprint for the Future**¹⁵ was published by the Department of Education. This advice is non-statutory, and has been produced to help school leaders set up and improve counselling services in primary and secondary schools. It provides practical, evidence-based advice informed by experts on how to ensure school based counselling services achieve the best outcomes for Children and Young People. It also sets out the Government's expectation that over time we would expect to see all schools providing access to counselling services. It is equally relevant for schools with counselling services and those that currently have no access to them. It reflects views of Children and Young People on counselling, as well as those of schools. It recognises that effective counselling is part of a whole school approach to mental health and wellbeing.

The future expectations are

- The mental health and wellbeing of Children and Young People is everyone's business. The benefits to the individual and to society in preventing problems from arising, and intervening early where they do, are significant. For schools this can result in improved attainment, attendance, reductions in behavioural problems, as well as happier, more confident and resilient pupils.
- The current extent of counselling provision in schools, alongside a range of other interventions and support programmes for pupils, makes it clear that many schools already recognise the value of making counselling services available in school settings. Schools have adopted a wide variety of approaches, and prioritised this within their existing funding, whether through the Dedicated Schools' Grant, or in some cases, the Pupil Premium.
- While in some cases school based counselling services may have been introduced to address problems with access to services 'outside of schools, it is clear that they are not only an established part of the school landscape, but play a significant role in overall provision of mental health services for Children and Young People.
- There is a strong expectation is that, over time, all schools should make counselling services available to their pupils. In line with the Government's wider approach to schools, allowing schools autonomy to make their own decisions about how to use their funding in the best interests of their pupils, we are not requiring this. But this guidance sets out the issues schools will want to consider where they do not have services in place.

- For the many schools that already have counselling services in place, the priority is to address the areas for development identified above. We want to support schools to ensure that the services they offer are of high quality, delivering value for money and improved outcomes for Children and Young People. This guidance draws on the direct experience of schools, the views of Children and Young People about counselling, and advice from an expert group drawn from key organisations.⁸ Many of these organisations have produced more detailed guidance and research which is referenced at the end of this document, and which schools may also wish to draw on in developing their services.

The policy affirms that counselling is likely to be most effective where it is delivered as part of a whole school commitment to improving mental health and wellbeing. Some of the whole school actions will be focused on;

- Improving wellbeing and resilience
- Raising awareness of mental health through the curriculum
- Promoting staff health and wellbeing
- Reducing the stigma around mental health
- Interaction with the pastoral system
- Leadership role

In March 2016, the Department of Education published advice for school staff **Mental Health and behaviour in schools**¹⁷. This non-statutory advice clarifies the responsibility of the school, outlines what they can do and how to support a child or young person whose behaviour - whether it is disruptive, withdrawn, anxious, depressed or otherwise - may be related to an unmet mental health need.

The key points are that

- In order to help their pupils succeed, schools have a role to play in supporting them to be resilient and mentally healthy. There are a variety of things that schools can do, for all their pupils and for those with particular problems, to offer that support in an effective way.
- Where severe problems occur schools should expect the child to get support elsewhere as well, including from medical professionals working in specialist CAMHS, voluntary organisations and local GPs.
- Schools should ensure that pupils and their families participate as fully as possible in decisions and are provided with information and support. The views, wishes and feelings of the pupil and their parents/carers should always be considered.
- Schools can use the Strengths and Difficulties Questionnaire (SDQ) to help them judge whether individual pupils might be suffering from a diagnosable mental health problem and involve their parents/carers and the pupil in considering why they behave in certain ways.
- There are resources available to help school staff support good mental health and emotional wellbeing. The PSHE Association has produced guidance and lesson plans to support the delivery of effective teaching on mental health issues. In addition, MindEd, a free online training tool, provides information and advice

Agenda Item 5

for staff on Children and Young People's mental health and can help to sign post staff to targeted resources when mental health problems have been identified.

- Schools should consider if their pupils would benefit from the offer of school counselling services. The Department for Education has published advice on how to set up and improve schools counselling services. Additionally, Counselling MindEd, which is part of MindEd, is also available to support the training and supervision of counselling work with Children and Young People.
- There are things that schools can do – including for all their pupils, for those showing early signs of problems and for families exposed to several risk factors – to intervene early and strengthen resilience, before serious mental health problems occur.
- Schools can influence the health services that are commissioned locally through their local Health and Wellbeing Board – Directors of Children's Services and local Healthwatch are statutory members.
- There are national organisations offering materials, help and advice. Schools should look at what provision is available locally to help them promote mental health and intervene early to support pupils experiencing difficulties. Help and information about evidence-based approaches is available from a range of sources.

Local Vision and Plans

Our Strategy acknowledges the aspirations described in national policies and recognises that achieving progress is something that cannot be done in isolation. It requires not only the commitment of those working within the system, but also support and engagement across all of society. From the way that mental health is covered in the media, to how it is addressed in schools, to the response of families and friends, more can be done to improve the lives of people with mental health problems and to promote wider mental wellbeing.

In designing local services it is important to understand the needs of children, young people and their families/carers. This will then allow commissioners and providers to ensure there is 'timely access' to 'high quality', 'evidence based' interventions that deliver 'good outcomes' and 'on-going management' of complex conditions.

Local and regional services should work holistically to meet the needs of the child, young person and families/carers, coordinating care across agencies to ensure good educational, health and social outcomes.

This Strategy is developed with reference to other local plans and strategies:

In 2014, Sefton published its first Health and Wellbeing Strategy; **Living Well in Sefton**¹⁸. The Strategy articulated the vision for Sefton as;

"By working together and aligning our resources, we aim by 2020 to improve the care, health and wellbeing of all Sefton residents and narrow the gap between those communities with the best and worst health and wellbeing outcomes. We will promote independence and help build personal and community resilience. We will work with parents and carers so that all Children and Young People have opportunities to become healthy and fulfilled adults."

The first of the six strategic objectives is to “**Ensure all children have a positive start in life.**”

Outcomes detailed as

- Children and Young People will have good physical and emotional health and wellbeing and will lead healthy lifestyles.
- Children and Young People will be safe.
- Children and Young People will be aspirational and achieving through the enjoyment of going to school and college.
- Parents will have the skills, support and infrastructure to enjoy being parents.
- Children and Young People will have a voice, will be listened to and their views will influence service design, delivery and review.

The Fourth strategic objective is to “**Promote positive mental health and wellbeing.**”

Outcomes detailed as

- The infrastructure will be in place so that all people can access information, preventative and treatment services.
- People will be empowered, have a sense of purpose and take care of themselves and their family.
- The mental health services that are commissioned will be fit for purpose
- We will have stronger communities involved in their own wellbeing and wider community’s mental health services.
- There will be an increase in physical and emotional health and wellbeing.

These Strategic objectives and outcomes remain current and relevant and as such will be encompassed in any action plan deriving from this strategy.

In summer 2016 Sefton published a **Children and Young People’s Plan**¹⁸. This Plan is the single strategic 5 year plan for all services and organisations which work with children young people and families in Sefton. The plans vision is;

“We want every child and young person to reach their full potential. They have the right to be healthy, happy, safe and secure and to feel loved, valued and respected and be prepared for adulthood.”

The Plan has four Priorities. These are:

1. Ensure all Children and Young People have a positive educational experience.
2. Ensure all children are supported to have a healthy start in life and a healthy adulthood.
3. Improving the quality of lives of Children and Young People with additional needs and vulnerabilities, to ensure they are safe and fulfil their individual potential.
4. **Ensure positive emotional health and wellbeing of Children and Young People is achieved.**

Agenda Item 5

Priority 4 “Ensure positive emotional health and wellbeing of Children and Young People is achieved” initiates this Strategy.

The key objectives articulated in the Children’s Plans in relation to “Priority 4” are;

1. Promote good mental health and emotional wellbeing for all Children and Young People, parents and care givers in Sefton.
2. Improve access for all Children and Young People who have mental health problems and disorders to timely, integrated, high quality, multi-disciplinary mental health services that ensure effective assessment, treatment and support for them and for their families, and to work together to tackle the stigma of mental ill-health.
3. Improve knowledge of brain development and attachment theory with parents and services so we can build on this to reduce the numbers of Children and Young People presenting with mental health issues.

These three actions are current and relevant and as such will be encompassed in any action plan deriving from this strategy.

An All Strategy **Mental Health – A Strategic Plan for Sefton 2015 – 2020²⁰** is in place. The Plans key objectives are

A. Promotion of positive wellbeing, prevention and combating stigma & Discrimination

- Time To Talk Leadership to champion mental health, provide advocacy, knowledge and communicate key messages
- Wider determinants of mental health are tackled, ensuring mental health is integrated into other strategies and policies, neighbourhood development, environment and social actions
- Community resilience, engagement and co-production, workforce and community champions

B. Commissioning of effective and accessible mental health services from birth to old age

- Prevention - To support the promotion of mental wellbeing and the primary prevention of mental illness
- Treatment - Achieving parity of esteem between mental and physical health in the delivery of care and treatment services
- Recovery - Based upon an ethos of hope and empowerment, recovery models build recovery, well-being and self-management. The programmes encourage co-production by involving people with lived experience

Governance Arrangements

The Governance of this strategy sits with **Sefton’s Health and Wellbeing Board**. The main statutory functions of the Health and Wellbeing Board are:-

- To assess the needs of the local population through the Joint Strategic Needs Assessment process.

- To produce a local Health and Wellbeing Strategy as the overarching framework within which commissioning plans are developed for health services, social care, public health and broader wellbeing services.
- To promote integration and partnership, including joint commissioning, integrated provision and pooled budgets, where appropriate.

In addition to the above statutory functions, the Boards role is to provide system leadership for change across care, health and wellbeing. This role requires the involvement of a wide range of leaders from not only the Council and the two Clinical Commissioning Groups Governing Bodies, but other public sector organisations.

A number of years ago the Council and Partner agencies established a steering group to drive forward improvement to Sefton's Children and Young People emotional health and wellbeing. This group has been tasked with developing strategic approaches to transform systems and services to improve outcomes for Children and Young People's emotional health and wellbeing. This will be the place where the Action Plan will be reviewed and any matters that need attention that are beyond the remit of the steering group can be escalated to the right place. This is equally relevant whether it be progress to be celebrated and noted along with any matters impeding progress. The specific place to escalate will depend upon the issue.

The Council and its Partners have recently published a 5 year Children's Plan and identified four key priorities, one of the priorities focuses upon emotional health and wellbeing and the actions from the Children's Plan will be utilised to inform the strategy, whilst at the same time the development of the Emotional Health and wellbeing Strategy will also be used to further influence the Children's Plan.

Health and Wellbeing Executive Group

Its purpose is

- To determine and ensure delivery of a Strategy for Integrated Commissioning, to drive forward performance, to own and manage risks relating to Integrated Commissioning, and strategically lead the change programme towards full integration by 2020.
- To hold organisations, to account for the delivery of better outcomes for citizens and efficient use of combined/pooled resources.
- To provide peer to peer leadership support in order to build resilient relationships between senior leaders and thus organisations.
- To enable a consistent and collaborative leadership approach and a presence at local, regional and national NHS and Local Authority initiatives for betterment of the population of Sefton.

Sefton Children and Young People's Emotional Health and Wellbeing Steering Group

Its purpose is to

- Develop and review the Children and Young People's Emotional Health and Wellbeing Strategy.
- Develop and implement the action plan.

Agenda Item 5

- Define, collect and review a range of information including data (national, regional and local), feedback from Children and Young People and any other pertinent intelligence that will contribute towards the performance management, service prioritisation and improvement for emotional health and wellbeing services in Sefton.
- Provide assurance that all service pathways and delivery from entry to exit acknowledge the particular needs of all Children and Young People and requirements of safeguarding, quality, user/carer involvement, equalities, children in need, looked after children and children with disabilities.
- Have a focus on ensuring a successful transition from child to adult services for those young people in the 16-18 age groups who require transition.
- Maximise the 'partnership potential' of the Group to secure additional resource to improve service delivery and outcomes for Children and Young People.

Commissioning

In December 2015, Sefton's Health and Wellbeing Board considered a report of the Director of Social Care and Health in relation to the principles and options for integration. The report set out the framework to establish a single pooled budget across health and social care to be overseen by a single politically and clinically accountable Board. The commitment of an integrated pooled budget across health, social care, public health and lifelong learning would enable resources to be used flexibly in and around the system in order to deliver efficiencies and good quality outcomes for those individuals in receipt of services.

Sefton established a Health and Wellbeing Executive Group under the auspices of the Health and Wellbeing Board. The HWB Executive Group would be strengthened to ensure that the resources are applied to deliver the strategic priorities of the pooled budget in Sefton.

In conclusion it was reported that a key strength of pooling resources was integrating decision making and having the ability to deploy resources more effectively to achieve shared outcomes. The principles of a single pooled budget across all Health and Social Care spending in Sefton were endorsed and a phased implementation of a single pooled budget across all Health and Social Care spending in Sefton was advocated.

It is clear that commissioning has a key role to play in developing integrated services, and that the ongoing separation between the health and social care systems is a major obstacle to achieving better outcomes for people. There is currently a lack of organisational alignment between the health and social care systems, largely as a result of the services being commissioned separately. This Strategy will enable commissioners of health, social care and all of those that are responsible for Children and Young People's experience of schooling, learning and community life to work to the same vision and a set of shared outcomes with an ability to deploy or influence the totality of the resources to achieve better outcomes for Children and Young People.

With this in mind the Commissioners across health and social care are working on the system architecture and approaches to integrated commissioning and delivery that will help create better working alliances in order to achieve better outcomes for all our citizens.

How we will know that we are making a difference

It will be important to know that we are making a positive difference to Children and Young People. Reporting performance, reviewing activity and reflecting on needs will be vital to ensure all agencies are delivering on the outcomes. Full sight of all commissioning activity will be needed at times and there are established governance groups aligned to both champion and challenge delivery against the strategy.

The key “markers of success” will need to be developed as part of the action plan. Nationally and regionally work is progressing in developing dashboards for CAMHS. Locally we will be fully engaged in this and will ensure that such practice is implemented.

In the meantime NHS commissioned mental services are required to submit certain data this is known as the Mental Health Minimum Dataset²¹. This is a patient level, output based, secondary use data set which delivers robust, comprehensive, nationally consistent and comparable person-based information for children, young people and adults who are in contact with Mental Health Services. Data is also submitted locally on the Children and Young People Improving Access to Psychosocial Care Programme. Together these will form the key mechanism for gaining an oversight to how the ‘whole system’ is supporting the mental health needs of children and young people.

Our Approach in Sefton

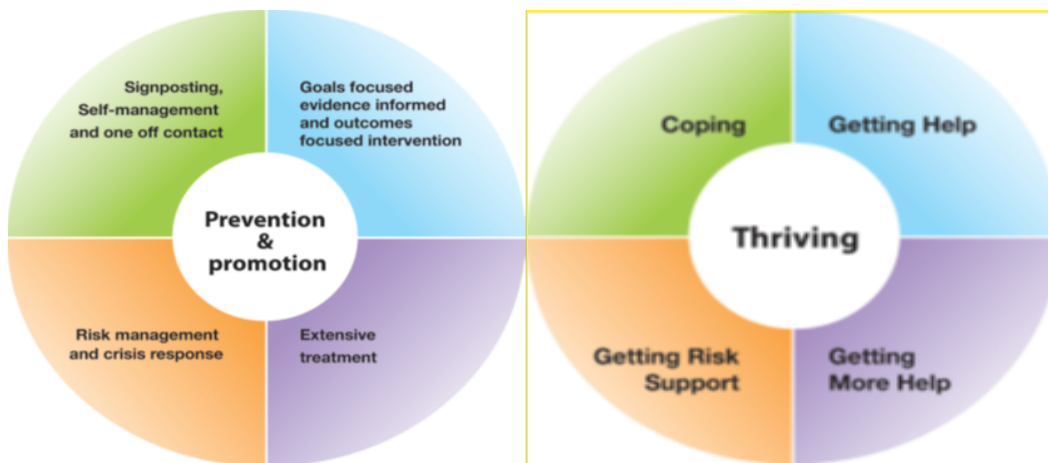
The Emotional Health and Wellbeing Steering Group has begun to look at what approach we need to have in place to ensure that we achieve better outcomes for Children and Young People. Moving away from a pathway with tiers. There is recognition that we have a transformational opportunity to build a consensus position system wide and this to be informed by Children and Young People themselves.

We will explore the Thrive Model¹⁹ in detail in the next few months. (The model offers a radical shift in the way that child and adolescent mental health services (CAMHS) are conceptualised and potentially delivered.

The, developing, model responds to and offers solutions to the current context for mental health services; recognising the rising need for provision in certain groups, clinical outcomes, budgetary constraints and a shift and step change in policy in this area. It’s not a tried and tested model and will be refined and developed over time.

Agenda Item 5

Thrive Model



Appendix A References

- ¹ World Health Organisation Geneva, Promoting Mental Health, 2004
- ² Mental Health Foundation
<https://www.mentalhealth.org.uk/our-work/children-young-people-and-families>
- ³ Children's Society
<http://www.childrenssociety.org.uk/help-young-people-access-the-mental-health-support-they-need>
- ⁴ Building resilience through technology - Young Minds
<http://www.youngminds.org.uk/digitalresilience>
- ⁵ Youngminds www.youngminds.org
- ⁶ British Medical Association
<https://www.bma.org.uk/>
- ⁷ Wellbeing –Why it Matters to Health- a summary of key points.
<https://www.england.nhs.uk/?s=wellbeing%2C+why+it+matters+to+health&site=>
- ⁸ Beyond Adversity: Addressing the mental health needs of young people who face complexity and adversity in their lives. Sarah Brennan
http://www.youngminds.org.uk/assets/0002/9221/Beyond_Adversity_-_YoungMinds.pdf
- ⁹ Public Engagement and Consultation Framework 2009
<https://www.sefton.gov.uk/your-council/consultations,-complaints-feedback/consultations-your-sefton-your-say.aspx>
- ¹⁰ Five to thrive
<http://www.fivetothrive.org.uk/>
- ¹¹ No Health without Mental Health
<https://www.gov.uk/government/publications/the-mental-health-strategy-for-england>
- ¹² Future in mind
<https://www.england.nhs.uk/2015/03/martin-mcshane-14/>
- ¹³ Local Transformation Plans
<https://www.england.nhs.uk/?s=LOCAL+TRANSFORMATION+PLANS+-+CYP+MH+GUIDANCE&search=#>
- ¹⁴ Five year Forward view
<https://www.england.nhs.uk/?s=mental+health+task+force%2C+five+year+forward+view&site>
- ¹⁵ Counselling in schools
<https://www.gov.uk/government/publications/counselling-in-schools>
- ¹⁶ Mental health and behaviour in schools - Departmental advice for school staff
<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>
- ¹⁷ Health and Wellbeing Strategy - Living Well in Sefton
<http://www.sefton.gov.uk/public-health/health-and-wellbeing-board.aspx>
- ¹⁸ Children's Plan
link
- ¹⁹ Thrive Model
<https://www.thriveapproach.co.uk/approach/info/underlying-models>
- ²⁰ Mental Health - A Strategic Plan for Sefton 2015 – 2020
Link
- ²¹ The Mental Health Minimum Dataset
(<http://content.digital.nhs.uk/mhsds>)

Appendix B How we are doing and what we have in place

Promoting Resilience, Prevention and Early Intervention

How are we doing?

- The new 0-19 Healthy Child Programme currently under procurement will combine the interventions currently provided by health visiting, FNP and school health.
- Sefton is involved with the Cheshire and Merseyside Strategic Clinical Network regarding perinatal mental health. The Network has developed a pathway for early intervention and identification. Sefton CCG, Sefton Council and Public Health are working alongside provider organisations to develop services and a local implementation of the pathway.
- Children's Centres are working with PIP UK to run the Going Mellow Programme; a six week course can be run at different stages from 20-30 weeks pregnant. Different groups include Mellow Bump, Mellow Baby, Mellow toddler and Mellow Parenting.
- There are some young mums and Children's groups' facilitation by the third sector by P2000 and Venus.
- A range of interventions are offered to parents in Sefton: Triple P Parenting course, Webster Stratton, Nurturing Programme and Strengthening Families Programme. Provision and access maybe variable across the Borough.
- Children's Centres deliver parenting programmes but they vary in standard, availability and access. The Strengthening Families Programme is delivered in Family Centres for families involved with social care. Aiming High deliver the Stepping Stone Programme for CYP with additional needs.
- The Well Young Person's Team within Sefton Council uses 5 Ways to Wellbeing to deliver group work, delivers peer mentor training and programme delivery in both primary and secondary schools. The team deliver a variety of individual and group work programmes to promote resilience and effective coping strategies.
- Sefton Children's Centres and PIP UK plan to run the Going Mellow Programme, a six week course delivered at different stages from 20-30 weeks pregnant. Different groups include Mellow Bump, Mellow Baby, Mellow toddler and Mellow Parenting.
- The CYP IAPT Programme recognise Parenting as key to CYP Emotional Health & Wellbeing and deliver full year Incredible Years training to practitioners (Venus has a staff member currently training). All Early Help team have trained practitioners to deliver Triple P. Venus has trained 4 Triple P practitioners and other organisations have trained staff.
- All high schools in Sefton are provided with a school nurse service. All nurses are trained any training planned in as new nurses commence. Trained nurses are able to offer 'Tier 1' support. Although access varies as school nurses are allocated schools by the council or employed by Academies. Not allocated by council – the council commission's school health service, the provider allocates nurses based on need across the school clusters.
- School nurses have delivered lessons and assemblies in schools on topics such as eating disorders, and self-harm, trying to de

stigmatise mental health, along with eating disorder awareness sessions and anxiety sessions as part of school PSHE programmes and wellbeing days.

- There is ongoing training for school nurses in suicide and self-harm mitigation for Children and Young People.
- A local perinatal mental health pathway is in place to identify appropriate support and therapeutic interventions that can be offered during the perinatal period in order to support new parents and infants.
- All Schools across Sefton have not yet embedded emotional health and wellbeing within the curriculum to enable early recognition and identification, challenge stigma build self-esteem and develop coping strategies.
- We are not currently supporting Children and Young People in Sefton to access early support through the use of technology, apps and digital tools. However the council has asked the new 0-19 provider to develop this.
- There is not a specific programme to tackle stigma and discrimination in schools. Some schools have helped e.g. mental health awareness days (Litherland High), mental health awareness day for transition year (Deys High), Madcos application to Awards for All for SEAs intervention in each school.
- All schools are offered support from the educational psychology service team as part of the core offer from the council. In addition schools are able to commission additional time. The educational psychology service offer a range of services to schools that include for example consultation and more direct individual or group including therapeutic work with Children and Young People, families and school based staff to support resilience and promote engagement in learning
- The educational psychology service team is also in the process of developing a pathway for supporting Children and Young People displaying signs of persistent absenteeism.
- Training sessions have been offered to school staff and other professionals – Managing Risks and Building Resilience - jointly facilitated by SEAS partners and Sefton CAMHS through the NHS England-funded SEAS Together pilot, and attended by 60 staff. Plans to build this into a core offer in the future.
- SEAS Together also delivered Understanding ADHD training sessions, facilitated by ADHD Foundation, to 73 staff from across the workforce, including schools.
- Group work undertaken by SEAS staff in schools aimed at raising awareness and building resilience – delivered to whole class or identified groups.

Improving Access to Effective Support

How are we doing?

- CAMHS Assessment and Response Team is currently available 5 days a week for 7.5 hours a day, they can see Children and Young People in crisis on the same day as referral. Plans to extend hours from 8am-8pm Mon-Fri and weekend on call.
- Sefton CAMHS - All referrals are triaged on the date received to identify urgency of need. Emergency referrals are seen same day, urgent referrals are seen within 2 weeks and routine are placed on waiting list. Current waiting time for assessment 12 weeks and Referral to Treatment is 15 weeks.
- There is no dedicated mental health contact for Schools to offer consultation and advice.
- Children and Young People aged 16 or younger who experience a first crisis are supported by CAMHS single point of access. Those aged 16 and above in crisis are seen by MerseyCare.
- VCF direct has produced materials for a wide range of health and education professionals. There are 4 parts; information on services including referral forms, community groups and courses, suggested services/ support by presenting issues and useful websites.
- Children and Young People can self-refer to the school health drop in service in all of the Sefton High Schools.
- CAMHS help facilitate CAMHelions, a Young People's focus group.
- A specialist community based eating disorder service will be developed jointly with partnering CCGs.
- We have a pathway for self-harm to reduce the risk of Children and Young People presenting in crisis. SEAs are funded via CCG to deliver Mindspace – Self Harm interventions designed to meet individual and group needs.
- Enhanced support for social and communication needs for vulnerable groups is provided.
- Sefton Emotional Achievement Service (SEAS) a partnership of local charities working together to deliver emotional health and wellbeing services to Sefton children, young people (age 5-25) and families. Services include 1:1 counselling and group support, commissioned by schools or funded through various grants.
- Currently we have a CCG grant-funded project, Mind Space which is delivering support at no cost to the client/parent/school. Self/parental referrals are accepted to this service, which works with those who are self-harming, or at risk of self-harm.
- We also had an NHS England-funded pilot programme (funds received via CCGS) – Accelerated Integrated Commissioning – which includes delivery of a variety of interventions designed in partnership with the child/parent
- A specialist community based eating disorder service will be is in the process of being jointly commissioned with partnering CCGs. It is planned to be in place in Dewi Jones Unit.

Caring For the Most Vulnerable

How are we doing?

- Sefton has been successful in achieving Children and Young People's IAPT in August 2014; this will help services to move away from 'acceptance criteria' to a more equitable service provision.
- NHS England commission within the Youth Offending Team to offer liaison and diversion offering consultation, advice and intervention to those Children and Young People at risk of offending behaviours
- Mental Health practitioners (Therapeutic Support Team) work with Looked after Children.
- Drugs and alcohol services which also run programmes that support EHWP for service users.
- A pathway for homeless Children and Young People to access mental health services.
- Appropriate interventions and services for Children and Young People who are in situations of domestic violence and abuse
- Specialised therapeutic interventions for Children and Young People who are victims of child sexual exploitation.

Catch 22 although this is time limited.

- Youth Offending Service has access to dedicated nurses.
- Integration with health and social care for children in care commissioning and evolving our commissioning approaches.
- Dedicated educational psychology service support for Children and Young People who are looked after and for those at risk of permanent exclusion from school and who are attending pupil referral units

Accountability and Transparency

How are we doing?

Agreeing a better model of care or approach will not be enough. The system of commissioning services is fragmented, with money often sitting in different budgets, in different organisations, in different parts of the system and without clear lines of accountability. There is limited access to the necessary information to know how a local system is working in respect of access and waiting times, how outcomes are achieved or if they provide value for money. There is poor information sharing within the system which hampers joint working; and the best practice standards, agreed as quality markers for accreditation systems, are not universally applied.

Suggested actions likely to improve accountability and transparency are

- A lead accountable commissioning body to co-ordinate commissioning and the implementation of evidenced-based care.
- A single, separately identifiable budget for children's mental health services. (some of the prevention elements would need to remain within some of the universal services, e.g. 0-19)
- A recognition for the need for flexibility to allow different models to be explored and developed to suit our local circumstances

- The work of the lead commissioner should be based upon an agreed local plan for child mental health services, agreed by all relevant agencies and with a strong input from children, young people and parents/carers
- The local plan itself should be derived from the local Health and Wellbeing Strategy which places an onus on Health and Wellbeing Boards to demonstrate the highest level of local senior leadership commitment to child mental health. Health and Wellbeing Boards have strategic oversight of the commissioning of the whole pathway or offer regarding Children and Young People’s mental health and wellbeing.
- Health and wellbeing. As some individual commissioners and providers, including schools, are not statutory members of Health and Wellbeing Boards, they should put in place arrangements to involve them in the development of the local plan
- The local offer to be driven by the Health and Wellbeing Board’s Joint Strategic Needs Assessment

Developing the Workforce

How are we doing?

There is consistency in Children and Young People’s views about the workforce qualities and behaviour they would like to see:

- A workforce who is equipped with the skills, training and experience to best support Children and Young People’s emotional and mental wellbeing.
- A workforce who are positive, have a young outlook, are relaxed, open-minded, unprejudiced, and trustworthy.
- Behaviour that is characterised by fairness, and a willingness to listen to, trust and believe in the child or young person.
- Everybody should work from a basis of asking and listening, being prepared to be helpful in creating understanding among other members of the workforce.
- Their processes should be transparent, honest, and open to being both inspected and clearly explained. Visible actions should result from such scrutiny, enabling children to voice their opinions.
- The workforce should provide real choice of interventions supported by enough resources to follow through, whilst remaining honest and realistic

Professionals need to be trained to be able to:

- Recognise the value and impact of mental health in Children and Young People, its relevance to their particular professional responsibilities to the individual and how to provide an environment that supports
- Promote good mental health to Children and Young People and educate them and their families about the possibilities for effective and appropriate intervention to improve wellbeing.
- Identify mental health problems early in Children and Young People.

- Offer appropriate support to Children and Young People with mental health problems and their families and carers, which could include liaison with a named appropriately trained individual responsible for mental health in educational settings.
- Refer appropriately to more targeted and specialist support.
- Use feedback gathered meaningfully on a regular basis to guide treatment interventions both in supervision and with the child, young person or parent/carer during sessions.
- Work in a digital environment with young people who are using online channels to access help and support

Anybody who works with Children and Young People in universal settings such as early years provision, schools, colleges, voluntary bodies and youth services, should have training in Children and Young People's development and behaviours, as appropriate to their professional role.

Staffs who work in targeted and specialist services come from a range of professional backgrounds: social work, occupational therapy, nursing, clinical and educational psychology, psychotherapy, child and adolescent psychiatry and, with a growing number of 0-25 services, general adult psychiatry.

The Staff in paediatric services make an important contribution to targeted and specialist mental health services for Children and Young People. Their role is likely to increase with a move towards greater integration between children's mental health provision and community paediatrics. The move towards 0-25 service models and integrated services means that, although discipline-specific training will remain the core of most professionals' training, interdisciplinary training and practice and cross-agency working will become increasingly important.

Appendix C Summary of Priorities - Related Strategies and Reports

<p>Health and Wellbeing Strategy - Living Well in Sefton Ensure all children have a positive start in life. Promote positive mental health and wellbeing.</p>	<p>Children and Young People’s Plan Priority 4 Ensure positive emotional health and wellbeing of Children and Young People is achieved.</p>	<p>Sefton Children and Young People’s Engagement</p>	<p>Mental Health: A Strategic Plan for Sefton</p>	<p>Future in Mind</p>
<p>Children and Young People will have good physical and emotional health and wellbeing and will lead healthy lifestyles.</p> <p>Children and Young People will be safe.</p> <p>Children and Young People will be aspirational and achieving through the enjoyment of going to school and college.</p> <p>Parents will have the skills, support and infrastructure to enjoy being parents.</p>	<p>Promote good mental health and emotional wellbeing for all Children and Young People, parents and care givers in Sefton.</p> <p>Improve access for all Children and Young People who have mental health problems and disorders to timely, integrated, high quality, multi-disciplinary mental health services that ensure effective assessment, treatment and support for them and for their families, and to work together to tackle stigma.</p>	<p>Help Children and Young People better understand emotional health.</p> <p>Help to build Children and Young People’s resilience.</p> <p>Improving access to effective support.</p> <p>Understand what Children and Young People need from the workforce.</p> <p>Recognise the Vision Children and Young People have for the future of Emotional Health and Wellbeing in Sefton.</p>	<p>Promotion of positive wellbeing, prevention and combating stigma & Discrimination.</p> <p>Commissioning of effective and accessible mental health services from birth to old age.</p>	<p>Promoting Resilience.</p> <p>Prevention and Early Intervention.</p> <p>Improving access to effective support.</p> <p>Caring for the most vulnerable.</p> <p>Accountability and Transparency.</p> <p>Developing the Workforce.</p>

<p>Children and Young People will have a voice, will be listened to and their views will influence service design, delivery and review. The infrastructure will be in place so that all people can access information, preventative and treatment services.</p> <p>People will be empowered, have a sense of purpose and take care of themselves and their family.</p> <p>The mental health services that are commissioned will be fit for purpose.</p> <p>We will have stronger communities involved in their own wellbeing and wider community's mental health services.</p> <p>There will be an increase in physical and emotional health and wellbeing.</p>	<p>Improve knowledge of brain development and attachment theory with parents and services so we can build on this to reduce the numbers of Children and Young People presenting with mental health issues.</p>			
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Appendix D Action Plan 2016 - 2021

Priorities	What we will do	When we will do this	Agency Lead/s and nominated responsible person	Partners required to commit to actions	How we will know we are making a difference "Markers of Success"
<p>1. Recognise the Vision Children and Young People have for the future of Emotional Health and Wellbeing in Sefton</p>	<p>We will work with Children and Young People in a number of different ways to ensure they are</p> <ul style="list-style-type: none"> • Involved in any future reviews of this Strategy. • Involved in the actions to progress change e.g. creating materials to tackle stigma, preparing information and design of sessions. • Involved in the delivery of sessions. <p>A working group will be established to include</p>	<p>Nov 2017</p> <p>Start March 2017 in readiness for new academic year September 2017</p> <p>Start April 2017</p>	<p>Sefton Council Director of Children and Adults</p> <p>Sefton Council Director of Public Health</p>	<p>South Sefton CCG</p> <p>Southport an Formby CCG</p> <p>Sefton CVS and all third sector partners</p> <p>Heads of Schools</p> <p>Specialist Child and Adolescent Mental Health Services - Alder Hey</p> <p>Specialist Adult Mental Health Services</p> <p>0-19 Service Provider - 5 Boroughs Partnership</p>	<p>Children and Young People will tell us that they feel included.</p> <p>Children and Young People will be involved in;</p> <ul style="list-style-type: none"> - The delivery of more engagement events - The development of learning materials. - Facilitation/co facilitation of learning sessions.

	<p>Children and Young People to ascertain what needs to be commissioned and what aspects can be delivered with Children and Young People.</p> <p>Children and Young people help measure the “Markers of Success”.</p>	Start April 2018			
2. Improve knowledge of brain development and attachment theory with parents and services so we can build on this to reduce the numbers of Children and Young People presenting with mental health issues.	We will review what we commission to support Parents and Carers and where we find provision that is not what is required, we will recommission. In terms of what we can support the community to do for themselves, we will work hard to ensure all of our activities support parents and carers to raise children who are resilient, healthy and emotionally well.	March 2017	<p>Sefton Council Director of Public Health</p> <p>Sefton Council Director of Children and Adults</p>	<p>South Sefton CCG</p> <p>Southport and Formby CCG</p> <p>Sefton CVS and all third sector partners</p> <p>0-19 Service Provider - 5 Boroughs Partnership (Health Visiting and Enhanced Support)</p> <p>Specialist Child and Adolescent Mental Health Services - Alder Hey</p> <p>Specialist Adult Mental Health Services</p>	<p>All places where parents and carers are supported will know how to support parents to develop good attachment and will understand what to do if parents need more help.</p> <p>Parents and Carers will know the importance of attachment and what needs to happen and also what to do if help is needed.</p>

<p>3. Help Children and Young People better understand emotional health and how to develop resilience</p>	<p>We will work with Children and Young People and all of our schools to be places that provide good information about what is meant by emotional health and how to develop resilience.</p>	<p>January 2017</p>	<p>Sefton Council Director of Children and Adults Sefton Council Director of Public Health Heads of Schools</p>	<p>South Sefton CCG Southport and Formby CCG Sefton CVS and all third sector partners Specialist Child and Adolescent Mental Health Services - Alder Hey Specialist Adult Mental Health Services 0-19 Service Provider - 5 Boroughs Partnership</p>	<p>All Children and Young People will feel equipped to deal with life and are involved in activities and have strategies in place to build resilience. Children and Young will tell us that the people working in Sefton demonstrate the qualities that Children and Young People find helpful to having good mental health.</p>
<p>4. Improving access to effective support (Prevention and Early Intervention)</p>	<p>We will look at what help is available in schools and begin to make the right support available in schools both in terms of mentoring and counselling</p>	<p>January 2017</p>	<p>Sefton Council Director of Children and Adults</p>	<p>South Sefton CCG Southport and Formby CCG Sefton CVS and all third sector partners Specialist Child and Adolescent Mental Health Services- Alder Hey Specialist Adult Mental Health Services</p>	<p>Children and Young People know where to go for support and find that support is easy to access and local.</p>

				0-19 Service Provider - 5 Boroughs Partnership	
				Heads of Schools	
5. Understand what Children and Young People need from the workforce	<p>We will use what Children and Young People told us was important and we will develop a system wide workforce plan. This plan will focus on what Children and Young People said about</p> <ul style="list-style-type: none"> - Personality - Skills - qualities <p>We will need to work with Children and Young people and we will work to include Children and Young people at every stage. This being at</p> <ul style="list-style-type: none"> - Establishment of teams and posts - Recruitment and selection - Reviews and workforce feedback activities 	March 2017	<p>Sefton Council Director of Children and Adults</p> <p>Sefton Council Director of Public Health</p>	<p>South Sefton CCG and Southport and Formby CCG</p> <p>Sefton CVS and all third sector partners</p> <p>Specialist Child and Adolescent Mental Health Services - Alder Hey</p> <p>Specialist Adult Mental Health Services</p> <p>0-19 Service Provider - 5 Boroughs Partnership</p>	Children and Young will tell us that the people working in Sefton demonstrate the qualities that Children and Young People find helpful to having good mental health.

	<p>We will work with Children and Young People , Carers and Professionals in a variety of ways to ensure they are aware of rights and responsibilities at various points of transition including</p> <ul style="list-style-type: none"> • Pre School – Primary School • Primary School to Secondary School • 16 - 17 year olds • Inpatient to Out Patient or Community placement and vice versa 	January 17			
6. Caring for all Children and Young People together	<p>As providers of education, care and support to Children and Young People we will work to explore the “Thrive Model”. This will entail</p> <ul style="list-style-type: none"> • Mapping IAPT Partnership and other services onto the “The Model” . 	March 2017	<p>South Sefton CCG</p> <p>Southport and Formby CCG</p> <p>Children and Young People`s Commissioning Lead</p>	<p>Sefton CVS and all third sector partners</p> <p>Specialist Child and Adolescent Mental Health Services - Alder Hey</p> <p>Specialist Adult Mental Health Services - Mersey Care</p>	<p>Children and Young people report that they feel they receive support that is suitable to their needs and experience</p> <ul style="list-style-type: none"> - no delays - have a good experience when needs change - support is locally available

	<ul style="list-style-type: none"> • Map the population onto “The Model” . • Help identify the priorities and the resources required. • Choose what delivery we want to underpin the strategy - the minimum key strands, services (building blocks) such as crisis intervention, CAMHs, Early Intervention • Describe a handful of typical CYP journeys and how a new system would work for them <p>In respect of Children and Young People with ADHD and Neuro disabilities. The Model and the pathways need to be reviewed in terms of</p> <ul style="list-style-type: none"> • access to information and advice 			<p>Sefton Council</p> <p>0-19 Service Provider - 5 Boroughs Partnership</p>	
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	<ul style="list-style-type: none"> • referral for assessment • assessment • aftercare and ongoing support 				
7. Accountability and Transparency	<p>We will look at what we do across Health, Social Care and Education and focus on how we commission services and support to demonstrate best use of resources in order to achieve better outcomes for Children and Young People in respect of Emotional Health and Wellbeing</p> <p>This will entail</p> <ul style="list-style-type: none"> • reviewing all of our commissioning activities • Potentially Commissioning new services and decommissioning • Supporting transformational activities 	September 2017	<p>South Sefton CCG</p> <p>Southport and Formby CCG</p> <p>Sefton Council Director of Children and Adults</p> <p>Sefton Council Director of Public Health</p>	<p>Sefton CVS and all third sector partners</p> <p>Specialist Child and Adolescent Mental Health Services - Alder Hey</p> <p>Specialist Adult Mental Health Services - Mersey Care</p> <p>0-19 Service Provider - 5 Boroughs Partnership</p>	Our Children and Young People will tell us that they can access support that helps them

	<p>This may involve</p> <ul style="list-style-type: none">• utilising new monies available via government funding• realigning existing investments <p>We will do this in partnership with Children and Young People and in a system wide integrated approach to Commissioning.</p>				
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EH&WB Event July 2016

Sefton Young Advisors have facilitated an Emotional Health & Well being Event in partnership with M.A.D, CAMHS & Adele Maddocks (CYP IAPT).

Agenda Item 5

Contents

Who are Sefton Young Advisors	3
What was the purpose of the event?	4
A breakdown of the day	5
Findings and recommendations	6
Understanding emotional health	9
Promoting resilience	11
Improving access to effective support	13
Developing the EH&WB workforce	16
YP's visions for the future of EH&WB in Sefton	19
Attendees	21
Continuing the conversation	22
Reflections of the day	23
Appendix	24

Who are Sefton Young Advisors?

Young Advisors are young people aged between 15-23 who work in partnership with community leaders and decision makers to enable the voices of young people to be heard in community life.

Young Advisors are trained and employed agents of social action. Their role is to guide and support local organisations – local authorities, housing associations, CCGs, the Voluntary, Community and Faith sector and other local partners on what it is like for a young person to live, work, learn and play in their neighbourhood. They speak out for young people, making sure their thoughts and feelings are considered in decisions that affect them and work closely with adults to support them on how best to engage with young people. Young Advisor teams across the UK are commissioned by organisations to support them to better engage with, and involve young people. We make sure young people are being given the chance to be involved in decision making and influencing change.

The Sefton Young Advisor team is made up of 20 young people from across the Sefton borough. The team has won local and national awards and has worked in partnership with many organisations including; LSCB (Local Safeguarding Children's Board), Sefton Council, NHS, E-ON, Edge Hill University and NCS. To view examples of our work please visit our website — <http://sefton.youngadvisors.org.uk/examples-of-work>.



What was the purpose of the event?

Sefton has identified Emotional Health and Wellbeing (EH&W) as a priority for young people within the borough. Therefore, a range of organisations and services have been looking at how we can improve services that support young people in terms of their EH&W which has led to the drafting an Emotional Health and Wellbeing Strategy.

As a result of this and Sefton's CYP IAPT, the Sefton Young Advisor team along with members of the MAD group (Looked After Children's Council) and The Camhelions (Youth Mental Health Voice Group) and members of the CYP IAPT worked together to develop and deliver the EH&W event with young people from schools and groups in Sefton.

We wanted to find out from the young people their opinions and experiences of emotional health and wellbeing services and support, what services they already knew of and how accessible they thought they were. It was also a good opportunity to make them aware about the services that are available and what they offer.

What we tended to focus on were the services/people that can work as a prevention method, like school- teachers, mentors, school nurses, youth groups and organisations, sports groups, and doctors. However we also talked about the services at the other end- like CAMHS, Samaritans, etc.

Sefton's Young Advisors have worked closely with these organisations to deliver a consultation event with the school council member's from 10 High School's from across Sefton and 4 groups of young people that actively work with and promote mental health. The elements that we have focused on in order to influence the EH&W strategy for Sefton are;

- Understanding emotional health
- Promoting resilience
- Improving access to effective support
- Developing the EH&WB workforce
- YP's vision of EH&WB



A breakdown of the day

Understanding emotional health

We wanted to find out from the attendees how much knowledge they already had on emotional health and wellbeing but also to find out what makes them emotionally happy/unhappy. This was to try to get them to be more aware about what makes them emotionally healthy as individuals. We included prompts in this exercise to get the YP to think about; school, families, friends, GPs, counselling, youth groups, clubs, hobbies and other services such as Samaritans, NSPCC and CAMHS.

Promoting resilience

Firstly, we demonstrated to the YP examples of good and poor resilience through a role-play activity. We wanted the YP to explore how they could be more resilience in difficult situations. Each table added their ideas of how a YP can be more resilient. In particularly focusing on how a YP that is not resilient, how can they build on that to become more so. At most, thinking about how the YP can at least cope with a difficult experience that they may encounter.

Improving access to effective support

Starting with a discussion on what does 'access' and 'effective' support mean. We then focused on the services in Sefton that the YP had already identified. The focus was on how the services can be accessed and how that accessibility can be improved. Alongside this we looked at what support the services provided and how the services can provide effective support to an individual that accesses a service. The YP also identified barriers to effective support and how these can be overcome.

Developing the EH&W workforce

The focus here was on the actual staff of the EH&W workforce. Within their groups they designed what their 'ideal' member of the EH&W workforce would be like. The discussion then developed into who are the people that need to help with the development of the workforce. Prompts were used to get the YP to think about; teachers, school nurses, mentors/peer mentors, GPs, CAMHS, etc.

YP's vision of EH&W

The YP created their own individual vision for EH&W in the form of a Tweet.



Findings and recommendations

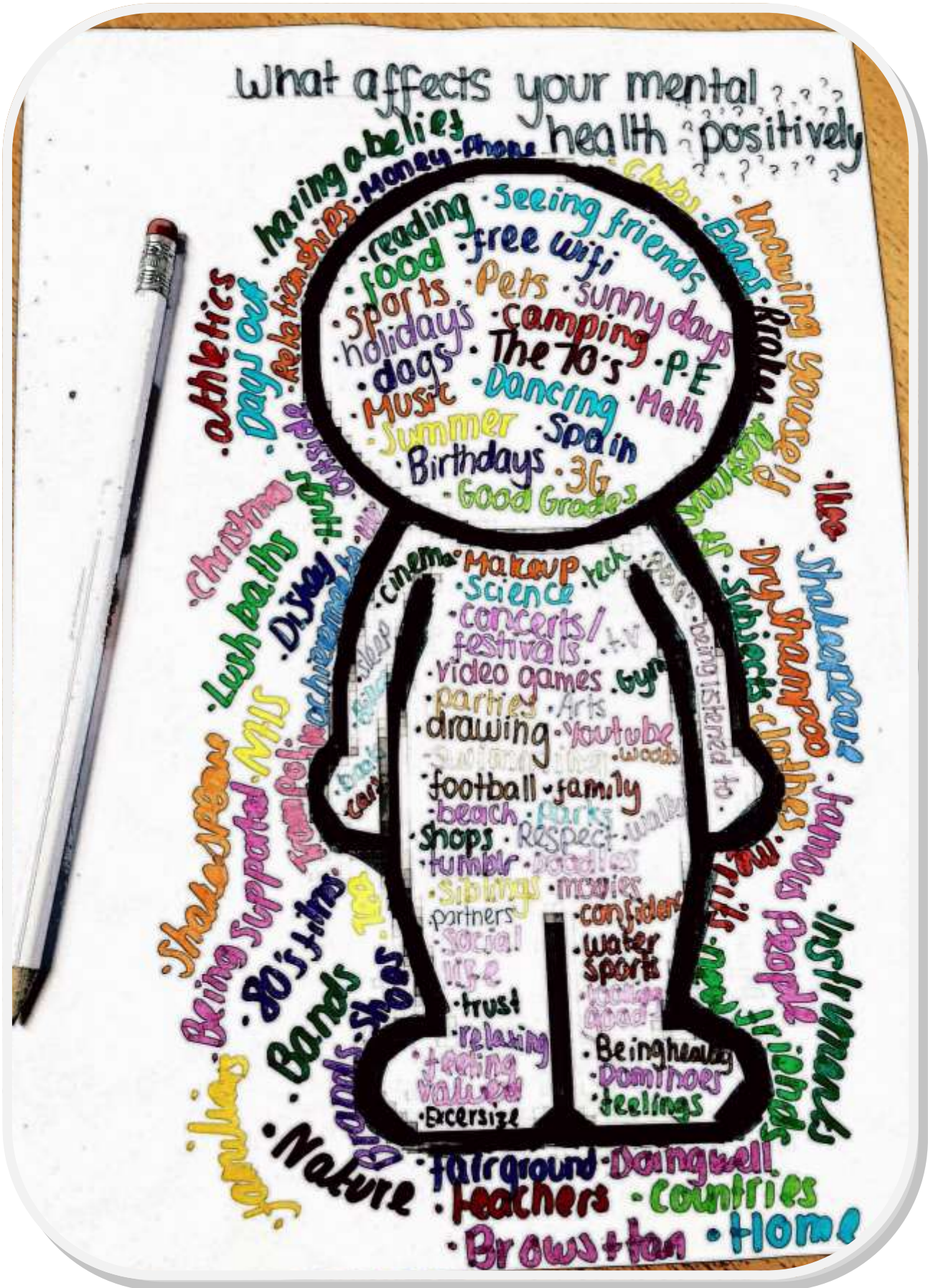
Understanding emotional health

We delivered an activity with the young people to allow them to explore what affects their emotional health positively and negatively. Prompts were used to get them to think about things such as; services, people, activities, places, events, etc. Once they had thought about what affects them individually, they used an avatar to express their factors. Outside of the avatar they wrote what affects their emotional health negatively and what affects them positively on the inside. Some young people preferred to discuss rather than write what affects them and this was noted by the Young Advisors. This activity represented that the positive things should remain on the inside and the negative aspects should remain outside of the body (outside of the young persons mind).

Another activity that ran alongside the avatar was the 'clouds' activity. Individuals were encouraged to write on grey clouds what made them emotionally unhappy and on white clouds what made them emotionally happy. These were then hung on a washing line for everybody to see.

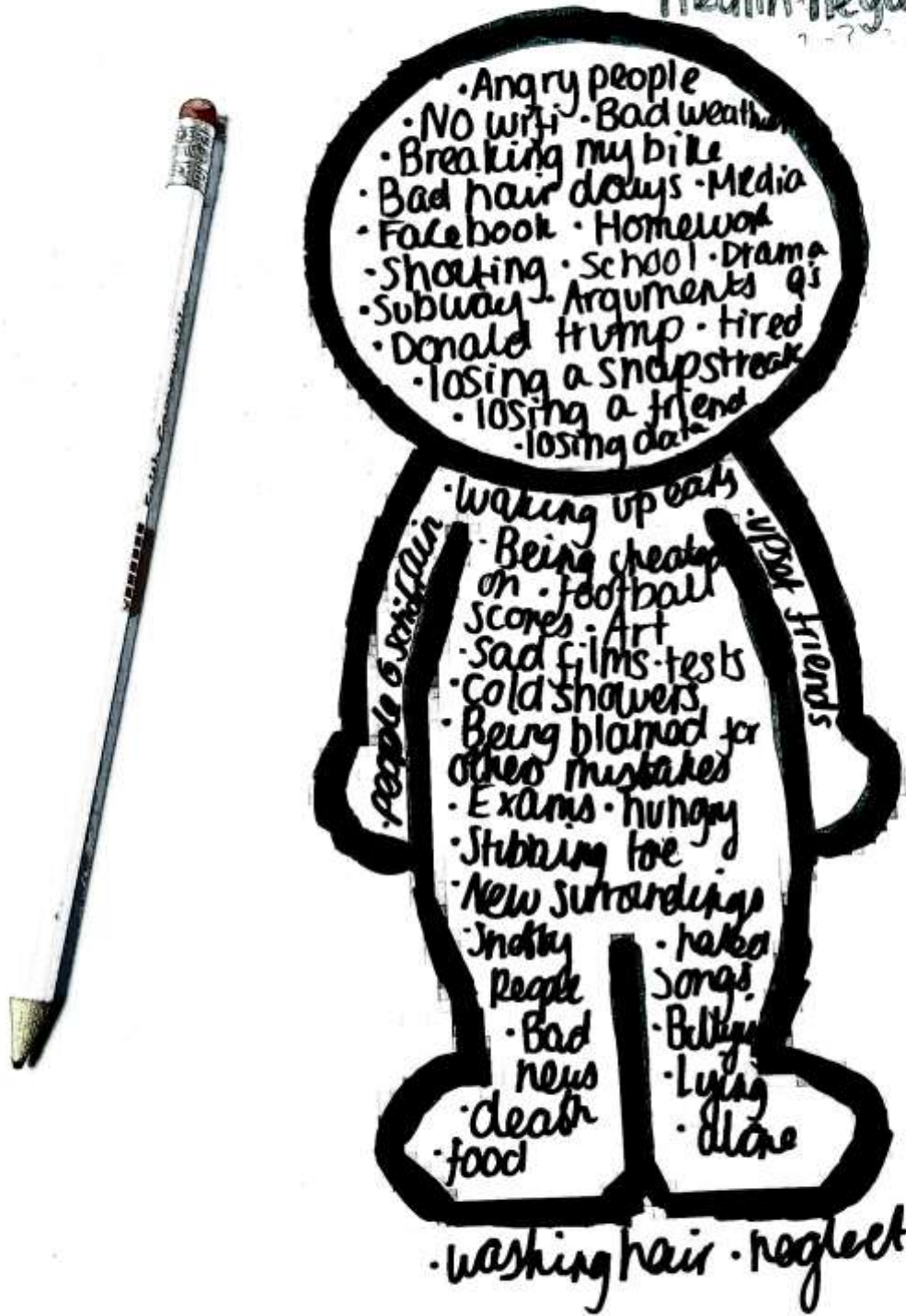
Then the young people took it in turn to reflect back to everyone (all attendees) what their group had come up with.





Agenda Item 5

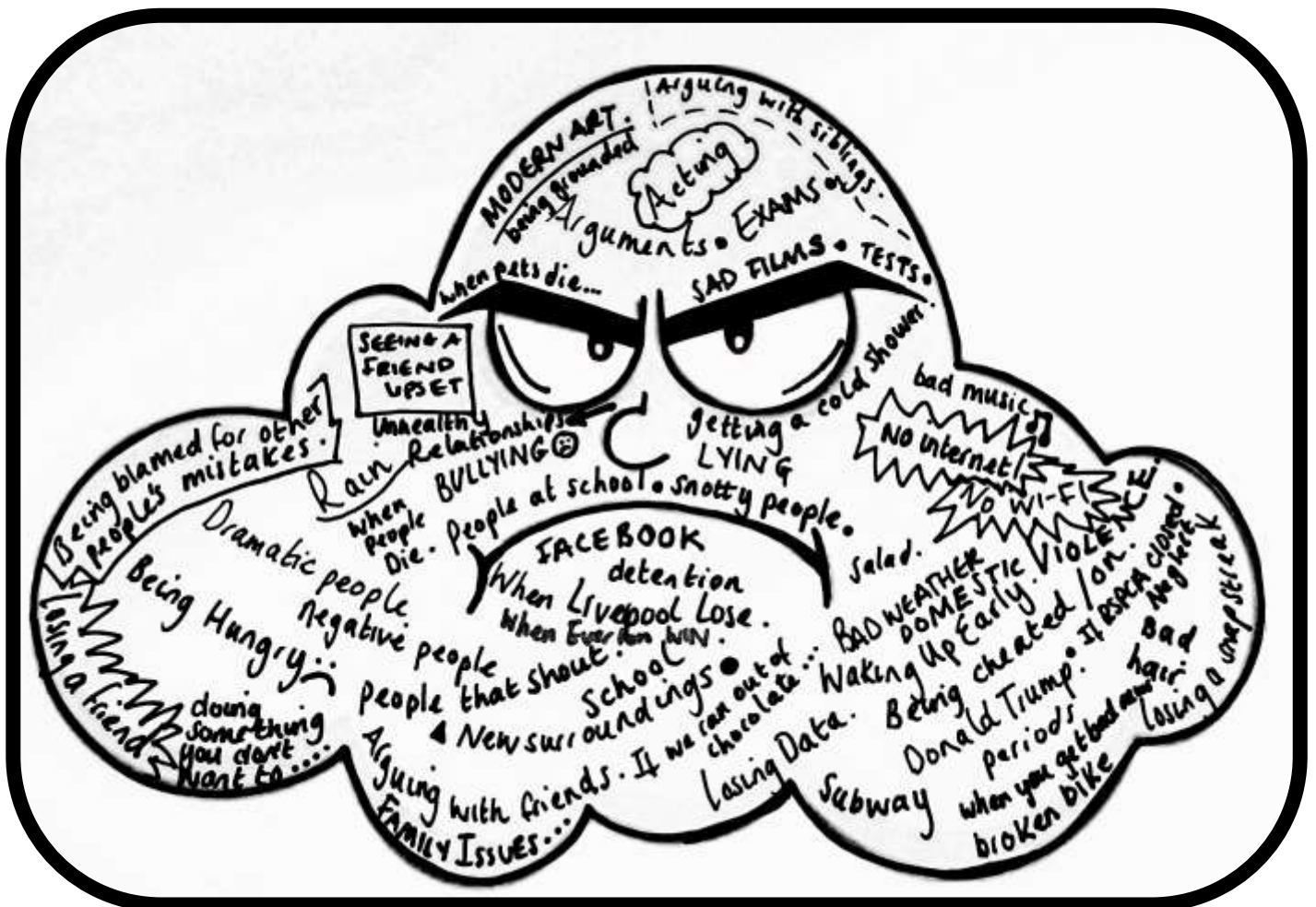
What affects your mental health negatively



Affects emotional health negatively

Understanding emotional health

Below is a collation of all of the grey clouds that we collected during the event. Some of the things that affect the young people's emotional health negatively are; lying, tests/exams, seeing a friend upset, being blamed for mistakes and bullying at school.



Affects emotional health positively

Understanding emotional health

Below is a collation of all of the white clouds that we collected during the event. Some of the things that affect the young people's emotional health positively are; feeling understood, days out, friends, concerts, getting involved, knowing yourself and being respected.



Promoting Resilience

TOP TIPS

ON BEING MORE

RESILIENT

CREATED BY YOUNG PEOPLE ACROSS SEFTON

 <p>Always think positively.</p> <p>To be civilized but to also stand your ground.</p> <p>Prepare yourself for different situations and surround yourself with good people.</p> <p>Terminate negative relationships.</p>	 <p>Don't give up!</p> <p>Be in 'the know' and ignore the 'haters'.</p> <p>Believe and you will achieve, what's the worst that can happen?.</p> <p>Ignore the negative people, prepare and plan ahead.</p>
---	---

A drama activity was delivered to the young people about resilience and how they can be more so. The Young Advisors gave examples of good and bad resilience. From the examples given through the drama, they were able to define resilience and gave examples of how young people can develop their individual resilience. All of the examples that were given have been collected in to the green poster. Each table also gave their group tip on how to be more resilient.

Promoting Resilience

Jenga Activity

For this activity Jenga blocks were labelled with services and people that support with EH&WB. The YP had to remove blocks that they thought were least important to them and explain to the rest of their group their reason for that. The idea of this activity is to show that when you remove certain services, it can affect YP's EH&WB in particularly their resilience. Therefore the removal of a block resulted in the tower falling, representing downward negative spiral of a YP's EH&WB.



Improving access to effective support



Solar System activity

Firstly a discussion was lead on what does 'access' and 'effective support' mean. In order to explain this, examples were given from the previous services that had already been mentioned (CAMHS, Samaritans and Child Line).

The overall idea of this session is to encourage the young people to think about the services and people available in terms of emotional health and how they can be improved.

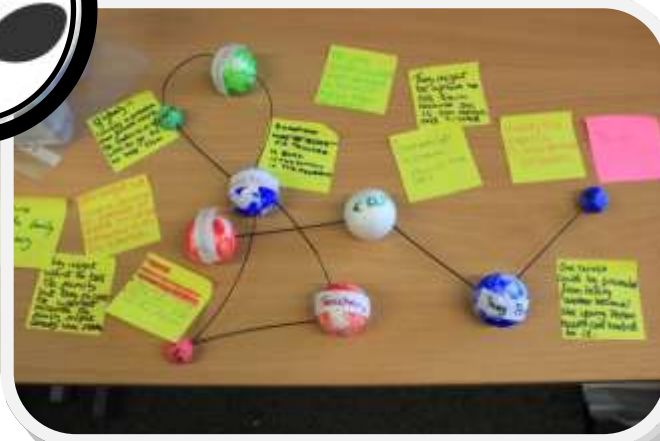
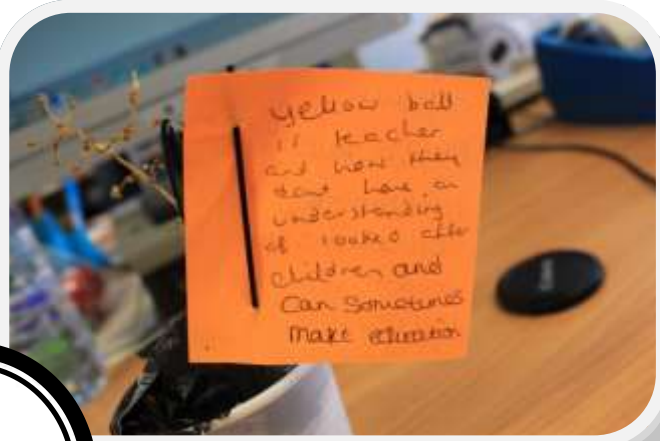
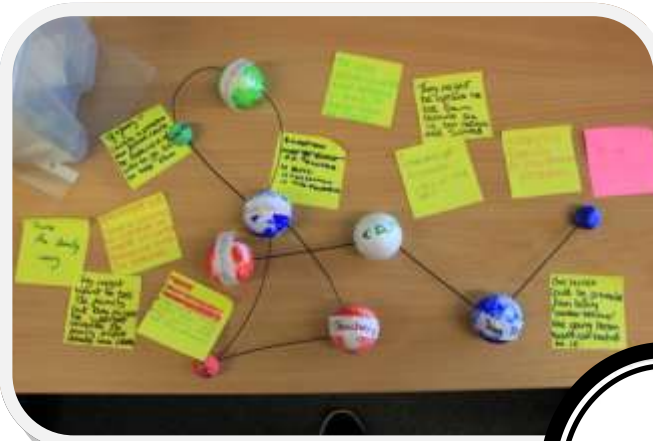
Each group had polystyrene spheres which represented services and people. They had to label as many spheres with as many service and people that they knew of, of who could assist with any EH&WB issues.

Then they created barriers which were represented by aliens. They had to think about all of the possible barriers that could break down the communication system of services and people available. It was explained as 'what could prevent effective support?'

When each part of their solar system was labelled, they put their communication system together and pitched to the rest of the room what their model represented.



Agenda Item 5



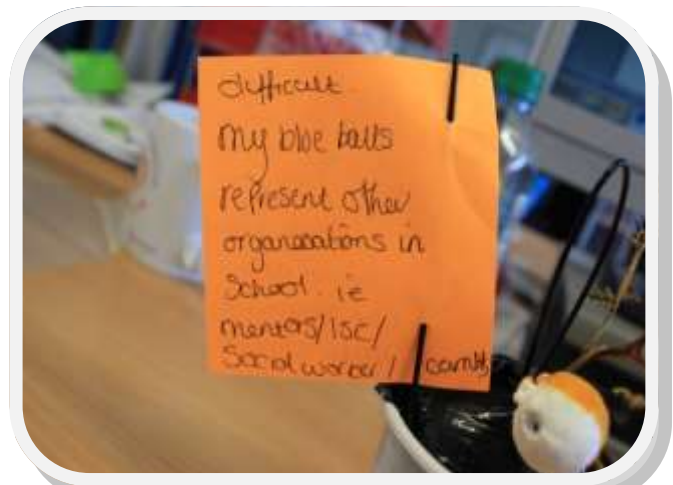
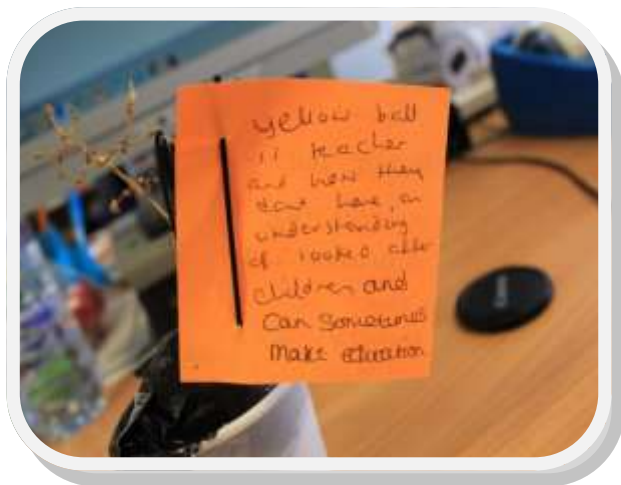
Barriers to effective support

Alien figures were labelled with sticky notes with what could prevent or break the chain of communication between the services/people. The barriers that were identified are;

- An individual may lose their close friend that they relied upon
- Sharing issues can cause their family to worry
- Indecisive YP do not know who to turn to
- Family problems may prevent YP from sharing experiences
- A teacher may be too busy
- Not wanting to cause the family to argue/stress
- YP not wanting anyone to know of the problem

Barriers to effective support continued

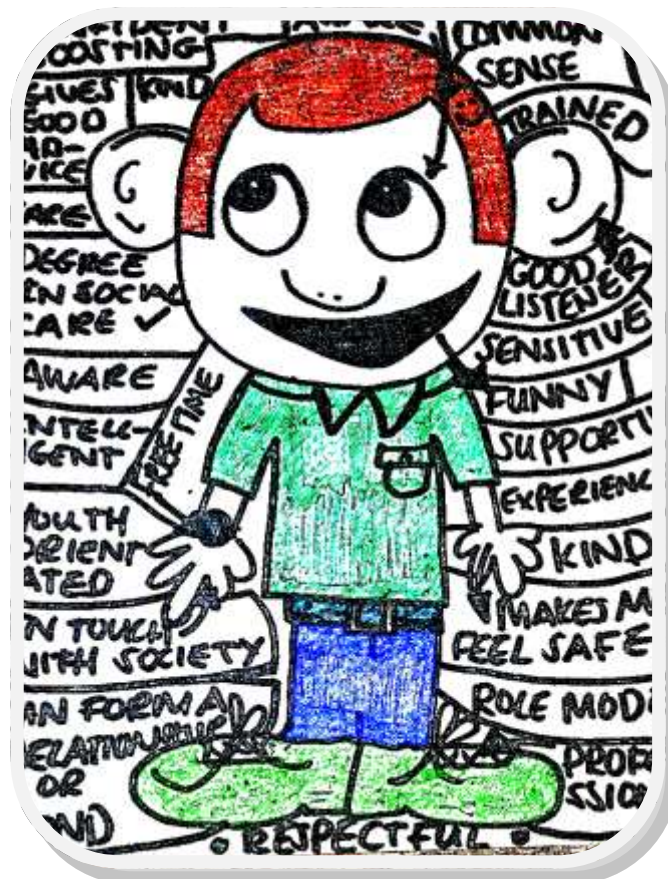
- Services may not be able to share information due to confidentiality, however the information may be valuable to the other services dealing with the YP
- YP may be too embarrassed to tell anyone
- A lack of knowledge with the specific problem
- CAMHS is not accessible
- Most people do not know who CAMHS are, it is not published well enough to the general public
- YP may be too afraid of school finding out about personal problems
- Scared to talk to friends and family about emotional health issues as they spend a lot of time with these people (be easier to speak to someone they do not know)
- Sometimes the support is not always accessible all the time due to; school holidays, weekends



Developing the EH&WB workforce

Avatar exercise

The groups were asked to create a new avatar but of a person that represented the 'perfect' member of the EH&WB workforce. Once they had created a person, they were asked to write on their attributes, skills and their personality.



This exercise was used more creatively as the young people were asked to present their avatar differently. For example if their 'perfect' member was a good listener, they would need to represent that—big ears.

The 'perfect' member will be

The responses have been divided into three areas, personality, skills and qualities that the ideal member of the EH&WB will have.

Personality	Skills	Qualities
Caring/Kind	Trained	Willing to chat
Friendly	Common sense	Relatable
Funny	Good listener	Approachable
Good sense of humour	Good communication skills	Understanding
Young	Confidential chit-chat	Shared experiences
Down to earth	Confidence boosting	Willingness to talk
Sensitive	Experienced	Someone who is accessible
Discrete	Has connections	Willing to come to the YP
Has free time	Ability to provide a comfortable setting	Can put themselves in your shoes
Respectful	Makes me feel safe	Reliable
A friend	Has a degree in social care	Understanding
Considerate	Intelligent	A positive thinker
No prejudice	Someone who can read signals	Role model
Someone who can relate	Someone who gives good advice	Aware of situations
Sympathetic	Someone who pays attention to detail	Intelligent
Thoughtful	Organised	Expressive
Trustworthy	Professionalism	Youth Oriented
Open minded	Logical	In touch with society
Share the same interests	Observant	Can form relationships
Supportive		Someone who will stay with you through the whole process

The 'perfect' member will be



Here are some of the young people's avatars

The YP's vision for the future of EH&WB in Sefton

Twitter exercise

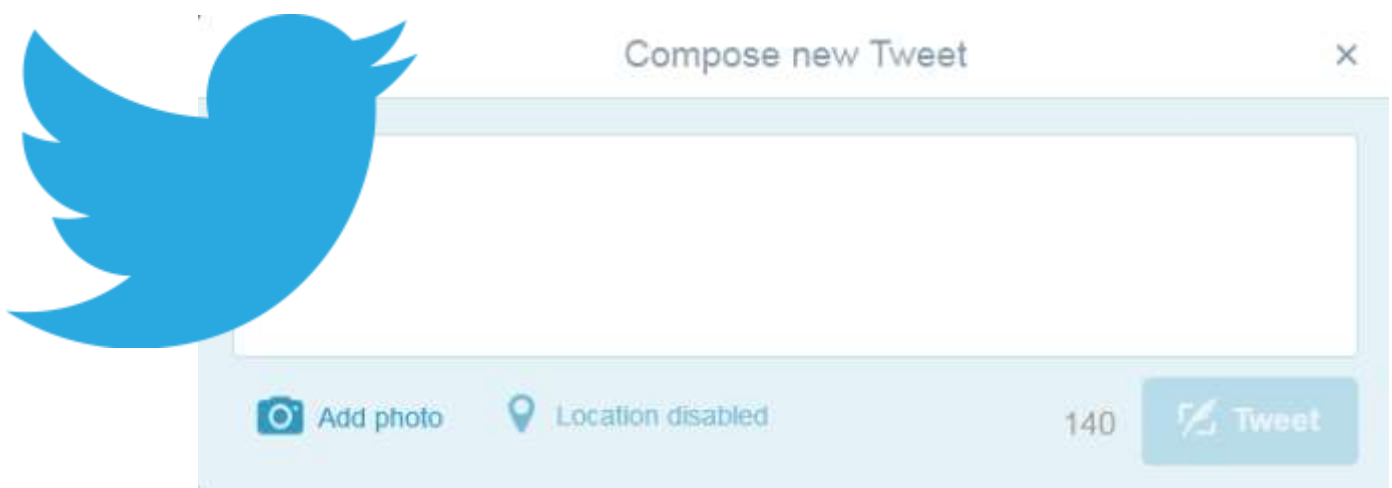
The idea of this exercise was to get the young people to create their own mission statements, using only 140 characters, for what would success look like in terms of EH&WB?

Each young person was given a blank tweet box and they were asked to create their own statement. Each statement was then collected by the Young Advisors.

'No barriers, people caring, listening and freedom'

'To be happy and proud of who we are. We are all different for a reason'

'I'm autistic but look at me now I'm sitting with 'normal' people so am I really that different?'



Agenda Item 5

Tweets

'Happy, good balance of emotions, confidence, acceptance for everyone and everything'

'Success would be complete confidence and contentness in every decision and challenge: the ability to talk to people without anxiety or worry: to sleep happily. '

'In a perfect world, I have a massive house and I just £1 Billion. Life's great. Everyone's happy.'

'Everything is great! I've never been so happy! #LoveLife #BePositive loving life all the time!'

'Life is boss, services on point providing loads of support #ServicesOnFleek #Happy #Vivo #LifelsGreat '

'The Sun is always shining and you have great friends and fun'

'Happy everything's going great , family '

'My services are perfect, I'm loving life #IWinAtLife #OnPoint #Sefton #Twitter #MyMentorIsBetterThanYours #LifeLike '

'OMG so happy! #LifelsGood #MyMentorIsBetterThanYours'

#LifelsGreat #ServicesOnKep #LovingLife #ServicesOnFleek

'Everything is finally going well! Yay'

'My life is perfect and I feel great. No worries or concerns or problems. My supportive workers and companies were successful. Wow, how great it is to be #Free'

I't's a brilliant day!'

'Another perfect day, everyone is happy and no one is upset #LifesGR8'

'Feel like I can do anything and that nothing, even if the sky crashes down, could kill my mood, I'm on top of the world'

'I love my mates and my family. Everything is perfect in my life'



Attendees

EH&WB School Council Event
35+ YOUNG PEOPLE

Young advisors facilitated the consultation with school council members from across the Sefton borough (ages 11-16).

The schools involved were...

- Birkdale High
- Christ The King
- Formby High
- Greenbank High
- Hillside High
- Litherland High
- Maghull High
- Savio Salesian
- St Michael's High
- Stanley High
- MAD Group
- Camhelions
- Well YP
- Venus



Continuing the conversation

Promotion of creative arts projects with Caroline Scott

Sefton CVS runs creative arts projects around young people's mental health. The lead for these projects is Caroline Scott who introduced herself to the young people and explained more about her projects. Flyers were handed out to the YP and there was also an opportunity for the YP to vote on funding. Each YP was given a voting ticket and took a vote on where they would like mental health funding to be spent. Either at the preventative, community or CAMHS stage.

Youth Parliament

A representative from Youth Parliament attended the event and explained what it is and how the YP can be more involved.

Gabby explained how the YP can be involved in their 'Make your mark' campaign. She encouraged the school council representatives to take the information back to their teachers for other students to vote. This is a vote for which topic out of 10 should be the priority for the British Youth Council in 2017.

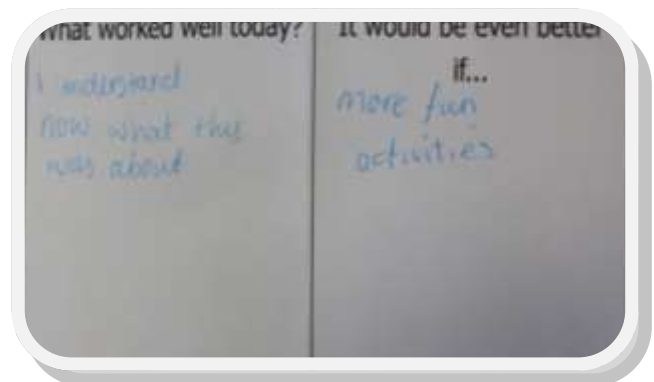
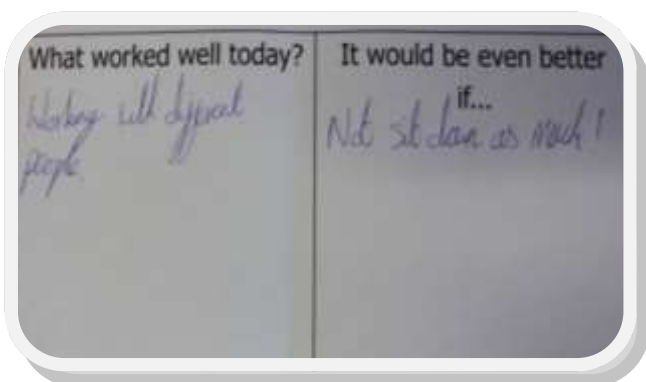


Reflections

Evaluation of the event from the young people involved

Each YP filled out an evaluation form to reflect on their day at the EH&WB event. They were asked what worked well on the day and what could have made the day better?

What worked well on the day?	It would have been even better if...
<ul style="list-style-type: none"> • Activities worked well as now has an understanding of EH &W • The solar system session was fun and creative but also got people thinking • Activities because they tested people's confidence • Session because it allowed people to make friends • Social activities (icebreakers and energisers) • Confident young people presenting the day • Good communication between facilitators and that helped those who did not understand • The effort to mix up different schools • Games we played • Planning of the event • Working with different people • We learnt actually how to get in contact with different organisations • Working as a team • The avatar activity, Fruit salad • Feedback from each activity • No body was left out as everyone took part • Learning ways on how to get help when they have EH& W problems 	<ul style="list-style-type: none"> • Even more fun activities • Everyone took part • We could continue and do it again • If there was more people • Had a break away from the room • Icebreaker games between all activities • If the activities were more interesting • If I met more people • More people interacted with another • We did not sit down as much • If we watched some videos • If more people out of each school came to the event • Room was too stuffy • Done more activities to boost peoples confidence to get them more involved • If more sensible people came, not people that just wanted to mess around • If the event was separated into year groups



Appendix

Session plan

Resources

Recorded findings for each activity





SEFTON YOUNG ADVISORS

Emotional Health & Wellbeing School Council Event Session Plan.....

TIME	ACTIVITY	DESCRIPTION	RESOURCES
09:30	Arrival, Registration Lead: Alex and Isabelle Introductions Lead: Eleanor	<p>Explain the purpose of today- Sefton has identified EH&WB as a priority for young people. A lot of organisations, the council and professionals have been looking at how we build better services that support young people. We have worked closely with these partners to design a consultation day with young people so that you have the opportunity to influence the EH&WB strategy for Sefton. There are lots of elements that need to be considered and discussed- we are going to focus on a few of these.</p> <p>REFER to continuum- during our conversations we will look at the range of services and people out there who support us. What we will tend to focus on are the services/people at help that is at the prevention - like our schools- teachers, mentors, school nurses, youth groups and organisations, sports groups, our doctors. This doesn't mean we can't talk about the services at the other end- like CAMHS, Samaritans, etc.</p> <p>But- how can we improve prevention so that fewer young people need the clinical/focused support,</p>	<p>Name badges Pens Sign in sheet</p>
09:45	Icebreaker/Team builder Lead: Sam	<p>Human bingo </p> <p>We will start with an activity that allows us to find out information about each other. Everyone needs a 'human bingo' sheet and pen. The aim of the game is to find a different person to answer each of the topics</p> <p>There will be a prize for the 1* person to complete their sheet, with different names for each box.</p>	<p>Human bingo sheets Pens</p>
10:00	Game Lead: Jo Lee	<p><u>Nintendance</u> This is a game that will get everyone working together and having fun</p>	
10:20	Understanding emotional health Lead: Ryan Clouds- on washing lines around room	<p>Based on the groups formed above, Split room into 5 groups of 6. Avatar – draw around someone/ draw a bubble person. Inside of the avatar: what do you need to be emotionally healthy?<u>What</u> makes you happy?</p> <p>Prompt YP: look at each part of the body and what it does (listening, being heard/sharing how you are feeling, moving- so hobbies and activities, TV shows, music, food, security of networks, etc)</p> <p>Outside of the avatar: what could affect your emotional health & wellbeing both positively and negatively? These</p>	<p>Flipchart paper/ roll of long paper Pens Clouds</p>

Agenda Item 5

		<p>can be services, people, things, activities, places, events, etc. What in your environment affects your mental health? What experiences have you had that affect how happy you are?</p> <p>Prompt: get YP to think as widely as possible to include: school, families, friends, peers, GP, school nurses, Samaritans, NSPCC, CAMHS, counselling, youth groups, clubs, hobbies, sports, etc</p> <p>Events- exams, falling out with friends, arguing with parents, not enjoying a lesson, getting lost somewhere you don't know...</p> <p>Each group to feedback to the rest of the group- 2 things inside the avatar and 2 things outside.</p> <p>N.B. anything that the group identify as something that really impacts on them positively, stick it onto the white clouds. Anything that is identified to have a negative impact on the group, stick on the grey clouds.</p>	
10:45	<p>Break</p> <p>YAs stick the services/places/people/things etc. onto the giant jenga blocks.</p>		
11:00	<p>Promoting resilience, Lead: Joel (Ryan and Katie to be part of roleplay)</p> <p>Lead: Isabelle</p> <p>All team to facilitate each group</p>	<p>Activity- what is resilience <u>Roleplay</u> to demonstrate good/poor resilience Ask YP to explain what was happening Ask YP "When you are experiencing tough emotions, what do you do?"</p> <p>Each table to think of 1 thing that can be added to the Resilience umbrella</p> <p>We are going to play <u>jenga</u>. We will have a full group run through and then you'll work on your tables.</p> <p>Giant <u>jenga</u> – <u>jenga</u> blocks will have stickers on the side with the services/people/places/events etc on. Ask the group to play giant <u>jenga</u>, removing the blocks with the things that they don't feel are the most important.</p>	<p>Giant <u>jenga</u> Paper/stickers Pens</p>
11:35	<p>Improving access to effective support</p> <p>Lead: Katie</p> <p>All team to facilitate each group</p>	<p>Start with a discussion of what this is- what does 'access' and 'effective support' mean. Refer to the services they have already identified- this part of the session is going to look at why these people and services don't always communicate effectively and how we might suggest they improve this</p> <p>In groups, YP will have polystyrene spheres- Some spheres will be pre-labelled but the others need to be labelled with an important person,</p>	<p>Barriers Toy cars Flipchart paper Pens Flags</p>

Agenda Item 5





		<p>service, agency that can support EH&WB (use the list created for the previous session).</p> <p>They will have barriers (in the shape of jelly babies); they need to explain how these barriers stop the people/services/agencies/events above from giving effective support. They can write the barrier on a post-it note</p> <p>The groups then need to build a communication system that bypasses/breaks down the barriers and links people/services/agencies together around the YP in need</p> <p>They will do this by linking the spheres together around a young person</p> <p>Feedback- what ways did they think would be best to provide 'effective' access</p>	
12:05	<p>Lunch</p> <p>Youth Voice Opportunities- point young people towards finding out about MYM and contributing to Cambelions survey</p>		
12:50	<p>Energiser Lead: Joel</p>	<p>All change – fruit salad</p> <p>Go round the group and get the YP to name themselves either banana, apple, pear, grape. Then call out one of these and those people need to move seats.</p> <p>If time, move on to naming things that they have/do not have to get them moving (eg: everyone with blond hair/ wearing earrings/ wearing a school uniform...)</p>	
13:00	<p>Developing the workforce Lead: Ryan</p> <p>All team to facilitate each group</p>	<p>Groups need to refer back to the avatars made earlier as a reference point</p> <p>Groups to make a new Avatar – what makes a "perfect" member of the EH&WB workforce?</p> <p>Ask: Who are the people we need to help us?</p> <p>Prompt them to think about teachers, school nurses, mentors, peer mentors, GPs, CAMHS, etc.</p> <p>Draw around someone, ask people to fill in the attributes/skills/personality of a "perfect" member of the workforce</p> <p>Feedback to the rest of the group- 2 or 3 points from each.</p>	<p>Flipchart paper Pens</p>
13:35	<p>Mission statements Lead: Katie</p>	<p>Ask the group to create a mission/vision statement in 140 characters like a tweet for 'what would success look like'. Ask people to work together on their tables to create a tweet.</p>	<p>Clouds Tweet templates Pens</p>
13:45	<p>Youth Voice Opportunities Session Evaluation</p>	<p>Make Your Mark The Cambelions Evaluation</p>	
14:00	<p>Mindfulness exercise Lead: Shana</p>	<p>Breathing exercise to finish our day</p>	


Agenda Item 5

<h1 style="text-align: center;">B I N G O</h1> <p style="text-align: center;">find someone who..</p>				
Can name a type of food that makes them happy	Is looking forward to the summer holidays	Can tell you about their hobby	Has finished all their exams	Has a great best friend
Has techniques to de-stress	Is a laid back person	Find the person who has the best hair style in the room.	Is going on holiday this year	Can tell you about their favourite place
Gets on well with their siblings	Has read a book recently	Can tell you about their favourite musician	Can tell you about what makes them happy	Can tell you about their favourite belonging

Compose new Tweet ×

What's happening?

140  Tweet

Understanding emotional health notes

White and Grey Cloud Notes

The 5 groups both discussed what affects their emotional health positively and negatively with examples such as music (positive) and arguing with friends (negative). The positive things were then written on white clouds whilst the negative things were put on grey clouds.

White Clouds

Books	Drawing	Exercise	Chinese Food
Reading	Netball	Outside	NHS
Meeting up with friends	Hockey	Chick Flicks	Singing
Food	Shot-put	Achievements	Crispy Wontons
Wi-Fi (Free)	Watching YouTube and TV	Art	Dry Shampoo
Tennis	Swimming	The Woods	Teachers
Playing with my cat	Ed Sheeran	Good Relationships	My nan
Rounders	Going to the gym	Pocket Money	Japan
Football	Everton FC	Going to clubs	Queen (Band)
Bench Ball	Family	My phone	Twenty One Pilots
Sunny Days	Going to the beach	Passing Exams	Troye Sivan
Cheese	Internet	Term brakes	Drumming
Holidays	Derby Park	McDonald's	Flower Crown
Camping	My bike	Getting involved	Days Out
British Bulldogs	Subway	Geography	KFC
Cycling	JD Sports	Clothes Shopping	Josh Dun
Hummus	Formby Pinewoods	Getting Merits	Halsey
The 70's	Being respected	Meeting new friends	Coldplay
Music	BBQ's	Hitting your target levels	Feeling understood
Dancing	Tumblr	Instagram	Having a belief
The Summer	Doodling	Snapchat	Knowing yourself
Spain	Being listened to	The Conjuring 2	Having stable
Pets	Siblings	Fairs	relationships
Maths	Movies	River Island	Lush Bath bombs
My birthday	Harry Potter	Nike	80's Movies
Unlimited Data	Partners	Huaraches	Shakespeare
P.E	Confidence	John Lewis	Netflix
Good Grades	Walking	Pizza Express	Ikea
New makeup	Social Life	Trampoline	Caffeine
Science	Camping	Tea	Familiar Surroundings
Shopping	Water Sports	Nando's	Athletics
Concerts/Festivals	Boats and Cars	My stepdad	Christmas
Cinema	Social Media	Guinea Pigs	Going home
Chips	Looking Good	Pugs	Barbados
Tech	Trust	Disney	Opportunities
Video Games	Relaxing	Hugs	
	Being Healthy	Game Day	

Agenda Item 5

Understanding emotional health findings

Grey Clouds

When there is no internet or service
Angry people
Bad weather
When I break my bike
Homework
Facebook
Bad hair days
When people shout when they are right next to you
School
Subway
Arguing with friends
Drama Queens
Donald Trump
Losing a snapstreak
Being tired
Losing a friend over something stupid
Losing data
No Wi-Fi
Waking up early
Being cheated on
When Liverpool lose
When Everton win
Some modern art
Sad films
Arguments
Adting
Tests
Getting a cold shower
Rain
People at school
Being blamed for other people's mistakes
Seeing a friend upset
Arguing with siblings
Exams
Being hungry
New surroundings
When you stub your toe
Snotty people
When you get bad news
When you have to do something you don't want to do
When a song you hate comes on

If the RSPCA shutdown
If chocolate runs out
Bullying
Lying
When people die
If pets die
Being grounded
Salad
Tomatoes
Periods
Washing your hair
Lettuce
Being alone
Detentions
Family issues
Domestic violence
Stressing about exams
Neglect
Death of loved ones
Unhealthy relationships

Understanding emotional health findings

Jenga Notes

On the group's tables, there were sets of Jenga with the wooden blocks having labels on them.

On these labels were things such as:

- Friends
- NSPCC
- GP
- Samaritans
- Youth Workers
- Teachers
- Free Time
- Sport

Group 1

Sport – Don't really need sport that much, other things are more important

Free time – People may waste their free time

Teachers – Some teachers aren't very good at helping you

Youth Worker – Never used that service

Samaritans – Didn't know about them

GP – Needs to be more accessible

NSPCC – Important for when in danger

Friends – Very important otherwise you may feel lonely

Group 2

Least important services

Hobbies – not as important as school

Doctor/GP – don't like telling them personal information

Mentors/Form Tutors – Usually too formal dealing with problems/situations

School Nurse

Family – Rather talk to someone else about issues and problems

Most important services

- School – Most important
- Hobbies
- Friends
- CAMHS

Agenda Item 5

Promoting resilience findings

- Think positively
- Terminate relationships when needed
- Stand your ground
- Be civil
- Make the effort for others
- Be in the know
- Ignore 'haters'
- Surround yourself with good people
- Prepare
- Find something to occupy yourself
- Believe and you will achieve
- What's the worst that can happen?
- Ignore them
- Prepare, plan ahead
- Don't give up!

Improving access to effective support

GROUP 1

Services/Support

- CAMHS
- Teachers
- Form Teachers
- Child line
- Friends

Barriers

- Cause family worry - Family
- If a family is causing a problem then friends could be indecisive of who to go to, to help them – Friends
- Maybe the family is the problem – Family
- The Teacher maybe busy – Teacher/Form Teacher
- They may lose that friend – Friend
- Don't want to cause their family stress or cause or arguments – Family
- Young person might no want anyone to know about the problem
- The service might not be able to share the young person's information with other services

Improving access to effective support findings

GROUP 2

Services/Support

- School
- YPAS
- Child Line
- NSPCC
- CAMHS
- Local GP
- Family
- Samaritans
- Friends
- Mentors
- Teachers
- Form Tutors

Barriers

- May be embarrassed to tell others
- Lack of confidentiality
- Lack of knowledge with the specific problem
- Not a well known service
- YP might feel like their problems aren't bad enough to justify contacting a service

Group 3

Services/Support

- Family
- School
- Teachers
- Friends
- CAMHS

Barriers

- Not accessible – CAMHS
- Most people don't know what it (CAMHS) is as it is not publicised well enough to the general public
- You might be afraid of people on your school finding out about your problems – School/Teachers
- You always spend time with them but you may be nervous talking to them about personal things like your mental health – Friends and Family
- You can't access their support all the time e.g. School holidays, weekends – School/Teachers

Agenda Item 5

Developing the EH&W workforce findings

Group 1

- Trained
 - Common Sense
 - Willing to just chat
 - Relatable
 - Good Listener
 - Approachable
 - Good Communication
 - Caring
 - Friendly
 - Funny
 - Good sense of humour
 - Young/understanding
 - Shared Experience
 - Down to earth
 - Sensitivity
 - Discreetness
 - Free time
 - Willing to talk
 - Confidential chit-chat
 - Accessible/Willing to come to you
 - Can put themselves in your shoes
- Group 2
- Understanding
 - Supportive
 - Kind
 - Respectful
 - Reliable
 - Confidence Boosting
 - A friend
 - Considerate
 - A positive thinker
 - Sense of humour
 - Not prejudice
 - Role Model
 - Experienced
 - Connections
 - Provide a comfortable setting
 - Safe
 - Degree in Social Care
 - Should make you feel comfortable and at ease

Group 3

- Aware
- Can relate
- Wise
- Good listener
- Intelligent
- Can read your signals that show your down
- Expressive
- Can connect with you
- Can give good advice
- Pays attention to the small details
- Organised
- Professional
- Fun

Group 4

- Youth orientated
- Funny
- Guiding
- Accessible
- In touch w/ society
- Reachable
- Sympathetic
- Thoughtful
- Can form relationships
- Ability to put themselves in your shoes

Group 5

- Trustworthy
- Open-minded
- Logical
- Keen to explore issues
- Share similar interests
- Observant
- Can look deeper into issues
- Can carry on through bad times
- Can break down walls
- Will stay with you
- Can see both sides of an issue

YP's vision of EH&W findings

- 'No barriers, people caring, listening and freedom'
- 'To be happy and proud of who we are. We are all different for a reason'
- 'I'm autistic but look at me now I'm sitting with 'normal' people so am I really that different?'
- 'Happy, good balance of emotions, confidence, acceptance for everyone and everything'
- 'Success would be complete confidence and content contentness in every decision and challenge: the ability to talk to people without anxiety or worry: to sleep happily. '
- 'In a perfect world, I have a massive house and I just £1 Billion. Life's great. Everyone's happy.'
- 'Everything is great! I've never been so happy! #LoveLife #BePositive loving life all the time!'
- 'Life is boss, services on point providing loads of support #ServicesOnFleek #Happy #Vivo #LifelsGreat '
- 'The Sun is always shining and you have great friends and fun'
- 'Happy everything's going great , family '
- 'My services are perfect, I'm loving life #IWinAtLife #OnPoint #Sefton #Twitter #MyMentorIsBetterThanYours #LifeLike '
- 'OMG so happy! #LifelsGood #MyMentorIsBetterThanYours'
- #LifelsGreat #ServicesOnKep #LovingLife #ServicesOnFleek
- 'Everything is finally going well! Yay'
- 'My life is perfect and I feel great. No worries or concerns or problems. My supportive workers and companies were successful. Wow, how great it is to be #Free'
- 'It's a brilliant day!'
- 'Another perfect day, everyone is happy and no one is upset #LifesGR8'
- 'Feel like I can do anything and that nothing, even if the sky crashes down, could kill my mood, I'm on top of the world'
- 'I love my mates and my family. Everything is perfect in my life'
- 'Feeling really happy with my friends'

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Report to:	Cabinet	Date of Meeting:	1 December 2016
Subject:	Sefton Integrated Sexual Health Service	Wards Affected:	(All Wards);
Report of:	Head of Health and Wellbeing		
Is this a Key Decision?	Yes	Is it included in the Forward Plan?	Yes
Exempt/Confidential	No		

Purpose/Summary

To report the key findings of the review of the Integrated Sexual Health Service in Sefton.

The current Integrated Sexual Health Service contract expires at the end of June 2017. A decision must be made by the end of December 2016, at the latest, on whether the contract extension clause will be activated or the Service re-procured. This will provide Southport and Ormskirk NHS Trust with the required minimum 6 months' notice period.

Note: When this service was originally procured, it was on the basis of a core contract period of 3 years with 2 further optional extension periods of 12 months. These are built in and anticipated at the outset, as part of the life of the contract, provided that the quality/price of services/goods provided under the contract are of a satisfactory standard and exercising the extension is considered to represent best value for the Council. The purpose of the extension(s) is to ensure that the quality of the contract is maintained throughout the life of the contract and to ensure that the Council, particularly at times of financial uncertainty, has flexibility to bring contracts to a conclusion and/or to be able to refine services and or goods received under the contract. The value of this contract requires the extension to be authorised through Cabinet.

Recommendation(s)

To activate an extension clause within the existing contract for 12 months until 30th June 2018.

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

	<u>Corporate Objective</u>	<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	x		
2	Jobs and Prosperity	x		
3	Environmental Sustainability		x	

Agenda Item 6

4	Health and Well-Being	x		
5	Children and Young People	x		
6	Creating Safe Communities	x		
7	Creating Inclusive Communities	x		
8	Improving the Quality of Council Services and Strengthening Local Democracy	x		

Reasons for the Recommendation:

The contract was originally awarded for 3 years, from 1 July 2014, with the option to activate an extension clause for a further 12 months on two occasions (3+1+1).

This recommendation is for an activation of the contract extension clause for a twelve month period.

Key reasons for this recommendation are:

- Service provider performance has been consistently meeting or exceeding targets set by the commissioner.
- To avoid destabilisation of a high priority service through introducing uncertainty through re-procurement.
- To give the current provider the financial stability needed to further develop the fully integrated offer for all ages in the Bootle area.
- To allow better alignment of the Service with the outcome of the Council's forthcoming review of the medium term financial plan.

Alternative Options Considered and Rejected:

To re-procure the Sexual Health Service with a contract start date of 1 July 2017, with delegated authority to the Health and Wellbeing Portfolio Holder to sign-off commissioning and re-procurement decisions.

Reasons for rejection of this option:

- Financial costs associated with re-procurement.
- Potential need for start-up costs if provider changed.
- Limited number of potential providers to tender.
- Potential negative impact on service users if current Service is destabilised through uncertainty of re-tendering.
- Impact on service users and key stakeholders of potentially changing provider.

What will it cost and how will it be financed?

(A) Revenue Costs

There are no additional costs. The contract is being extended for a twelve month period during which the financial terms cannot be varied. The contract is agreed at the existing budget for 2016/17 of £ 2,299,900 per annum. Following this initial 12 month extension the Council have the option to grant a further 12 month extension. Any future decision to effect a further extension or to re-procure the service, will need to be made with consideration to the budget available at that time, following the forthcoming review of the Council's medium term financial plan .

(B) Capital Costs

There are no additional 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 type="checkbox"/>
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:

Service delivery would continue as planned if the option to extend is selected. If re-procurement is preferred the mobilisation and implementation phase would ensure minimal impact on service users.

What consultations have taken place on the proposals and when?

The Head of Corporate Resources has been consulted and any comments have been incorporated into the report (FD 4385/16) and the Head of Regulation and Compliance (LD3668/16) has been consulted and any comments have been incorporated into the report.

The Public Health Commissioners have reviewed service performance, consulted with key partners in primary care, the council's procurement team and from the Cheshire and Merseyside sexual health commissioners' forum, as well as the service user and non-service user survey and consultation, completed by the provider, to inform the Cabinet decision on contract extension.

Implementation Date for the Decision

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

Contact Officer: Charlotte Smith

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Background Papers:

None.

Agenda Item 6

1. Introduction/Background

1.1 In line with Department of Health and Public Health England commissioning guidance (2015), Sefton Council commissions an integrated sexual health service across the Borough. This includes:

- **Contraceptive and sexual health** – including selection and delivery of a range of contraceptive methods.
- **Prevention, screening, diagnosis and treatment of sexually transmitted infections** (part of genitourinary medicine)
- **Health promotion** – including targeted work with, high-risk, vulnerable, and/or hard to reach groups within Sefton
- **Psychosexual counselling and erectile dysfunction services** (GP referral only)

The Integrated Sexual Health Service provides free, confidential services on a self-referral basis within the Borough and through healthcare professional referrals for residents of Sefton or people registered with a Sefton GP. The aim of this service is to improve access to services through providing community based 'one-stop shops' where the majority of sexual health and contraceptive needs can be met on-site.

Therefore, this service provides a single point of access to a wide range of screening, tests, treatments and interventions, and works in collaboration with the wider health service. Onward referrals and collaborative working practices with specialist services, such as the drugs and alcohol service, and the youth offending team, ensure that targeted provision to people at increased risk or vulnerability, are delivered.

An integrated sexual health service model, based on the Department of Health, national specification, was awarded to Southport and Ormskirk NHS Trust in July 2014. The contract was agreed for a three year period with the option to extend for a further period of up to two years.

A decision must be made by the end of December 2016 on whether the contract extension clause should be activated. This will provide Southport and Ormskirk NHS Trust with the minimum 6 months' notice period. As such the public health commissioners have reviewed service performance, consulted with key partners in primary care, the council's procurement team and from the Cheshire and Merseyside sexual health commissioners' forum, as well as the service user and non-service user survey and consultation, completed by the provider, to inform the cabinet decision on contract extension.

This service is contracted to provide a range of specialist interventions against which performance is regularly monitored. Interventions include:

- Pregnancy testing
- Full sexual health history taking and risk assessment
- Supply of condoms
- Supply of emergency contraceptives – including oral emergency contraceptives and intrauterine device fitting for emergency contraceptive purposes.
- First prescription and continuing supply of a full range of hormonal contraceptive methods
- Supply, insertion, follow-up, and removal of intra-uterine devices and hormonal implants.

- STI testing and treatment including complex cases such as those involving, pregnant women, with interface to specialist areas such as specialist HIV care.
- Post exposure prophylaxis and testing after high risk sexual exposures.
- Targeted outreach and health-promotion work with groups at higher-risk of STIs and unplanned pregnancy, as well as with residents who may face barriers to accessing services.

The service currently operates from four main sites across Sefton, these are:

- The May Logan Centre - Bootle
- Southport Centre for Health and Wellbeing - Southport
- Netherton Health Centre - Netherton
- Maghull Health Centre - Maghull

Collectively these services offer a range of times and days, for appointments or drop-in clinics, with some clinics offering dedicated sessions for those aged under 25 years.

Recently, the Pregnancy Advice and Contraceptive Education (PACE) clinic, providing a range of clinics, including provision for people aged under 25, was displaced from its base in Bootle Health Centre. In response to this clinic closure, there has been an increase in provision at the May Logan Centre, which now delivers clinics for all ages, including specialist priority provision for those aged under 25s.

In addition to the Integrated Sexual Health Service, the Council also commissions Primary Care Long Acting Reversible Contraceptives (LARC), this service complements the existing LARC provision within the Integrated Sexual Health Service. This service was reviewed in 2015, with a recommendation to continue provision. Ideally, this provision would be consolidated within the core service. This will be explored in the future.

1.2 Approach Adopted and Key Elements of the Service Review

The Sexual Health Service Review considered the following areas:

- The background, policy and guidance around integrated sexual health services
- A description of the current service
- Review of performance
- Recommendations

The performance of the sexual health service has been measured against the agreed service specification performance indicators. This has been considered within the context of national and local indicators relating to sexual health, such as teenage conception rates.

Complaints and compliments made by service users and other stakeholders are regularly reviewed. The Service Provider has also undertaken a service user and non-service user consultation about the Integrated Sexual Health Service. Additionally, the Care Quality Commission rated this Service as 'good' following the most recent inspection in 2015.

Partnership working and the development of new service pathways are monitored at quarterly performance meetings and emerging patterns and trends are identified through the Sefton Sexual Health Integrated Partnership meetings.

Agenda Item 6

1.3 Other considerations include:

- Market of alternative providers – there is a limited pool of potential providers.
- An extension period may provide greater stability within the sexual health system. Enhancing provider commitment to continued service development.
- Financial cost of re-commissioning. A new provider is likely to require start-up costs which would add to the 17/18 budget.
- Impact on clients, provider and other stakeholders of changing provider.
- The public health commissioners consider this service to offer good value. A recent benchmarking exercise comparing both local and national cost per head of population found the Sefton service to be at a lower cost per head compared to the National average. Any further reduction in funding for this service may result in compromised quality.

2.0 Key Findings

Commissioners monitor performance against the performance indicators agreed in the service specification these include:

- Activity data across clinical sites.
- **Diagnostic tests offered and performed for chlamydia** – percentage of 15-24 year olds screened is above target set and above National average.
- **Hepatitis B&C testing, diagnosis and hepatitis B vaccinations given** – percentage of service users offered Hepatitis testing above target set.
- **HIV testing and diagnosis including late diagnosis**- percentage of service users offered HIV testing above target set. Late diagnosis remains a priority locally, and across the North West region, and the provider is working with the Public Health commissioners and local partners to develop pathways leading to earlier HIV diagnosis.
- Health promotion activities and outreach.
- **Emergency contraceptives delivery and teenage pregnancy rates** - Sefton uptake of contraceptives is similar the North West regional average, but higher than the National average, this contributes to a teenage pregnancy rate in Sefton significantly lower than the North West regional average.
- **Long acting reversible contraceptives** – percentage of contraceptives that are long-acting reversible (including injections) similar to National average and above North-West average.

Performance has been deemed either meeting or exceeding targets set, by the commissioners, and the provider has been fully engaged in seeking to improve outcomes and to develop services and performance monitoring methodologies. In support of this, the Care Quality Commission (CQC) inspected this service in 2015, as part of the community health services for children, young people and families at Southport and Ormskirk NHS Trust, and rated it as 'good'.

3.0 Conclusions

Officers are satisfied that the current integrated sexual health service is fit for purpose and is providing good performance against agreed performance indicators. Therefore, officers recommend that the extension clause within the existing contract be activated for 12 months until 30 June 2018.

Agenda Item 7

Report to: Cabinet

Date of Meeting: 1 December 2016

Subject: Revenue and Capital Budget Update 2016/17

Report of: Head of Corporate Resources **Wards Affected:** All

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

Exempt/Confidential No

Purpose/Summary

To inform Cabinet of: -

- i) The current forecast outturn position for the Council for 2016/17 as at the end of September. This forecast will be informed by the latest analysis of expenditure and income due to the Council, in addition to the progress in delivering approved savings;
- ii) The current forecast on Council Tax and Business Rates collection for 2016/17; and
- iii) The current position of the Capital Programme.

Recommendation(s)

Cabinet is recommended to:-

- i) Review the current forecast outturn position as at the end of September 2016, together with the impact on the Council's Reserves position;
- ii) Review the progress to date on the achievement of approved savings for 2016/17 and residual savings carried forward from previous years;
- iii) Note the forecast position on the collection of Council Tax and Business Rates for 2016/17; and
- iv) Note the current position of the 2016/17 Capital Programme.

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

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

Agenda Item 7

Reasons for the Recommendation:

To ensure Cabinet are informed of the forecast outturn position for the revenue budget and delivery of savings as at end of September 2016. In addition, an updated forecast of the outturn position with regard to the collection of Council Tax and Business Rates. Inform Members of the latest forecast outturn of the Capital Programme.

What will it cost and how will it be financed?

(A) Revenue Costs

i) 2016/17 Revenue Budget

Any under-achievement of the approved revenue budget savings for 2016/17 (and residual savings from previous years) will need to be financed from within any surplus identified within other areas of the 2016/17 budget, or from the Council's general balances.

The current financial position on approved savings indicates that about £6.934m are at significant risk of not being achieved (the "Red" marked items in Annex A). Due to the time required to implement large projects, some savings will not be achieved (or achieved in full) in 2016/17. Further work is being undertaken to assess the likely achievement of these items in 2017/18 and subsequent years.

As at the end of September, the surplus in the remainder of the Council's Budget reduces the potential deficit to £3.564m. Should other budget savings not be identified during the year, then an equivalent level of reserves would be required to support the budget. In previous years, surpluses have tended to materialise throughout the financial year as services restrain spending in order to remain within budget and an appropriate intervention strategy has been implemented. As with previous years, the revenue budget will be closely managed throughout the remainder of the year, with reports provided to Cabinet accordingly.

(B) Capital Costs

As at the end of September, spend on the Capital Programme is £4.433m (17%) which is below the profiled budget. Individual schemes will require careful monitoring of both delivery and financial management throughout the remainder of the year.

Implications: None

Legal:

Human Resources None

Agenda Item 7

Equality

Equality Implication

Equality Implications identified and mitigated

Equality Implication identified and risk remains

Impact on Service Delivery:

None.

What consultations have taken place on the proposals and when?

The Head of Corporate Resources is the author of the report (FD 4389/16)

The Head of Regulation and Compliance has been consulted and has no comments on the report. (LD 3672/16)

Are there any other options available for consideration?

None.

Implementation Date for the Decision

Immediately following the call-in period following the publication of the Cabinet Minutes

Contact Officer: Stephan Van Arendsen

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Background Papers: None

Agenda Item 7

1. Introduction

- 1.1 The Council approved the revenue budget for 2016/17 and this required savings of £37m to be implemented during the year in order for a balanced budget to be delivered. The approved budget also included the use of balances totalling £0.869m (increasing to £0.969m following the approval to continue the modern apprenticeship scheme as agreed by Cabinet in July), pending identification of any alternative means of financing.
- 1.2 This report therefore presents an assessment of the forecast revenue outturn position for 2016/17 and the latest position on the achievement of the agreed savings for 2016/17 (£29.171m), plus the ongoing savings requirements carried forward from previous years.
- 1.3 The report also outlines the current position regarding other key income streams for the Authority, namely Council Tax and Business Rates, as variations against expected receipts in these two areas will also affect the Council's financial position in future years.
- 1.4 An updated position with regard to the 2016/17 Capital Programme is also provided as at the end of September, following the recently approved additions to the programme.

2. Summary of Forecast Outturn Position as at the end of September 2016

- 2.1 At the end of September 2016, a forecast deficit is projected on the Council's outturn budget of £3.564m (previously reported as £3.571m to the end of August). This is shown in the table below:

	Budget	Forecast Outturn	Variance	August Position
	£m	£m	£m	£m
<u>Services</u>				
Strategic Management	2.825	2.825	0	0
Strategic Support Unit	2.891	2.938	0.047	0.077
Adult Social Care	86.310	89.193	2.883	2.518
Children's Social Care	27.548	28.665	1.117	1.205
Communities	10.694	10.217	(0.477)	(0.417)
Corporate Resources	4.005	3.735	(0.270)	(0.255)
Health & Wellbeing	23.311	23.211	(0.100)	(0.050)
Inward Investment and Employment	4.116	4.205	0.089	0.065
Locality Services - Commissioned	17.961	18.296	0.335	0.282
Locality Services - Provision	9.288	10.318	1.030	1.030
Regeneration and Housing	4.499	4.474	(0.025)	(0.008)
Regulation and Compliance	4.515	4.301	(0.214)	(0.184)
Schools and Families	25.947	25.463	(0.484)	(0.389)
<u>Total Service Net Expenditure</u>	223.910	227.841		

Agenda Item 7

Reversal of Capital Charges	(13.376)	(13.376)	0	0
Council Wide Budgets	3.105	2.738	(0.367)	(0.303)
Levies	33.769	33.769	0	0
General Government Grants	(34.803)	(34.803)	0	0
Total Net Expenditure	212.605	216.169		
Forecast Year-End Deficit			3.564	3.571

- 2.2 The above statement reflects the forecast shortfall in the achievement of agreed saving proposals (£6.934m – see para. 3.2) with positive action being taken to identify savings across the Authority to partially mitigate this overspend. These savings are from a number of services, particularly Adult Social Care, Schools and Families and Corporate Resources. Further action is still required to reduce this overspend further in order to achieve a balanced budget position.
- 2.3 Based upon the current forecast, if this position were to be maintained until the year-end, the use of Council reserves would total £4.630m, due to the budget already assuming the use of reserves totalling £0.969m.
- 2.4 It can be seen from the Table at paragraph 2.1 that the key movements between August and September are as follows:-
- 2.4.1 The Adult Social Care deficit has increased by £0.365m. This is mainly due to a reduction in the surplus relating to community care budgets (£0.465m), partially offset by a forecast surplus in other areas within the Adult Social Care budget including employees and employee related transport. Budgeted income of £6m from Clinical Commissioning Groups via the Better Care Fund, will not be received during the year. As a result, a lower contribution of £0.910m will be received. This outcome has placed a significant budgetary pressure on the service and the wider Council finances for which compensatory savings will be required. As previously reported, it is particularly disappointing that the Fund which was intended to protect social care services has not delivered on this objective.
- 2.4.2 The Schools and Families budget is forecasting an increase in the surplus of £0.095m. This increase is due to Education Services (£0.043m) and SEN and Inclusion Services (£0.052m) mainly as a result of vacancies.
- 2.4.3 In addition to these items, other key variances affecting the forecast outturn are:
- The Children’s Social Care budget deficit has reduced mainly as a result of lower levels of placements and packages (£0.132m). However, the net overall forecast overspend is still significant (£1.1m).
 - The Locality Services Commissioned service is forecasting a deficit of £0.335m. This is partly due to an inability to achieve a saving of £0.530m on Street Lighting which has been reduced to £0.287m due to the identification of savings elsewhere within the service and work is

Agenda Item 7

continuing in an effort to reduce this further. Since the previously reported position, there has been an increase in the deficit as a result of an overspending within the Flood, Coastal Erosion and Risk Management Division.

- Locality Services Provision is forecasting a service deficit of £1.030m. This is partly due to the saving requirement for green waste not being achieved (£0.430m). In addition, forecast income levels from burials and cremations currently indicate a further £0.200m shortfall mainly due to competition from a newly opened private sector facility and also reduced capacity at Thornton Crematorium for 3 months while the cremator is replaced. Lower than anticipated income has also contributed to a further £0.200m shortfall on the Security Service due to a reduction in the demand for the service and the inability to reduce fixed costs associated with the delivery of the service to an equivalent extent. A review of the service is being undertaken to explore mitigating savings and to secure the future financial sustainability of the service. Building cleaning is currently forecasting a deficit of £0.200m relating to underachievement of income.

3. Approved savings for 2016/17 (and previous years carry forward savings)

3.1 The table at **Annex A** identifies the current position of the agreed savings for 2016/17. They are analysed into four categories: -

- Savings achieved to date (Blue);
- Progress is satisfactory (Green);
- Outcome is unknown and is at risk of not being fully achieved (Amber); and
- Known shortfalls, or significant risk of not being achieved (Red).

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

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

3.2 The position as at the end of September 2016 for the achievement of savings is that £28.345m (79%) of the total required savings in 2016/17 of £35.916m that have been delivered or are on plan; with £0.637m (2%) at some risk of not being fully achieved. This leaves a further £6.934m (19%) of savings that are unlikely to be achieved in 2016/17 (identified as "Red"). Mitigating action elsewhere in the budget has considerably reduced this gap; however, further action is still required to balance the budget.

3.3 As with previous years, all budget savings will continue to be closely managed, with regular reports being presented to Cabinet and Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services). Officers will also

continue to be mindful of the ongoing financial position and take appropriate action where further efficiencies can be found which do not require a change of policy.

- 3.4 In the event that the current outturn forecast materialises, the Council's General Fund Reserves will reduce as £4.533m will be required to balance the 2016/17 budget. This reduction will result in reserves of £3.645m remaining. This level would therefore need to be considered in the context of the Council's current funding gap identified within the Medium Term Financial Plan and the overall level of reserves that are considered appropriate for an organisation of this size. As a result a pro-active review of all budget areas will be undertaken to address the current pressure and this will be reported to members when complete.

4. Council Tax Income – Update

- 4.1 Council Tax income is shared between the billing authority (Sefton Council) and the two major precepting authorities (the Fire and Rescue Authority, and the Police and Crime Commissioner) pro-rata to their demand on the Collection Fund. The Council's Budget included a Council Tax Requirement of £111.644m for 2016/17 (including Parish Precepts), which represents 85.4% of the net Council Tax income of £130.689m.

- 4.2 The forecast outturn at the end of September 2016 is a surplus of -£1.892m (-£1.583m to the end of August) on Council Tax income. This is due to:-

- The surplus on the fund at the end of 2015/16 being higher than estimated at -£0.462m;
- Gross Council Tax Charges in 2016/17 being higher than estimated at -£0.630m, a change of +£0.006m from August;
- Council Tax Reduction Scheme discounts being lower than estimated at -£0.401m, a change of -£0.074m from August;
- Exemptions and Discounts (including a forecasting adjustment) being lower than estimated at -£0.242m, a change of -£0.084m from August; and
- Bad Debt Provision being lower than estimated at -£0.157m.

- 4.3 Due to Collection Fund regulations, the Council Tax surplus will not be transferred to the General Fund in 2016/17 but will be carried forward to be distributed in future years.

5. Business Rates Income – Update

- 5.1 Since 1 April 2013, Business Rates income has been shared between the Government (50%), the Council (49%) and the Fire and Rescue Authority (1%). The Council's Budget included retained Business Rates income of £32.975m for 2016/17, which represents 49% of the net Business Rates income of

Agenda Item 7

£67.296m. Business Rates income has historically been very volatile making it difficult to forecast accurately.

5.2 The forecast outturn at the end of September 2016 is a deficit of £1.913m (£1.950m to the end of August) on Business Rates income. This is due to:

- The surplus on the fund at the end of 2015/16 being lower than estimated £2.438m;
- In year budget variations to date in 2016/17 of -£0.525m which are largely due to the rateable value of properties increasing since December 2015 rather than reducing as forecast.

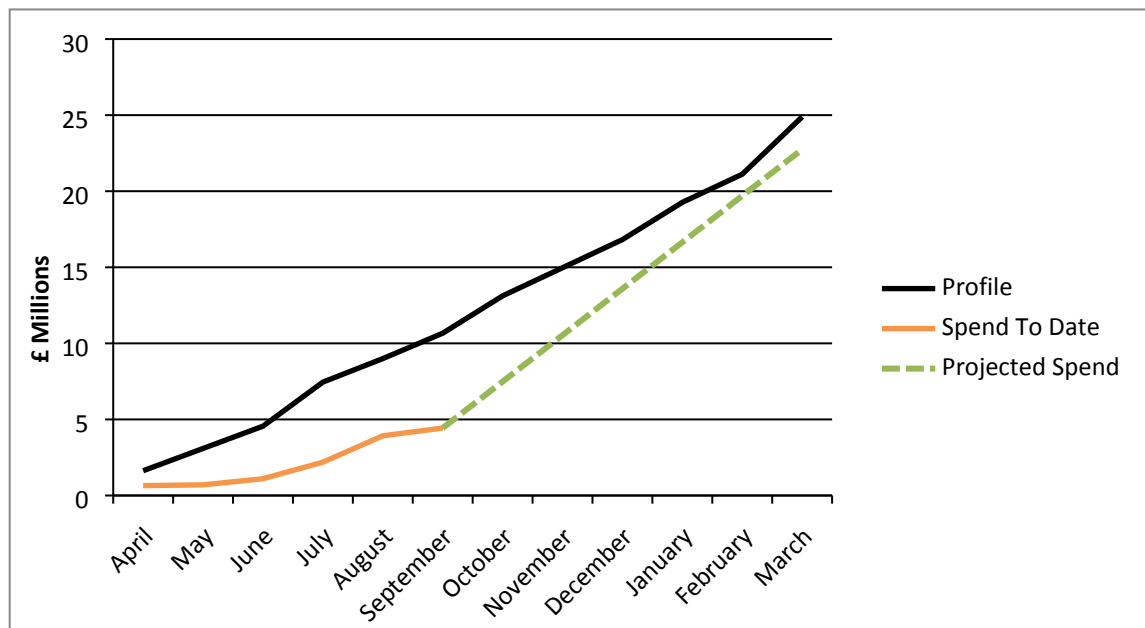
5.3 Due to Collection Fund regulations, the Business Rates deficit will not be transferred to the General Fund in 2016/17 but will be carried forward to be recovered in future years.

6. Capital Programme 2016/17

6.1 The latest position on Capital Programme expenditure at the end of September, was £4.433m against a full year budget of £25.401m. This represents 17% of the full year Capital Programme.

6.2 Members will recall that schemes at Norwood Primary School Phase 3 and Litherland Moss Phase 3, together with a number of s106 funded schemes were approved at the last Cabinet meeting and subsequently Council on 17 November 2016. These are now reflected in the Capital Programme

6.3 The following graph therefore shows the 2016/17 Capital Programme expenditure to date against the profiled budget.



Agenda Item 7

6.4 The graph shows that expenditure has been at a level below the profiled budget throughout the year to date. As a result, the Capital Programme and each scheme within it will require careful monitoring of both delivery and financial management throughout the remainder of the year. At present, project managers are forecasting that the full programme will be delivered in year, as set out. Any exceptions will be reported to Members as they arise.

6.5 A detailed service by service breakdown of the expenditure is shown in the following table:

	Full Year Budget	Total Expenditure to Date	% of Budget Spent	Budget Remaining
	£m	£m	%	£m
Health & Wellbeing	0.504	0.065	12.9%	0.439
Communities	2.392	0.371	15.5%	2.021
Schools and Families	4.290	1.891	44.1%	2.399
Regulation and Compliance	0.168	0.013	7.7%	0.155
Regeneration and Housing	2.398	0.164	6.8%	2.234
Adult Social Care	2.354	0.577	24.5%	1.777
Locality Services - Provision	2.740	0.419	15.3%	2.321
Locality Services - Commissioned	8.456	0.810	9.6%	7.646
Corporate Support	1.399	0.123	8.8%	1.276
Uncommitted Capital Grant	0.700	0.000	0.0%	0.700
Total Capital Programme	25.401	4.433	17%	20.968

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2013-17 LISTED BUDGET SAVINGS PERFORMANCE AT SEPTEMBER 2016

Savings achieved to date	23,031,667
Progress is Satisfactory	5,314,050
Risk of savings not being fully achieved	637,000
Known shortfalls or significant risk that savings will not be achieved	6,933,733
Total of Savings	35,916,450

	SAVING REQUIREMENT	Red	Amber	Green	Blue	Comment
Review of Commissioning - reducing funding support to community groups - Commissioning & Neighbourhood Coordination	261,000				261,000	This saving will be achieved in 2016/17.
Libraries - Review of operation and management of libraries including book fund and opening times	70,000				70,000	This saving will be achieved in 2016/17.
Parks Maintenance - Botanic Gardens Shop Closure	30,000				30,000	This saving will be achieved in 2016/17.
Parks Maintenance - Increase allotment fees by an average of £10 per full size plot in 2016/17 and again in 2017/18.	20,000				20,000	This saving will be achieved in 2016/17.
Further Changes in Style and Standards of Parks Management	27,000				27,000	This saving will be achieved in 2016/17.
Arts - Review management and opening times at the Atkinson	120,000			120,000		This saving will be achieved in 2016/17.
Street Scene - Building Cleaning - change frequency of office cleaning	19,000				19,000	There has been a reduction in the cost of cleaning Council and internal facilities during 2016/17 so the required saving is being met.
Public Conveniences increase charges	40,000	40,000				This saving will not be achieved in 2016/17. This is due to the one off costs of fitting coin mechanised doors at facilities that were previously provided free of charge and higher than expected costs for maintenance and vandalism issues. Although charges have been increased / introduced, the financial benefit to the Council has been less than expected. Negotiations are currently underway with an external operator to provide a fully managed service at a cost that can be contained within the reduced budget. Therefore this saving is expected to be achieved from 2017/18 onwards.

	SAVING REQUIREMENT	Red	Amber	Green	Blue	Comment
Public conveniences reviewed for efficiency savings	20,000	20,000				This saving will not be achieved in 2016/17. This is due to the one off costs of fitting coin mechanised doors at facilities that were previously provided free of charge and higher than expected costs for maintenance and vandalism issues. Although charges have been increased / introduced, the financial benefit to the Council has been less than expected. Negotiations are currently underway with an external operator to provide a fully managed service at a cost that can be contained within the reduced budget. Therefore this saving is expected to be achieved from 2017/18 onwards.
Careline Service/Security Force (income target)	75,000		75,000			This saving is not being achieved as it is reliant on income derived from other parts of the Council (which have been subject to cuts) and the cessation of a healthcare project which was also expected to generate income for the service. At this stage no alternative income sources have been identified and it is therefore unlikely that this additional income requirement will be met in 2016/17.
Street Scene - Building Cleaning - change frequency of office cleaning	50,000				50,000	There has been a reduction in the cost of cleaning Council and internal facilities during 2016/17 so the required saving will be met.
Cleansing Service - Reorganisation of workload and work patterns	25,000				25,000	The budgetary provision for Cleansing Services has been adjusted to take account of the restructure which has now been implemented. As such, the required savings target will be achieved in 2016/17. However, it should be noted that the income target for recharges to internal facilities and services needs to be reviewed in the light of a reduction in cleaning budgets available across the Council.
Street Cleansing - Bulky Items Collection Service - Restructure Cows and introduce charge for bulky items	6,000				6,000	The budgetary provision for Bulky Items has been adjusted to take account of a restructure and increased charges and as such, the required saving target will be achieved in 2016/17.
Green Waste	430,000	430,000				Saving not likely to be achieved following the reorganisation of the recycling service.
Public Conveniences - Closure of all public conveniences	74,000	24,000		50,000		The original saving was predicated on the entire budget for the service being removed. There will still be residual costs to be incurred in closing the facilities in terms of NNDR, insurance, utilities, etc. for which no budget remains. Consequently, it will not be possible to meet the saving target in full during 2016/17 or in future years.
Bulky Items - Increasing collection charge from £7.50 to £10 per collection	48,000				48,000	The budgetary provision for Bulky Items has been adjusted to take account of a restructure and increased charges and as such, the required saving target will be achieved in 2016/17.

	SAVING REQUIREMENT	Red	Amber	Green	Blue	Comment
Sefton Care Line and Sefton Securities - Increased income as result of increased service activity	200,000	200,000				This saving target was predicated on increasing income by insourcing a wider range of previously externalised maintenance, testing and installation services across Council facilities and services. This did not happen as expected or proposed and as such it will not be possible to generate this additional income on top of the increased income target set for the current financial year. As such, this saving target will not be met during 2016/17. However additional business e.g. through the promotion of the Arc Angel product, is expected to generate significant income in the future which will not only enable this saving to be achieved but will also contribute towards future years' savings. Savings options in this area for 2017/18 and beyond will need to acknowledge the need to make this saving first
Catering - To increase the charge for each meal by 10p in September 2015 (start of the school term) and by a further 10p from September 2016	250,000				250,000	This saving requirement is based upon increasing the cost of a school meal annually over a two year period. The first increase generated the required additional income. Therefore, it is expected that the second increase will also provide the required increase in income. As such, the required saving target will be met in 2016/17.
New Options - Increase Cremation and Burial Fees by 5% above inflation	150,000	150,000				A new crematorium has opened in West Lancashire within five miles of the existing facility in Southport. This has had an effect on the income generated at the facility. The crematorium at Thornton is also operating at reduced capacity (2 days a week) for some months this year due to a replacement programme for the old cremators which have failed emissions tests. As such the increased income levels will not be achieved in 2016/17. In future years, although full capacity will return at Thornton, the impact of the private crematorium will continue and the loss of income arising from this competition will prevent the income target of £150,000 from being met.
Improved procurement of Council wide communications activity	61,050	45,500		15,550		A deficit is forecast on sponsorship income of £45.5k in 2016/17 due to the phased cessation of Roundabout advertising (by 31 March 2017) and the delayed start of Web advertising, resulting in this saving not being fully achieved in year. For 2017/18 the Council is anticipating full year income from Web advertising, this will result in a reduction to the unachievable saving to £42k. The Strategic Support team will continue to seek out further income opportunities and savings, if this does not materialise this will result in permanent non achievement which is assumed here.
Corporate Communications Team - Deletion of vacant posts and Team restructure	100,000	0		0	100,000	This saving was in total £204k (£100k phased 2016/17) and was originally to be met from a reduction in staffing. However the saving was then anticipated to be achieved by both staffing and income i.e. staffing £104k in 2015/16 (achieved) and income £100k in 2016/17 which has previously been reported as not achievable. Having reviewed the Communications budget and the wider Strategic Support budgets this saving will now be achieved.
Transformation - Reduction of Transformation resource	75,000				75,000	This saving will be achieved in 2016/17 due to a restructure of teams.
Environmental Health - Reduction in front line environmental health regulatory services. Reduction in pest control services but retain full rat control service	170,000			170,000		On target to be achieved.

	SAVING REQUIREMENT	Red	Amber	Green	Blue	Comment
Parking - Review of service and charging regimes	467,000	100,000		367,000		There will be a shortfall in income achieved due to the proposal to cease the refund of car park charges at leisure centres. The remaining 367k should be achievable subject to market conditions.
Street Lighting Energy - Invest to save in lighting columns and bulbs to allow reduced hours of lighting.	530,000	530,000				It was anticipated last month that £100k would be achievable from energy savings / reduced tariffs which would have restricted the unachieved element of this saving to £430K. Latest information suggests that there will be no contributory saving in tariffs and the entire saving will not be achieved in the current year. Furthermore, the indicative tariff for 2017/18 will increase by £112k (based on current consumption levels) which will put further pressure on the achievement of the saving in subsequent years. Whilst every effort will be made to cover the saving through increases in income, this cannot be guaranteed. Excess income has been used in previous years to cover the regular overspend on winter service. There is a spend to save initiative for Cabinet to consider shortly. The outcome of the Cabinet decision will inform how the Council considers this saving option.
Further Changes in Style and Standards of Parks Management	64,000			64,000		On target to be achieved.
Parks Maintenance - Reduction in GM Contracts	30,000			30,000		On target to be achieved.
Coast - Reduction to visitor and site management activities. Extension to the length of the life guard contract on reduced terms. Car-parking income charges	75,000			75,000		On target to be achieved.
Highway management, development, design and safety - Changes to charges Service reorganisations	130,000			130,000		On target to be achieved.
Budget re-alignment of salaries to be funded from grants, contracts and reserves	116,000	116,000				It is forecast that this saving will not be delivered in year as the majority of budget relates to Head of Service and grants that are used to fund remaining staff within the service who are not core funded. This saving will not be achieved in the long term and the Medium Term Financial Plan has been adjusted to reflect this.
14-19 Services - Changes to commissioning arrangements for Information, Advice & Guidance	40,000				40,000	Achieved.
Management fee reduction - Formby Pool Contract	50,000				50,000	Following re-negotiation of the contract this saving will be achieved
School Health - Re-specify/recommission the healthy Child programme for the whole 0-19 age range	260,000				260,000	Saving achieved in 2016/2017

	SAVING REQUIREMENT					Comment
		Red	Amber	Green	Blue	
Sports Leisure- Active Sports - Increase in income due to increased charges and new programmes	30,500			30,500		This £30.5k saving is the residual amount of a total saving target of £84k of which £53.5k was achieved in 2015/16. It appears that there has been an element of duplication around this particular saving with the original proposal only anticipating £30k additional income. While there may be some further additional income achieved in this particular area in 2016/17 it is unlikely that the full remaining £30.5k will be achieved in this specific income budget. However, It is anticipated that this will be achieved from other income areas. The situation will continue to be monitored throughout the year.
Public Health-Internal restructure to reflect the need to strengthen the influencing role of the team, and reduced need for commissioning capacity	100,000				100,000	Saving achieved in 2016/17
Integrated Wellness - Integration of Lifestyle services	1,549,000				1,549,000	Saving achieved in 2016/17
Substance Misuse - Reduction in Substance Misuse spend	440,000				440,000	Saving achieved in 2016/17
DOG WATCH - The scheme has already closed to new pupils, saving reflects cohorts of pupils completing the programme	15,000				15,000	Saving will be achieved in 2016/17
Children With Disability Service - Continue with the development of, and implement, new eligibility criteria	315,000			315,000		The achievement of this savings target has been challenging. A post originally identified to contribute towards this saving has been taken as part of the Senior Management Review. However, options are still being explored to ensure the permanent achievement of this saving. Currently, the saving is being mitigated by under-spends elsewhere within the service. This will continue to be monitored closely.
Aiming High - Continue with the development of, and implement, new eligibility criteria. Review and potential cessation of funding for some activities	400,000				400,000	This saving will be achieved in 2016/17.
Attendance Welfare Service - Improved administration of legal procedures. Reduced eligibility for service interventions. Increase income	142,000			142,000		This saving should be achieved in 2016/17.

	SAVING REQUIREMENT	Red	Amber	Green	Blue	Comment
Locality Assessment - Redesign of Common Assessment Framework team Implement a stronger Lead Practitioner model Implementation of electronic –common assessment framework (E-CAF)	60,000			60,000		This saving should be achieved in 2016/17.
Commissioning - Reduction of the Commissioning Service staffing	144,000				144,000	This saving will be achieved in 2016/17 due to a restructure of teams.
Business Intelligence & Performance - Re-structure	360,000				360,000	This saving will be achieved in 2016/17 due to a restructure of teams.
Housing Standards - Reduction in housing enforcement services including cessation of corporate illegal traveller sites co-ordination	20,000			20,000		On target to be achieved.
Planning - Increase in income across parts of the service Development Management, Building Control, and Technical Support [land charges] in light of economic forecast	130,000	105,000		25,000		This savings target relates to Planning / Building Control income and whilst there is likely to be an overachievement of Planning Application income of £96K, there are currently estimated shortfalls on Building Control (£160K), Planning Policy (£16K) and the Section 106 admin fee (£25K). The net effect of all of these is a shortfall of income against budget of £105K.
Home Improvements DFG - Re-profiling the allocation of costs and increasing the level of	10,000			10,000		On target to be achieved.
Treasury Management	8,000,000				8,000,000	The Council has changed its policy relating to the provision for debt repayment. This has generated significant savings until 2019/20 (2016/17 saving includes the saving achieved in 2015/16 that was reserved to be utilised in 2016/17 and future years).
General inflation provision - Remove general inflation provision set in MTFP at 2%. This will require all services to deliver general efficiency in the delivery of all services	2,180,000				2,180,000	Budget provision reduced, saving therefore achieved.
Reduced accommodation costs - Lease on Houghton Street	76,000		76,000			This saving is unlikely to be able to be achieved in this or future financial years due to it being a duplication of the 2015/16 saving Ref 67 (£60k). However, a balanced service outturn will be delivered and this will be delivered in future years.
Building Maintenance - Recharge Salaries to Capital Schemes	136,000		136,000			It is currently uncertain as to whether this saving will be delivered in 2016/17. However, a balanced service outturn will be delivered and this will be delivered in future years.

	SAVING REQUIREMENT	Red	Amber	Green	Blue	Comment
EEMS (Energy and Environment) - Reduction in Carbon reduction service and community energy service	42,000				42,000	Saving achieved in 2016/2017
Finance & ICT Services - Restructuring Finance and ICT services after implementation of new financial system in 2015	500,000		50,000		450,000	It has been identified that there is a potential issue with a saving of £50,000 being achieved by Arvato in this financial year. Discussions are ongoing with Arvato in order to identify other savings which can be made in order to address this shortfall. The remainder of the saving of £450,000 has been achieved in 2016/17.
Finance & ICT Services - Reduce ICT, printing and telephone costs in line with general Council reductions	190,000				190,000	Saving achieved in 2016/17
Learning & Development - Reduction in activity associated with learning and development	108,000				108,000	Saving achieved in 2016/17
New Options - Remove the discretionary support to Parish Councils for Council Tax Reduction Scheme	95,000				95,000	Saving achieved in 2016/17
Contracted transactional services	1,000,000			435,000	565,000	Saving will be achieved in full in 2016/17, however £0.435m relates to one-off savings in this financial year. Discussions are continuing with Arvato to identify ongoing sustainable savings.
Area Finance / Finance Visiting Officers - Review	28,700				28,700	This is the full year effect of the saving resulting from the review of this service and the saving has been achieved in full.
Day Care - Day Care Review	873,050	670,000			203,050	There is a saving requirement in-year of £750k and £123.05k that relates to the previous financial year. The element that relates to the previous year has been achieved in full as a result of the full year effect of contract negotiations already agreed with New Directions. Of the £750k in year saving, £80k has been identified specifically to date. The refurbished Mornington Road and Dunningsbridge Resource Centres (for those with the most complex needs) are due to open in 2017. Further contract negotiations will be undertaken with New Directions to reflect the outcome of the Day Care review. There may be some further savings made in 2016/17 following negotiations and depending on the timing of the completion of refurbishments. The saving should be made in full in 2017/18

	SAVING REQUIREMENT	Red	Amber	Green	Blue	Comment
Adult Social Care - Social care services will be required to contain net demographic growth within existing budgets for the duration of the plan. The figure has been adjusted to reflect Cabinet's previous decision relating to the underachievement of the services 2014/15 budget savings requirement. This assumption will need to be kept under close scrutiny to ensure deliverability	3,000,000				3,000,000	This saving has been achieved. However, note the issue regarding Better Care Fund in the main body of the report.
Domiciliary Care - Further explore the use of adaptations, equipment and Assistive Technology Reduce the number of hours, number of calls, or number of carers utilised, where this is appropriate Work in partnership with the voluntary/community sector to facilitate the development and utilisation of low-level alternative/preventative community services Explore more outcome-focused commissioning	1,560,000			1,560,000		The saving was intended to be delivered in the first instance through a more effective Reablement Service model, reducing the need for ongoing domiciliary care, together with improved use of adaptations and assistive technology. The new Reablement Service is proving effective with the most significant impact being to reduce the requirement for residential care. The intention is to extend Home Care Re-ablement to community referrals. In addition re-assessments continue with a particular focus on those cases where providers have identified that they feel provision could be reduced. Where domiciliary care packages are being re-assessed the option to increase established 30 minute care visits by 15 minute blocks rather than the usual 30 minute blocks is available. Early discussions have been held with the Cabinet Member ASC, in respect of the redesign/recommissioning of the Domiciliary Care and Reablement Services, with a view to exploring more outcome- focused commissioning
Supported Living - Alternative and more efficient ways of meeting assessed care needs	1,800,000	1,191,000		609,000		£609k has been identified to date following the review of Supported Living care packages. Officers continue to work on the commissioning of a more efficient, effective and sustainable supported living and care model. Service users' eligible care and support needs will continue to be met but possibly in larger occupancy dwellings. An increased number of people may have their needs met through Shared Lives or other placements that meet their needs. Any changes to a service user's tenancy will be via reassessment of need and will be agreed with the service user and housing/care providers. It is anticipated that service users' care packages may change through increased/additional use of assistive technology which will result in independence and self-sufficiency. The recommissioning will consider 'zoning' of care providers. . Progress on the project has recently been reviewed, an action plan/ time frame has been drafted and re-specification and redesign of the service model will be completed by April 2017. The saving should be achieved in full in 2017/18. There is currently some concern about a reduction in the appetite of housing providers to develop the larger occupancy properties required, due to uncertainties relating to possible government changes to housing benefit provision. The government position should become clear in the next couple of months

	SAVING REQUIREMENT	Red	Amber	Green	Blue	Comment
Adult Assessments - An end to end review of assessment and review policies, procedures and processes within Adult Social Care.	300,000				300,000	This saving has been achieved following the review of assessment processes, policies and procedures
Housing Related Support Further decommissioning and re-commissioning of funded services in accordance with the approved Commissioning Intentions and Priorities	900,000	83,000			817,000	£817k of this saving has been achieved. Commissioners are reviewing residual contracts and are in discussions with providers to identify how the remaining saving can be achieved. The saving will be achieved in full in 2017/18
Children's administrative support - Service redesign	20,000			20,000		On target to be achieved and will be captured as part of the restructure of Children's Social Care administration.
New Options - Funding of highways, ICT and other developments from capital resources	1,000,000	434,000		566,000		The achievable figure is based on the actual capitalisation in 2015/16. Work will continue to identify all work that can be capitalised in 2016/17, although the full saving may not be delivered.
New Options - Funding revenue consequences of planning projects from Section 106	500,000			500,000		This saving will be achieved in 2016/17.
Financial Assessments	250,000	250,000				Actions ongoing to identify how this saving can be delivered.
Customer Access Point	250,000	250,000				Actions ongoing to identify how this saving can be delivered.
Levies - Merseyside Waste and Recycling Authority and the Integrated Mersey Transport Authority have been requested to support the Council by finding 10% efficiency savings in setting their budgets for 2015/16 and 2016/17	2,509,150	859,550			1,649,600	The Council actively engaged with the levying bodies to try to achieve a 10% reduction in the cost of levies to the Council. Unfortunately reductions in the Merseyside Recycling and Waste Authority Levy were not achievable in full. The partial non-achievement of this saving has been built into the 2017/18 to 2019/20 Medium Term Financial Plan.
Budget Planning Assumptions - Management Arrangements	1,300,000	300,000	300,000		700,000	£700k delivered on phase one with a further £300k to be delivered.
Voluntary Community Faith Review	1,500,000	1,135,683			364,317	£364k of the savings target has been achieved. The remainder of the £1.5m is not achievable.
Total Savings Requirement 2013-2017		6,933,733	637,000	5,314,050	23,031,667	

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Report to:	Cabinet	Date of Meeting:	Thursday 1 December 2016
Subject:	Provision of Agency Workers	Wards Affected:	All Wards
Report of:	Head of Corporate Services		
Is this a Key Decision?	Yes	Is it included in the Forward Plan?	Yes
Exempt/Confidential	No		

Purpose/Summary

To seek approval to extend the current Agency Workers Framework Agreement for a period of 12 months from 1st February 2017 until 31st January 2018. Since January 2014, the Council has used this Framework Agreement whenever it has needed to employ Agency Workers. The Framework Agreement was procured collaboratively with other Liverpool City Region authorities and this report is presented for decision in line with the collaborative procurement timetable led by another authority.

When this service was originally procured, it was procured on the basis of a core contract period of 3 years with a further optional extension period of 1 year built in and anticipated at the outset as part of the life of the contract, provided that the quality/price of services/goods provided under the contract are of a satisfactory standard and exercising the extension is considered to represent best value for the Council. The purpose of building contracts around core and extension periods is to ensure that the quality of the contract is maintained throughout the life of the contract and to ensure that the Council, particularly at times of financial uncertainty has flexibility to bring contracts to a conclusion and/or is able to refine services and or goods received under the contract. The value of this contract requires the extension to be authorised through Cabinet.

Recommendation(s)

That the Cabinet:

1. Agrees to extend the current Agency Workers Framework Agreement for a period of 12 months, 1st February 2017 to 31st January 2018
2. Notes that collaborative procurements are likely to increase and collaborative procurement processes be improved through the LCR Procurement Hub Project.

Agenda Item 8

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:

There is an ongoing need to employ Agency Workers in some service areas, to ensure sufficient capacity is available for those services to be provided safely and effectively.

Since February 2014 Agency Workers have been supplied through the MSTAR Framework Contract. The 3-year core period of the Contract expires at the end of January 2017 and the Council needs to determine how it will procure any necessary Agency Workers beyond that date. The current Framework Contract includes the option to extend for a 12-month period to 31st January 2018

Analysis of the options available has identified that extending the current contract would cost approximately 16% less than other options. It is therefore considered appropriate and beneficial for Sefton Council to extend the Framework Agreement for the optional 12-month period, 1st February 2017 until 31st January 2018.

During the 12-month extension period, the future provision of Agency Workers will be further considered by Liverpool City Region (LCR) authorities, within the context of the LCR Procurement Hub Project, with pre-procurement analysis, options appraisal and planning commencing early in 2017 ahead of an anticipated joint procurement of a new service to replace the current Framework Agreement at the end of its full contract term (31st January 2018). All options will be analysed and considered, including utilising existing Framework Agreements and a full OJEU collaborative procurement process.

Alternative Options Considered and Rejected:

To carry out a full EU compliant Tender exercise or adopt an alternative Framework Agreement.

What will it cost and how will it be financed?

(A) Revenue Costs

There are no additional costs as a result of this report.

(B) Capital Costs

N/A

Implications:

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

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:

None

What consultations have taken place on the proposals and when?

The Head of Corporate Resources (FD4384/16) and the Head of Regulation and Compliance (LD3667/16) have 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: Lynda Mitchell (Procurement Officer)

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Email: lynda.mitchell@sefton.gov.uk

Background Papers:

There are no background papers available for inspection

Agenda Item 8

Introduction/Background

1. In 2013 St Helens Council led on a Pre-Procurement process for Merseyside Procurement Partnership (MPP), an informal procurement partnership of Merseyside authorities, with all members participating in the options appraisal and market review to identify the best solution available for the procurement of Agency Workers. As a result of this process, the MSTAR framework was identified as the best option for MPP members to select. The conditions of the Framework allowed for a direct award to Matrix SCM without the need to re-open further competition.
2. In January 2014, The Director of Corporate Services, in compliance with the Contract Procedure Rules, gave authority to access this collaborative Framework Agreement for the Provision of Agency Staff Workers.
3. The award was made for a period of up to 4 years, with a core period from 1st February 2014 until 31st January 2017 and provision for 1 x 12 month optional extension period from 1st February 2017. Due to the current level of spend an extension requires authorisation through Cabinet.
4. Officers within the Procurement and Personnel teams have worked during the period of the Contract to improve the process for employing Agency Workers and ensure that Client Officers comply with the requirements of the agreement.
5. The current Framework Agreement has enabled the delivery of the required service and the supplier has performed satisfactorily. Use of the Framework has resulted in greater visibility of spend through management information provided, and has also included additional elements for safeguarding vulnerable adults and children, with specified documents i.e. DBS documents, candidate's photographs and qualifications available on-line for managers to verify prior to the potential candidate being accepted.
6. An analysis exercise, ahead of the expiration of the core period of the contract has been undertaken to consider the options going forward, including extending the existing MSTAR framework, adopting alternative Frameworks or undertaking a full EU compliant Tender exercise. The Supplier has confirmed that management fees would remain unchanged during the extension period, meaning that extending the current contract would cost approximately 16% less than other options. It is therefore considered appropriate and beneficial for Sefton Council to extend the Framework Agreement for the optional year, 1st February 2017 until 31st January 2018.

Report to: Cabinet **Date of Meeting:** 1 December 2016

Subject: Procurement of Quality Training and Assessment Providers for Apprenticeships **Wards Affected:** (All Wards);

Report of: Head of Corporate Resources
Chief Personnel Officer

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

Purpose/Summary

To provide Cabinet with details of the proposed process to formalise the procurement of Training and Assessment Providers for the delivery of apprenticeships. This will ensure the Council has a contract in place with approved providers to deliver one or more occupational LOTs following the introduction of the apprenticeship levy in April 2017.

Recommendation(s)

1. That the Head of Corporate Resources be authorised to conduct a tender exercise in accordance with OJEU regulations and the Council's procurement regulations. The tender exercise is for the procurement of Training and Assessment Providers for the delivery of apprenticeships to run for a period of one year from 1st April 2017 with the option of two further one-year extensions;
2. That the Cabinet Member (Regulatory, Compliance and Corporate Resources) be authorised to approve the award of the contract for training and assessment providers for each occupational LOT, following completion of this procurement exercise.

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

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	✓		
2	Jobs and Prosperity	✓		
3	Environmental Sustainability		✓	
4	Health and Well-Being	✓		
5	Children and Young People	✓		
6	Creating Safe Communities		✓	
7	Creating Inclusive Communities	✓		

Agenda Item 9

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

The way the Government funds apprenticeships is changing from April 2017. The Council will be required to contribute to a new apprenticeship levy and to pay providers directly for apprenticeship training and assessment provision.

The procurement process outlined within this report aims to create a contract with a number of approved providers who have demonstrated compliance with the Council's statutory requirements, quality criteria and thus can be invited to submit tender prices for one or more occupational LOTS.

It is recommended that the contract runs for an initial period of 1 year as there is a possibility that additional occupational LOTS may need to be added at a later date, thus giving us the flexibility to re-tender this opportunity incorporating all of these additional LOTS after the initial core period of the contract.

The tender exercise will be required to follow an OJEU Procedure, as part of this process.

Alternative Options Considered and Rejected:

None.

What will it cost and how will it be financed?

(A) Revenue Costs

None

(B) Capital Costs

None.

Implications:

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

Financial

Apprenticeship levy funding does not cover salary, travel or subsistence costs. Sefton Council's core service areas and community and Voluntary Aided/Controlled schools will be required to cover salary costs (and any on costs) for the recruitment of new apprentices only.

Financial provision will be made in the 2017/18- 2019/20 budget to provide a 50%

contribution towards the salary costs of newly recruited apprentices for Council core service areas only. This is a statutory requirement.

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:

The procurement exercise will enable the Council to establish a formalised, clearly defined process to procure Providers to deliver Apprenticeship training and assessment.

What consultations have taken place on the proposals and when?

The Head of Corporate Resources has been consulted and notes there are no direct costs associated with the procurement process as outlined in this report. The financial implications of the introduction of the apprenticeship levy from April 2017, which has led to the requirement for this procurement process, are however described in Section 2 of the report (FD 4383/16)

The Head of Regulation and Compliance has been consulted and any comments have been incorporated into the report. (LD 3671/16)

The Chief Personnel Officer has been consulted and any comments have been incorporated into the report.

Procurement Officers have also been consulted regarding the procurement requirements.

Implementation Date for the Decision

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

Contact Officer: Michael Mainwaring

Tel: 0151 934 2583

Email: michael.mainwaring@sefton.gov.uk

Background Papers:

There are no background papers available for inspection.

Agenda Item 9

1. Background and Context

- 1.1.1 Apprenticeships are full-time paid jobs which incorporate on and off the job training. A successful apprentice will receive a nationally recognised qualification on completion of their contract. There are over 200 different types of apprenticeships frameworks (gradually moving to standards), available in 13 broad sector subject areas. Apprenticeships can be studied at different qualification levels:
- Intermediate Apprenticeships lead to Level 2 qualifications (equivalent to 5 GCSE passes)
 - Advanced Apprenticeships lead to Level 3 qualifications (equivalent to 2 A level passes), and
 - Higher and Degree Apprenticeships lead to Level 4 qualifications and above.
- 1.1.2 Previously, apprenticeships have either been self-funded by the employer, or a proportion of the cost of training has been met by the Department for Education (16-18 year olds) or Department for Business Innovation & Science (19 years and over). Funding is set to change from April 2017 with the introduction of the new apprenticeship levy.
- 1.1.3 The Government published *English Apprenticeships: Our 2020 Vision* in 2015. It sets out an ambitious new target for 3 million new apprenticeship starts by 2020. This will be accompanied by a new funding model in which larger employers pay a mandatory Levy, and use a Digital Account Service (DAS) to pay training and assessment providers. The new system will also increase the number of steps on the apprenticeship ladder by introducing Higher and Degree level apprenticeships.
- 1.1.4 Sefton Council has maintained an excellent track record of Apprenticeship programmes and activity since its inception in 2010. Apprenticeships offer the Council an opportunity to re-balance an ageing workforce; build capacity and grow skills to meet its future business needs. These apprenticeships focus on building career pathways for people to gain specific qualifications and expertise the Council requires now and in years to come.
- 1.1.5 Apprenticeships also enable the Council to realise its commitment to reducing youth unemployment in a tangible and measurable way. Firstly by offering permanent positions to some apprentices; and secondly by supporting time-expired apprentices to find work in the wider jobs market. Council-hosted opportunities lead to high success rates for participants gaining employment outside the Council after completion of their apprenticeship.

2 Apprenticeship Reforms

- 2.1.1 From April 2017 employers with a pay bill over £3m will be required to contribute to a new apprenticeship levy, and there will be changes to the funding for apprenticeship training for all employers. Changes include the following:-
- Taxation related to training through apprenticeships (the levy);
 - How employers and Government pay for apprenticeships and how colleges and providers receive this funding

- How much an employer can expect to pay for an apprenticeship, with the introduction of funding bands and maximum caps determined by the Institute of Apprenticeships
- How employers select their apprenticeship provider through the DAS
- How apprentices are assessed as competent in their roles with a requirement for independent assessment
- How the content of apprenticeships is agreed with employers and developed by them
- The levels at which apprenticeships can be studied, including degree level apprenticeships
- The expected number of apprentices delivered nationally with an ambition of 3 million in this parliament (by 2020); and
- The expected number of apprentices working in the public sector with a target of 2.3% of the workforce. For Sefton Council we currently recruit on average 70 apprentices under the current arrangements and from April 17 this will equate to 104 apprentices annually (including community and voluntary controlled schools).

2.1.2 The apprenticeship levy is set at 0.5% of payroll and requires all employers operating in the UK, with a pay bill over £3 million each year, to make an investment in apprenticeships. All employers get a £15,000 allowance to offset against the first £15,000 of levy liability. This means that only employers with a pay bill of over £3 million each year will actually pay the levy. This includes the Council's core service areas and Local Authority (LA) maintained community/voluntary controlled schools.

2.1.3 It is Sefton Council who has the responsibility to pay 'employer' Class 1 secondary National Insurance contributions (NICs) on the earnings of both Council and community/voluntary controlled school staff and so these earnings will be considered as part of the Council's pay bill for levy liability calculation. The Council gets the £15,000 allowance and will be responsible for administering the levy and the DAS on behalf of the Council and LA maintained schools.

2.1.4 The Council will pay the levy to HMRC then will be able to access funding for apprenticeships through the DAS. Former funding arrangements meant the Government paid training and assessment providers direct but this will change from April 2017. The Council will now be able to use the levy funds to pay directly for the training and assessment of apprentices. This presents a significant change to the funding rules and has implications for the Council.

2.1.5 The Council will be required to undertake a procurement exercise to identify training and assessment providers to deliver quality apprenticeships from April 2017. The value of the contract to be procured is estimated to be £600,000 per annum however the actual figure may change each year as a result of staffing reductions, pay awards, increments as well as the potential for some schools to convert to academies.

2.1.6 The new funding system for apprenticeships contains 15 funding bands each with an upper limit and which will range from £1,500 to £27,000.

Agenda Item 9

3 Tender Process

3.1.1 The tender exercise will follow the appropriate OJEU Procedure. Approval is requested for the Cabinet Member (Regulatory, Compliance and Corporate Resources) to award the contract at the end of the tender process.

3.1.2 Training and assessment providers will be able to apply to deliver upon one or more LOTs, based upon the Council's existing apprenticeship provision, in the following occupational areas:

- Business Administration, Customer Service, Accountancy
- Engineering, Electrical Engineering
- Facilities Management
- Horticulture
- Information Technology, Marketing and Social Media
- Regeneration and Housing
- Sports and Leisure
- Cleaning & Support Services, Sustainable Waste,
- Teaching Assistant, Childcare, Youth Work
- Team Leading, Leadership and Management,
- Vehicle Maintenance, Heavy Goods Vehicle (HGV)

3.1.3 Interested providers will be expected to provide sufficient information to enable the Head of Regulation and Compliance to ensure that they comply with the Council's minimum criteria for Health and Safety, Equalities Policy, Insurance etc. This will also include the following additional criteria:

- Are able to demonstrate that their organisation has been judged as "Good" or above by OFSTED for its apprenticeship provision
- The provider is registered with the Skills Funding Agency (SFA) and is on the Register of Apprenticeship Training Providers (RoATP).

3.1.4 Tenderers achieving a 'pass' against all qualifying criteria will then be appraised on a Quality and Price basis to determine their suitability for each LOT and the type of work to be delivered. This appraisal will include a scoring of references.

3.1.5 The basis of the quality price evaluation to be applied would be 40% price and 60% quality.

4 Conclusion

4.1.1 It is recommended that Cabinet approves the procurement process aimed at creating a contract with suitably qualified training and assessment providers. The purpose is to deliver apprenticeship training with effect from April 2017 for a period of one year, with the option to extend for a further two 1 year periods.

4.1.2 It is recommended that the contract runs for an initial period of 1 year as there is a possibility that additional occupational LOTs may need to be added at a later date, thus giving us the flexibility to re-tender this opportunity incorporating all of these additional LOTs after the initial core period of the contract.

- 4.1.3 The highest scoring bidder be recommended for appointment as the Council's Preferred Training and Assessment Provider, with the second highest scoring bidder as a Reserve Provider to be engaged should, for whatever reason, the Preferred Provider not have the capacity.

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Report to: Cabinet
Council

Date of Meeting: 1 December 2016
26 January 2017

Subject: National Scheme for Auditor Appointments

Report of: Head of Corporate Resources

Wards Affected: All Wards

Is this a Key Decision? No

Is it included in the Forward Plan? No

Exempt/Confidential:

No

Purpose/Summary

This report sets out the proposals for appointing an external auditor to the Authority for the 2018/19 accounts and beyond. The Councils current auditors are working under a contract originally let by the Audit Commission which was subsequently novated to Public Sector Audit Appointments (PSAA) following the closure of the Audit Commission. This contract will cease at the end of 2017/18.

There is now the opportunity for the Council to enter into a sector-wide procurement conducted by PSAA which will result in a more economic and effective outcome than if the Council procured external audit services on an individual basis. If the Authority is to take advantage of the national scheme for appointing auditors to be operated by PSAA for subsequent years, then it has to accept the invitation by 9 March 2017. Under the relevant regulations this decision needs to be made by full Council. However, legal advice is that as this is a procurement issue which is an executive function the decision also needs to be made by Cabinet.

This report requests Cabinet and Council to accept the Public Sector Audit Appointments (PSAA) invitation to opt in to the national scheme.

Recommendation

Cabinet is asked to:

- i) Accept Public Sector Audit Appointments' (PSAA) invitation to 'opt in' to the sector led option for the appointment of external auditors for five financial years commencing 1 April 2018.

Council is asked to:

- i) Accept Public Sector Audit Appointments' (PSAA) invitation to 'opt in' to the sector led option for the appointment of external auditors for five financial years commencing 1 April 2018.

Agenda Item 10

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

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

Reasons for the Recommendation:

The Council's arrangements with its current auditors will end following the approval of the 2017/18 Statement of Accounts. New external auditors for 2018/19 and beyond will need to be appointed by 31 December 2017.

Approval will ensure PSAA can appoint auditors on the Council's behalf for the five financial years from 1 April 2018.

What will it cost and how will it be financed?

(A) Revenue Costs

The Council has a budget for the annual cost of external audit. It is anticipated that this process will enable costs to be contained within this budget.

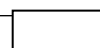
(B) Capital Costs

N/A

Implications:

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

Legal	This report complies with legislation, particularly the Local Audit and Accountability Act 2014 and the Local Audit (Appointing Person) Regulations 2015.
Human Resources	None
Equality	
1. No Equality Implication	<input checked="" type="checkbox"/>



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

Impact on Service Delivery:

None

What consultations have taken place on the proposals and when?

The Head of Corporate Resources is the author of the report (FD4400/16).

The Head of Regulation and Compliance has been consulted and comments have been incorporated in the report (LD3683/16).

Are there any other options available for consideration?

Council could choose to set up an independent Auditor Panel, or join with other authorities to set up a Joint Auditor Panel, to enable an external auditor to be appointed.

Implementation Date for the Decision

Immediately following the call-in period following the publication of the Council minutes.

Contact Officer: Stephan Van Arendsen, Head of Corporate Resources

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Background Papers:

None

Agenda Item 10

1. Introduction / Background

- 1.1 The Local Audit and Accountability Act 2014 (the Act) brought to a close the Audit Commission and established transitional arrangements for the appointment of external auditors and the setting of audit fees for all local government and NHS bodies in England.
- 1.2 On 5 October 2015 the Secretary of State for Communities and Local Government (CLG) determined that the transitional arrangements for local government bodies would be extended by one year to also include the audit of the accounts for 2017/18. The Act also set out the arrangements for the appointment of auditors for subsequent years, with the opportunity for authorities to make their own decisions about how and by whom their auditors are appointed.
- 1.3 Regulations made under the Act allow authorities to 'opt in' for their auditor to be appointed by an 'appointing person'. In July 2016 Public Sector Audit Appointments (PSAA) were specified by the Secretary of State as an appointing person under regulation 3 of the Local Audit (Appointing Person) Regulations 2015. The appointing person is sometimes referred to as the sector led body and PSAA has wide support across local government. PSAA was originally established to operate the transitional arrangements following the closure of the Audit Commission under powers delegated by the Secretary of State.

2. Sector Wide Procurement

- 2.1 PSAA is an independent, not-for-profit company limited by guarantee and established by the Local Government Association (LGA). PSAA is inviting Sefton to opt in, along with all other authorities, so that PSAA can enter into a number of contracts with appropriately qualified audit firms and appoint a suitable firm to be the Authority's auditor. The principal benefits from such an approach are as follows:
 - PSAA will ensure the appointment of a suitably qualified and registered auditor and expects to be able to manage the appointments to allow for appropriate groupings and clusters of audits where bodies work together;
 - PSAA will monitor contract delivery and ensure compliance with contractual, audit quality and independence requirements;
 - Any auditor conflicts at individual authorities would be managed by PSAA who would have a number of contracted firms to call upon;
 - It is expected that the large-scale contracts procured through PSAA will bring economies of scale and attract keener prices from the market than a smaller scale competition;
 - The overall procurement costs would be lower than an individual smaller scale local procurement;
 - The overhead costs for managing the contracts will be minimised though a smaller number of large contracts across the sector;
 - There will be no need for the Authority to establish alternative appointment processes locally, including the need to set up and manage an 'auditor panel';
 - The new regime provides both the perception and reality of independent auditor appointment through a collective approach; and

- A sustainable market for audit provision in the sector will be easier to ensure for the future.

2.2 The Authority's current external auditor is Ernst and Young LLP, this appointment having been made under a contract let by the Audit Commission. Following closure of the Audit Commission the contract was novated to PSAA, and since this date PSAA has demonstrated its capability in terms of auditor appointment, contract management, and monitoring audit quality. Over recent years authorities have benefited from a reduction in fees in the order of 55% compared with fees in 2012. This has been the result of a combination of factors including new contracts negotiated nationally with the audit firms and savings from closure of the Audit Commission. The Authority's current external audit fees for 2016/2017 are expected to be £137,195 which includes certification of the Council's Housing Benefit claim.

2.3 The proposed fees for subsequent years cannot be known until the procurement process has been completed, as the costs will depend on proposals from the audit firms. The scope of the audit will still be specified nationally, the National Audit Office (NAO) is responsible for writing the Code of Audit Practice which all firms appointed to carry out the Authority's audit must follow. Not all audit firms will be eligible to compete for the work, they will need to demonstrate that they have the required skills and experience and be registered with a Registered Supervising Body approved by the Financial Reporting Council.

2.4 Currently, there are only nine providers that are eligible to audit local authorities and other relevant bodies; all of these being firms with a national presence. This means that a local procurement exercise, would seek tenders from these same firms, subject to the need to manage any local independence issues. Local firms could not be invited to bid.

3. Other Options

3.1 If the Authority did not opt in there would be a need to establish an independent auditor panel. The members of the panel must be wholly or a majority of independent members as defined by the Act. Independent members for this purpose are independent appointees, this excludes current and former elected members (or officers) and their close families and friends. This means that elected members will not have a majority input to assessing bids and choosing which audit firm to award a contract for the Authority's external audit.

3.2 Alternatively the Act enables the Authority to join with other authorities to establish a joint auditor panel. Again this will need to be constituted of wholly or a majority of independent appointees (members). Further legal advice would be required on the exact constitution of such a panel having regard to the obligations of each Authority under the Act and the Authority would need to liaise with other local authorities to assess the appetite for such an arrangement.

3.3 Both of these options would be more resource-intensive to implement and without the bulk buying power of the sector led procurement and would therefore be likely to result in a more costly service. It would also be more difficult to manage quality and independence requirements through a local appointment process.

Agenda Item 10

4. The Invitation

4.1 PSAA has now formally invited the Authority to opt in to the sector wide procurement arrangement. In summary the national opt-in scheme provides the following:

- The appointment of a suitably qualified audit firm for each of the five financial years commencing 1 April 2018;
- Appointing the same auditor to other opted in bodies that are involved in formal collaboration or joint working initiatives to the extent this is possible with other constraints;
- Managing the procurement process to ensure both quality and price criteria are satisfied. PSAA will seek views from the sector to help inform its detailed procurement strategy;
- Ensuring suitable independence of the auditors from the bodies they audit and managing any potential conflicts as they arise;
- Minimising the scheme management costs and returning any surpluses to scheme members;
- Consulting with authorities on auditor appointments, giving the Council/Authority the opportunity to influence which auditor is appointed;
- Consulting with authorities on the scale of audit fees and ensuring these reflect scale, complexity and audit risk; and
- Ongoing contract and performance management of the contracts once these have been let.

5. The way forward

5.1 Regulation 19 of the Local Audit (Appointing Person) Regulations 2015 requires that a decision to opt in must be made by a full meeting of the Authority. The Authority then needs to formally respond to PSAA's invitation in the form specified by PSAA by early March 2017. PSAA expects to award contracts in summer 2017 and consult with authorities on the appointment of auditors so that it can make an appointment by the statutory deadline of December 2017.

6. Financial implications

6.1 There is a risk that current external audit fee levels could increase when the current contracts end in 2018. Opting-in to a national scheme provides maximum opportunity to ensure fees are as low as possible, whilst ensuring the quality of audit is maintained by entering in to a large scale collective procurement arrangement. If the national scheme is not used some additional resource may be needed to establish an auditor panel and conduct a local procurement. Until a procurement exercise is completed it is not possible to state what, if any, additional resource may be required for audit fees for 2018/19.

Report to:	Cabinet	Date of Meeting:	Thursday 1 December 2016
Subject:	Private Rented Sector Housing Licensing Schemes	Wards Affected:	Blundellsands; Cambridge; Church; Derby; Dukes; Kew; Linacre; Litherland; Victoria;
Report of:	Head of Regeneration and Housing		
Is this a Key Decision?	Yes	Is it included in the Forward Plan?	Yes/No
Exempt/Confidential	No		

Purpose/Summary

To consider the need to introduce both a Selective licensing scheme and 2 Additional HMO licensing schemes in designated areas of the borough and introduce the Business case to support the introduction of the schemes.

To consider the implementation of a 12 week consultation in relation to the introduction of a selective licensing scheme and 2 additional licensing schemes.

Recommendation(s)

That Cabinet agree:

- (1) To approve in principle the Business Case for the introduction of a selective licensing scheme in the Bootle area and 2 additional HMO licensing schemes in central Southport and areas of Waterloo/Seaforth.
- (2) To agree to a 12 week public consultation on the proposals for the implementation of the schemes
- (3) To give authority to the Head of Regeneration and Housing, in consultation with the Cabinet Member for Communities and Housing, to;
 - (i) procure and appoint consultants to undertake the required public consultation on the 3 proposed schemes, and
 - (ii) agree any minor/technical changes to the Business Case in advance of the formal consultations.
- (4) To approve in principal the draft licencing conditions.

Agenda Item 11

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

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

Reasons for the Recommendation:

Cabinet authority is required for the introduction of a selective licensing scheme and 2 additional licensing schemes within the Borough. Authority is also required to procure and appoint consultants, carry out a public consultation and to approve in principle the draft licence conditions.

Alternative Options Considered and Rejected:

Do nothing

Sefton could continue solely with the current enforcement regime, linked with more aggressive promotion of Accreditation. This option is unlikely to have significant impact due to Accreditation being a voluntary scheme, with only the better landlords usually obtaining accreditation status.

Expand the Current Enforcement Regime

The Council currently has a reactive enforcement approach in relation to privately rented properties, dealing with cases as they present themselves. A more proactive approach could be taken to target the worst landlords. This would develop an outward facing image of enforcement in relation to rogue landlords.

To practically do this would involve the need to increase the resourcing allocated to the Housing standards Team by a minimum of 3 additional posts. This cost could be up to £135,711 per annum.

This is a more traditional enforcement approach and less of an enabling one than licensing would bring.

Introduce a borough wide Selective Licensing Scheme

Officers also considered introducing a district-wide scheme but this was not taken forward because the evidence is not yet sufficient to introduce the whole district and

therefore such an application is unlikely to be supported by the Secretary of State (who has to agree to the implementation of such a scheme). A consideration when determining an area for selective licensing is a requirement set out in the Government Guidance, which states that any area considered for selective licensing must have a high proportion of property in the private rented sector, which is more than the national average. Nationally the private rented sector currently makes up 19.6% of the total housing stock in England. The proportion for the borough of Sefton is 13% (2011 census). Therefore a borough wide scheme would fail this test.

What will it cost and how will it be financed?

(A) Revenue Costs

Additional resources will be required to operate the schemes. The schemes have been costed and the licence fees set to make the schemes self-financing.

(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 schemes have been costed and proposed licence fees should cover the costs of the operation of the scheme over the 5 year life of the schemes. The schemes should be cost neutral and self-financing.									
Legal	Part 2 & 3 of the Housing Act 2004 sets out the legislative framework for Selective and Additional (HMO) Licensing. Section 80 of the Housing Act 2004 allows the local authority to designate the area of their district or an area in their district as subject to selective licensing. Section 56 of the Housing Act 2004 allows the local authority to designate the area of their district or an area in their district as subject to additional licensing.									
Human Resources	Additional staff resources will be required to operate the scheme over the 5 year period. The cost of these staff has been incorporated in the setting of licence fees.									
Equality	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">1.</td> <td style="width: 60%;">No Equality Implication</td> <td style="width: 35%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>2.</td> <td>Equality Implications identified and mitigated</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3.</td> <td>Equality Implication identified and risk remains</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	1.	No Equality Implication	<input checked="" type="checkbox"/>	2.	Equality Implications identified and mitigated	<input type="checkbox"/>	3.	Equality Implication identified and risk remains	<input type="checkbox"/>
1.	No Equality Implication	<input checked="" type="checkbox"/>								
2.	Equality Implications identified and mitigated	<input type="checkbox"/>								
3.	Equality Implication identified and risk remains	<input type="checkbox"/>								

Agenda Item 11

Impact of the Proposals on Service Delivery:

Selective & Additional (HMO) Licensing schemes are new areas of work. The introduction of the schemes would introduce more proactive engagement with private landlords rather than the traditional reactive way of working. The schemes will create an increased level of work for the Council's Housing Standards Team.

What consultations have taken place on the proposals and when?

The Head of Corporate Resources (FD4386/16) and the Head of Regulation and Compliance (LD 3667/16) have been consulted and any comments have been incorporated into the report.

Overview and Scrutiny Committee (Regeneration & Skills) considered this subject at their meeting of the 8th of November 2016 and supported the proposals and approach being taken.

The proposals will be the subject of an extensive public consultation exercise in 2017.

Implementation Date for the Decision

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

Contact Officer: Neil Davies

Tel: 0151 934 4837

Email: neil.davies@sefton.gov.uk

Background Papers:

The following background papers are available for inspection:

Background documents

Background 1 Maps and Address List of Proposed Selective Licensing Designated Area

Background 2 Maps and Address List of Proposed Additional (HMO) Licensing Designated Areas

Background 3 Risk Analysis

Background 4 Requirements for the Designation of an Area for Selective Licensing

Introduction/ Legislative Background

- 1.1 Section 80 of the Housing Act 2004 allows local authorities to apply for selective licensing of privately rented properties in the whole of their district or in an area of their district. The main provisions in respect of selective licensing came into force in April 2006.
- 1.2 The Act provides a discretionary power, subject to carrying out consultation and to the approval of the appropriate national authority (Secretary of State for Communities and Local Government), for Local Housing Authorities to license all private landlords in a designated area with the intention of ensuring that a minimum standard of management is met.
- 1.3 Additional Licensing under section 56 of the Housing Act 2004 allows the local authority to designate either the whole of their district or an area within their district as subject to an additional (HMO) licensing scheme. A local authority must consider that a significant proportion of the HMOs of a defined description, in either a designated area or across the whole of the borough are being managed sufficiently ineffectively as to give rise to one or more particular problems either for those occupying the property or for members of the public.
- 1.4 Prior to April 2015, local authorities had powers to introduce selective licensing of privately rented homes in order to tackle problems caused by either:
 - (i) low housing demand
 - (ii) significant anti-social behaviour.

With effect from 1 April 2015, a new Government General Approval came into force. Local authorities are required to obtain confirmation from the Secretary of State for any *selective licensing scheme* which would cover more than 20% of their geographical area or would affect more than 20% of privately rented homes in the local authority area.

- 1.5 If the local authority makes two or more designations at the same time, each of which account for less than 20% of the area or private rented stock, but cumulatively account for more than 20% of either, all of the schemes will need to be submitted to the Secretary of State for confirmation.
- 1.6 As well as the 2 existing criteria, additional criteria for making a scheme are also now in force. A designation may be made to combat problems in an area also experiencing:
 - poor property conditions,
 - an influx of migration,
 - a high level of deprivation or
 - high levels of crime.
- 1.7 A consideration when determining an area for selective licensing, is contained in the following requirement, as set out in the recent Government Guidance (April 2015):

In considering whether to designate an area for selective licensing (on 1 of the 4 new grounds)..... the local housing authority may only make a designation if the

Agenda Item 11

area has a high proportion of property in the private rented sector. Nationally the private rented sector currently makes up 19.6% of the total housing stock in England. The actual number of privately rented properties in a given area may be more or less than this, and if it is more than 19.6%, the area can be considered as having a high proportion of privately rented properties.

The proposed area, Bootle, for selective licensing is estimated to contain 25.5% of private rented sector housing.

- 1.8 **Appendix 1** of this report presents the Business Case required to justify the introduction of a Selective Licensing Scheme in Bootle and 2 Additional (HMO) Licensing Schemes in central Southport and Waterloo/Seaforth, in Sefton. The business case to justify the proposed selective licensing scheme for Bootle is made on 4 of the available criteria, though only one is required to be proven.

2. Sefton Context

- 2.1 Sefton's private rented sector (PRS) has increased by 64.4% between 2001 and 2011. This shows a significant and continuing growth. The total level of private rented housing stock across Sefton is 13%. In 6 wards located in Southport (4), Waterloo (1) and Bootle (1) the PRS exceeds the national average of 19.6% [2011 census]. A well-managed PRS plays an important role in meeting the Borough's housing needs. However, the short-term nature of tenancies brings it challenges especially when those properties are not well managed. Increased anti-social behaviour and poor property condition are a growing concern. The latest house condition survey found that 24.4% of privately rented property failed to meet the decent homes standard, compared to 15.8% of all private properties in Sefton. This is largely due to the fact that the PRS is generally unregulated.

3. Selective licensing

- 3.1 Selective Licensing will be compulsory and applies to all private rented properties in a designated selective licensing area with the exception of those already subject to mandatory HMO Licensing or those exempt from licensing. In the areas where selective licensing would be applied, all landlords will be required to hold a licence in order to rent out a property. The licence lasts for the duration of the 5 year scheme.
- 3.2 To qualify for a licence a landlord must be able to demonstrate that they are acting within the law and taking adequate steps to manage their properties and keep them safe. During the 5 year licence period a full Housing Health and Safety Rating System (HHSRS) inspection will be carried out by officers as a legal requirement for the licence to ensure the property is in compliance with required standards for residential accommodation. In addition, a 'fit and proper' person test will be applied to test the landlord's suitability to manage a tenancy.
- 3.3 The Business Case (appended) demonstrates that the Bootle area proposed for a selective licensing designation meets four of the six legal tests set out in the Housing Act 2004. The area also contains an estimated 25.5% private rented housing stock. The designation for Bootle is proposed on the basis of four of the available criteria; anti-social behaviour, housing conditions, deprivation, and crime. A designation based on migration or low demand is not proposed. Only one test needs to be proved to make a designation lawful.

4. Additional HMO Licensing

- 4.1 Additional (HMO) Licensing will operate in the same way and alongside the existing Mandatory HMO Licensing scheme that operates across the Borough. Mandatory licensing requires that a certain type of HMO must have a licence. These are those that comprise 3 storeys or more, house 5 or more people who form 2 or more households and do not have all facilities within a self-contained unit, i.e. bathroom or kitchen. (The Government is currently consulting on extending the scope of Mandatory licensing, but there are no proposals at present to include poorly converted blocks of flats (Section 257 HMOs), of which Sefton has many). The same process will be followed for the Additional HMO scheme as with the existing Mandatory scheme, with the same legal obligations and penalties for failing to comply with the requirements.
- 4.2 Additional Licensing will require **all** privately rented HMOs, which are located within designated areas, to be licensed. Sefton proposes to implement additional HMO licensing in central Southport and parts of Waterloo.
- 4.3 Before making an additional HMO licensing designation for a particular area, a local authority must consider that a significant proportion of the HMOs of that description in the area are being managed sufficiently ineffectively as to give rise, or to be likely to give rise, to one or more particular problems either for those occupying the HMOs or for members of the public.
- 4.4 The Business Case (appended) demonstrates that the 2 proposed areas for an additional HMO licensing designation meet the criteria.

5. Fees

- 5.1 The proposed licence fees below have been based on an estimate of the number of properties that will require a licence. This calculated income stream cannot be guaranteed at this stage as it is dependent upon the actual number of applications received when the scheme is launched and reactively from then onwards. The fees are subject to annual review to ensure recovery of all relevant costs to operate the schemes.

Selective Licensing	£	Annual Equiv.	Weekly Equiv.
Full Fee	695	139	2.67
Accreditation	545	109	2.10
Early Bird	620	124	2.38
In addition :			
7-12 units	150		
13-20 units	250		
21+ units	350		

Agenda Item 11

Additional (HMO) Licensing	£	Annual Equiv.	Weekly Equiv.
Full Fee	850	170	3.27
Accreditation	700	140	2.69
Early Bird	800	160	3.08
In addition :			
7-12 units	150		
13-20 units	250		
21+ units	350		

- 5.2 A review of fees will be undertaken annually and will be adjusted to reflect changes in costs. The fees will also be reviewed in line with the findings of the pending decision of Hemming v Westminster City Council which has been referred to the European Court of Justice. Fees may also need to reflect any possible pending legislative changes to Mandatory HMO licence fees.

6. Resources

- 6.1 The proposed schemes will generate a high level of additional work and needs to be resourced accordingly. It is estimated that a team of 9 new staff will be required to manage the workload. It is intended that the team will be staffed sufficiently to process around 2800 Selective and 200 Additional (HMO) applications in total. The total cost of the staff would be in the region of £1,800,000 over the 5 year programme.

The team will comprise of:-

- Licensing Manager
- 3 x Compliance Officers (fixed term)
- 5 x Admin Support (fixed term), but numbers subject to review over the life of the scheme.

In addition, 5 existing staff currently working on a range of private sector housing issues will be utilised to compliment the licensing team. The cost of these staff has been incorporated in the setting of licence fees, based on the estimated proportion of their time which will be spent supporting licensing work.

- 6.2. Running concurrently with the consultation a detailed financial analysis will be undertaken to evaluate the cost and income forecasts, cash flow and an appropriate financial risk analysis. This will form part of the final proposals to be presented to Cabinet.

7. Consultation

- 7.1 Consultation is a key feature of the development of the proposals. Section 56 (3) & Section 80 (9) of the Housing Act 2004 requires that before making a designation, the local authority is required to undertake a formal consultation process on the proposed implementation of the selective and additional licensing designations and take reasonable steps to consult with persons likely to be affected. This should include local residents, including tenants, landlords, managing agents and other members of the community who live or operate

businesses or provide services within the proposed designation and neighbouring areas that may be affected, including neighbouring local authorities.

- 7.2 Government guidance states there should be a minimum 10 week consultation period. In line with Sefton's approved approach to engagement and consultation, it is proposed that we adopt a consultation period process which will last for a period of 12 weeks, which is scheduled to commence, subject to Cabinet Approval, in April 2017.
- 7.3 To provide an impartial and thorough consultation, it is recommended that we commission an external consultant to undertake the consultation process.
- 7.4 The appointed consultation consultant will be required to agree the consultation methodology with Sefton's Consultation & Engagement Panel. When the consultation is actually due to begin further information about the consultation process will be advertised and promoted including how to get involved. Information will be provided on Sefton's website and everyone who is likely to be directly affected by the proposals will be contacted and invited to participate in the consultation.

8. Licence conditions

- 8.1 Licence holder will be required to comply with conditions on their licence. Some of these conditions are mandatory and have to be applied to each licence, as defined in the Housing Act 2004. Each licence will also have a further set of conditions that are specific to Sefton. The draft Selective licensing conditions are in **Appendix 1 of the Business Case**. The draft Additional (HMO) Licensing conditions are attached in **Appendix 2 of the Business Case**.

9. Areas

- 9.1 Selective licensing is proposed to be introduced in an area of Bootle.
- 9.2 Additional (HMO) Licensing is proposed in 2 areas of the Borough. One in central Southport and one in the Waterloo/Seaforth area.

10. Next steps

- 10.1 Assuming Cabinet approve the recommendations in this report, the next steps will include:
 - procurement and appointment of consultation consultants
 - agreement to a consultation methodology with the Council's Consultation & Engagement Panel
 - undertake the formal 12 week consultation exercise
 - review the results of the consultation
 - present final proposals to Cabinet for consideration, which will probably be circa September 2017.

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Business Case for Selective and Additional (HMO) Licensing



Agenda Item 11

Contents

	Page
Foreword – Cabinet Member Communities and Housing	1
Introduction	3
<u>Section 1</u> Why is Sefton introducing Selective and Additional (HMO) Licensing Schemes	5
<u>Section 2</u> Sefton’s demographic and economic profile	7
Resident population	
Population projections and age structure	
Age profile	
Household structure	
Tenure profile	
Dwelling profile	
Household overcrowding	
Council tax band	
Vacant homes	
Stock conditions	
Indices of multiple deprivation	
Housing needs in Sefton	
Economic profile	
Unemployment rates	
Household incomes	
<u>Section 3</u> Selective Licensing Designation	29
<u>Section 4</u> Additional (HMO) Licensing Designation	52
<u>Section 5</u> How licensing fits with Sefton’s strategies	75
<u>Section 6</u> How will the schemes be delivered?	82
Resources	
Licensing Application	
Fit and Proper Persons	
Fees	
Enforcement of Licensing Standards	
Monitoring of the schemes	
Risks Analysis	
<u>Section 7</u> Consultation	95

- Appendix 1** Draft Selective Licensing Conditions
- Appendix 2** Draft Additional (HMO) Licensing Conditions

Background documents

- Background 1** Maps and Address List of Proposed Selective Licensing Designated Area
- Background 2** Maps and Address List of Proposed Additional (HMO) Licensing Designated Areas
- Background 3** Risk Analysis
- Background 4** Requirements for the Designation of an Area for Selective Licensing

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Agenda Item 11

Foreword

“Since January 2016, Sefton Council has been consulting and leading on developing a new Vision for the borough. The process has helped us understand what matters and to be ambitious for the Borough and its communities in the future. A number of themes began to emerge, which were then developed into the Vision & Outcomes Framework. The Local Authority believes that the introduction of the proposed Licensing schemes can help contribute to the delivery of the Framework.

Since 2001, Sefton has seen a significant increase in the size of the private rented sector, borough-wide, but particularly in the areas being considered for licensing.

We propose the **Bootle area for Selective Licensing**, which has a high proportion of private rented housing, with some of this housing being poorly managed. The area also experiences a high incidence of ASB, poor housing conditions and deprivation, which all lowers confidence in the area. The community and the Local Authority want to see the area improve. As part of the Sefton 2030 vision there is a significant ambition to improve and attract investment to improve the prosperity of Sefton. As part of our commitment to the success of this we want the licensing of privately rented properties to improve confidence in the private rented sector and help improve the prospects for the whole area.

Bootle contains a mixture of predominantly pre-1919 traditionally built terraced housing with some newer homes. Over the years, regeneration investment, including via the Housing Market Renewal Programme, into part of the area has made some impact. However, there remains a need to address some of the housing and social related issues which continue to adversely affect the wider area, especially those related to privately rented housing.

We propose **Additional (HMO) Licensing** (House in Multiple Occupation), for parts of **Waterloo/Seaforth and Southport**, which have high concentrations of problematic HMOs and have seen increases in ASB and crime over recent years. This is having an adverse impact on communities and businesses in these areas.

Sefton Council will continue to use its existing powers to tackle irresponsible landlords and tenants and at the same time offer support and assistance to landlords to improve conditions and management practices. We are committed to building on our existing and established relationships with landlords operating in Sefton, particularly those who own stock in the proposed licensing areas. We want to use Licensing to improve the relationship with a much wider number and group of landlords.

We need to bring about long-term sustainable change, which will be greatly helped through improvements to management standards within the private rented sector. We also recognise the crucial role the private rented housing sector plays in creating a strong and sustainable housing market and in meeting the housing needs of many households. Sefton depends heavily on the privately rented sector and we look forward to using the licensing scheme to engage and work with

landlords to realise our vision of creating a strong and resilient community, and the opportunity to live in good quality homes.

Sefton is committed to making the areas a safe and attractive place to live in and through the proposed licensing schemes we are seeking the full co-operation of landlords of the area and their tenants in making this happen.”

Cabinet Member Communities and Housing

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Agenda Item 11

Introduction

Our new Housing Strategy (2016-20) seeks to;

“Continue to make Sefton a great place to live, by ensuring that people can access high quality housing appropriate for their needs”.

Sefton is a coastal borough. It lies in the northern part of the Liverpool City Region with which it shares close economic, social, cultural and transport links. Sefton adjoins the City of Liverpool to the south, the borough of Knowsley to the south-east, and the largely rural West Lancashire elsewhere. Sefton has a population of approximately 273,790.

Sefton comprises a largely self-contained housing market, however, there is a north-south divide with a higher proportion of owner occupiers outside of Bootle and Netherton, and house prices are generally higher in central and north Sefton than in the south of the Borough. Whilst there is a mix of house types and tenures across Sefton, there is less choice in south Sefton where there are more terraced houses, and more homes owned by housing associations or private landlords.

The 2011 Census identifies that, when compared with both the North West Region and England, Sefton has a higher proportion of older persons. In 2011, 34.0% of the population of Sefton was aged 55 or over compared with 28.6% in the North West region and 28.0% for the whole of England. Within Sefton there are also some notable differences with the Bootle/Netherton area having a relatively young population (27.1% aged 55 and over) and the rest of the Borough being generally older (36.6% aged 55 and over).

World Health Organisation Policy Brief (January 2012) stated; *‘Poverty and low living standards are powerful causes of poor health and health’*. At a local level the 2014 Sefton Strategic [Health] Needs Assessment (SSNA) emphasises that the quality of people’s living environment has a profound effect on their health and wellbeing. The SSNA recognises housing decency (housing quality) and affordability as one of the ten key wider determinants of health in Sefton. It considers tackling problems of poor housing and provision of quality affordable housing to protect the health, safety and welfare of the occupants as a key public health and corporate priority.

Bootle, located in the South of the borough suffers from a wide range of entrenched problems that arose out of many years of socio-economic change. As one of the most deprived areas in England, Bootle suffers from high levels of crime and ASB and poor housing conditions.

Central Southport and parts of Waterloo/Seaforth also suffer similar problems, a situation that is not uncommon in other coastal communities. In the north of the borough, Southport was a highly desirable area with a viable economy based on tourism, but longer term changes in the tourism industry and the recent economic down turn has had a detrimental impact and decline on this traditional seaside resort. Over recent years this has had a negative impact on the area. Visitor numbers have declined, leading to an adverse effect on local businesses. Many

guest house and small hotel property owners had to sell up or diversify that has led to many buildings being converted into flats or HMOs, particularly bedsits, to maximise rental income. A number of property owners also decided to create small flats in pursuit of the maximum number of rental units.

As more hotels and guesthouse businesses closed and owner-occupiers moved out, more private landlords moved in with many landlords owning large portfolios.

Changing socio-economic conditions have also created a demand and need for privately rented HMO's, particularly in areas such as Waterloo/Seaforth and Southport, which have a shortage of alternative social rented housing. The economic downturn, welfare reform, seasonal work, international migration have all helped create a larger cohort of people who have come to rely on private rented sector flats and bedsits.

In recent years, the accommodation offer has largely been aimed at the lower end of the market, accommodating many vulnerable households. The three proposed licensing areas are now characterised by high levels of unemployment, benefit dependency, crime and ASB, and health inequalities.

While individual private landlords cannot be held responsible for these wider changes, a significant number are contributing to the deprivation and poor health outcomes by providing poorly managed and unsafe homes.

To achieve Sefton's vision it is clear that something has to be done to improve the housing conditions for our residents in the private rented sector, doing nothing is not an option and this document determines options available to Sefton Council.

Agenda Item 11

Section 1: Why is Sefton introducing Selective and Additional (HMO) Licensing Schemes?

Sefton's private rented sector (PRS) has increased by 64.4% between 2001 and 2011. This shows a significant and continuing growth. Owner occupation has fallen from 86,669 to 83,801 over the same period. In 6 wards located in Southport (4), Waterloo/Seaforth (1) and Bootle (1) the PRS exceeds the national average [2011 census]. Most national commentators conclude that the PRS will continue its remorseless growth. The PRS now accounts for 20% of all dwellings nationally, and this is likely to increase to 22-25% over the next decade. What's more, the nature of the sector is changing with, for the first time in living memory, families constituting the most common household type renting privately.

A well-managed PRS plays an important role in meeting the Borough's housing needs. However, the short-term nature of tenancies brings it challenges especially when those properties are not well managed. Increased ASB and poor property condition are a growing concern. The 2013 Sefton house condition survey found that 24.4% of privately rented property failed to meet the decent homes standard, compared to 15.8% of all private housing in the borough. This is largely due to the fact that the PRS is generally unregulated.

Sefton Council is proposing to introduce both Selective and Additional (HMO) Licensing schemes for privately rented properties across selected areas of the Borough.

The aim of the schemes is to lead to an improvement of management and property conditions across the designated areas and members of Sefton's Housing Standards Team will be available to offer advice and support to both landlord and tenant. Licensing of privately rented properties, albeit generally unpopular with landlords can provide a number of benefits to tenants, landlords and the wider community.

What are the benefits of licensing for landlords?

- Responsible landlords will receive information and support to help tackle antisocial behaviour
- Poor performing landlords will receive support and training to help them improve
- Improved rental income as areas are maintained and improved
- Increase of property value
- Improvement in the reputation of private landlords
- Shorter void periods
- Landlords who have voluntarily engaged with a recognised accreditation scheme can also benefit from a reduced licensing fee
- Greater ability for the landlord and authority to deal with rogue tenants.

What are the benefits of licensing for tenants?

- More professional landlords providing good quality homes
- Likelihood of improvements to their properties
- Licensing will create a clear set of rules that all landlords must follow
- Reduced risk of homelessness and increased length of stay

- Licensing would ensure private landlords are managing and maintaining their properties
- Minimum standards for rented housing are met

What are the benefits of licensing for the community?

- Increased housing demand
- Reduce crime and ASB
- An areas image is improved and more desirable to live in
- Improved security and more settled communities
- Reduced number of empty properties
- Better housing
- Reduced environmental problems, such as graffiti, litter and fly-tipping
- Landlords will also have to give and ask for references for their tenants
- Protecting vulnerable people who may currently be living in poorly maintained properties.

This Business Case explains the difference between the Selective and Additional (HMO) licensing schemes and Sefton Councils' rationale of its proposal to implement both schemes across the privately rented housing sector in designated parts of the Borough. The Local Authority has considered data from a wide range of sources before coming to this decision. The following sections outline the key evidence that supports the proposed designations.

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Agenda Item 11

Section 2: Sefton's demographic and economic profile

Resident Population

The latest ONS mid-year population estimates indicate that there were 273,700 people resident in Sefton in mid-2015 – a reduction of 100 recorded in the 2011 Census (273,800) – this latter figure is a decrease of 3.2% since 2001. Table 2.1 shows the population change estimated since 2001. The table suggests that over the past ten years the population of all areas in Sefton other than Southport has declined with Bootle seeing a drop in population of nearly 9%. The figures compare with a regional population increase of 5% and a national increase in resident population by 8%.

Table 2.1

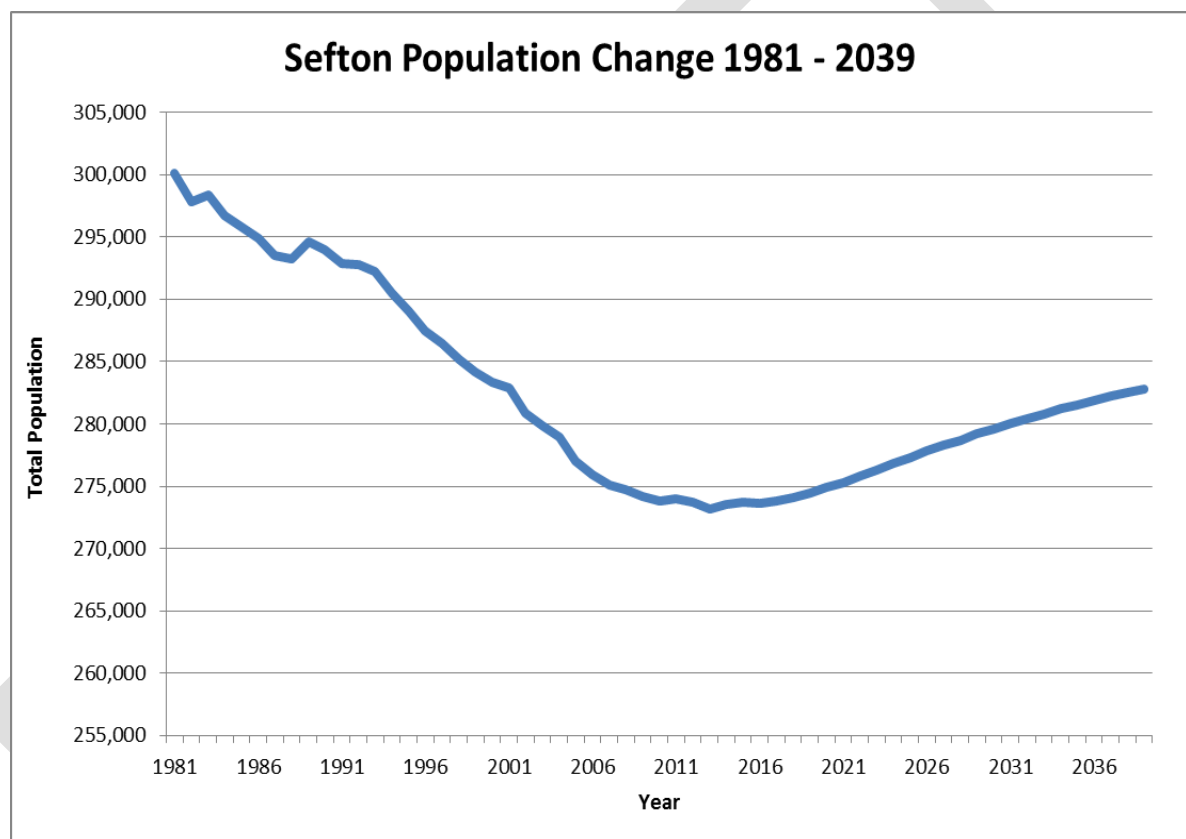
Population Change (2001 -2011)				
Area	Population (2001)	Population (2011)	Absolute change	% change
Southport	90,329	90,381	52	0.1%
Formby	24,999	23,845	-1,154	-4.6%
Maghull/Aintree	39,159	37,338	-1,821	-4.7%
Crosby	50,835	49,097	-1,738	-3.4%
Bootle	39,362	35,896	-3,466	-8.8%
Netherton	38,270	37,233	-1,037	-2.7%
Sefton	282,954	273,790	-9,164	-3.2%
North West	6,729,764	7,052,177	322,413	4.8%
England	49,138,831	53,012,456	3,873,625	7.9%

Source: Census (2001 and 2011)

Population projections and age structure

The government's latest [2014 based] Population Projections suggest limited population growth for Sefton between 2014 (273,500) and 2039 (282,800); an overall increase of around 9,300 or 3.4% increase over the next 25 years. The greatest projected growth will be in the over 65s age group, by around 24,800 or 40.7%, while the over 85 age group is projected to increase by around 9,600, or 115.6% by 2039. Correspondingly, the number of adults of working age is due to fall by 16,000, or 10.5%. The projected growth in the number of very elderly people (i.e. over 85s) is greater than the anticipated overall population increase in Sefton to 2039. The highest proportions of those over 65 will continue to live in Formby and especially Southport.

Figure 2.2



Source: 2015 ONS Midyear Population Estimates and ONS 2014 based Subnational Population Projections

Agenda Item 11

Age Profile

Table 2.3 provides a profile of Sefton by age and sub-market area. Overall the Local Authority has a comparatively smaller proportion of younger people; 33.4% of its residents are under 29 years of age compared with 37.5% across the North West and 37.5% across England. The authority has a greater proportion of older people; 27.5% of the Sefton population are over 60, compared to 22.8% across the North West and 22.3% across England as a whole. The pattern of age distribution differs within each sub-market area and reflects the difference within each distinct community. Bootle and Netherton have a higher than average population in the 'Under 15' age group at 18.9% and 18.3% respectively and smaller '75 plus' populations, at just 6.0% in Bootle. Formby, Southport and Aintree however have significantly older populations than the average for the North West and England. Almost 13% of Formby's population are '75 plus' for example, compared to 7.7% in both the North West and England.

Table 2.3

Population Proportions (%)						
Area	Under 15	15 -29	30 - 44	45 - 59	60 - 74	75+
Southport	15.7	16.1	17.1	21.0	18.1	12.1
Formby	15.0	13.1	15.2	20.9	22.9	12.9
Maghull/Aintree	13.9	16.3	16.6	22.8	18.7	11.8
Crosby	15.3	17.3	17.4	24.0	16.5	9.4
Bootle	18.9	22.0	19.2	20.0	14.0	6.0
Netherton	18.3	19.7	18.7	21.0	14.0	8.4
Sefton	16.1	17.3	17.4	21.6	17.2	10.3
North West	17.5	20.0	19.8	19.8	15.1	7.7
England	17.7	20.0	20.6	19.4	14.6	7.7

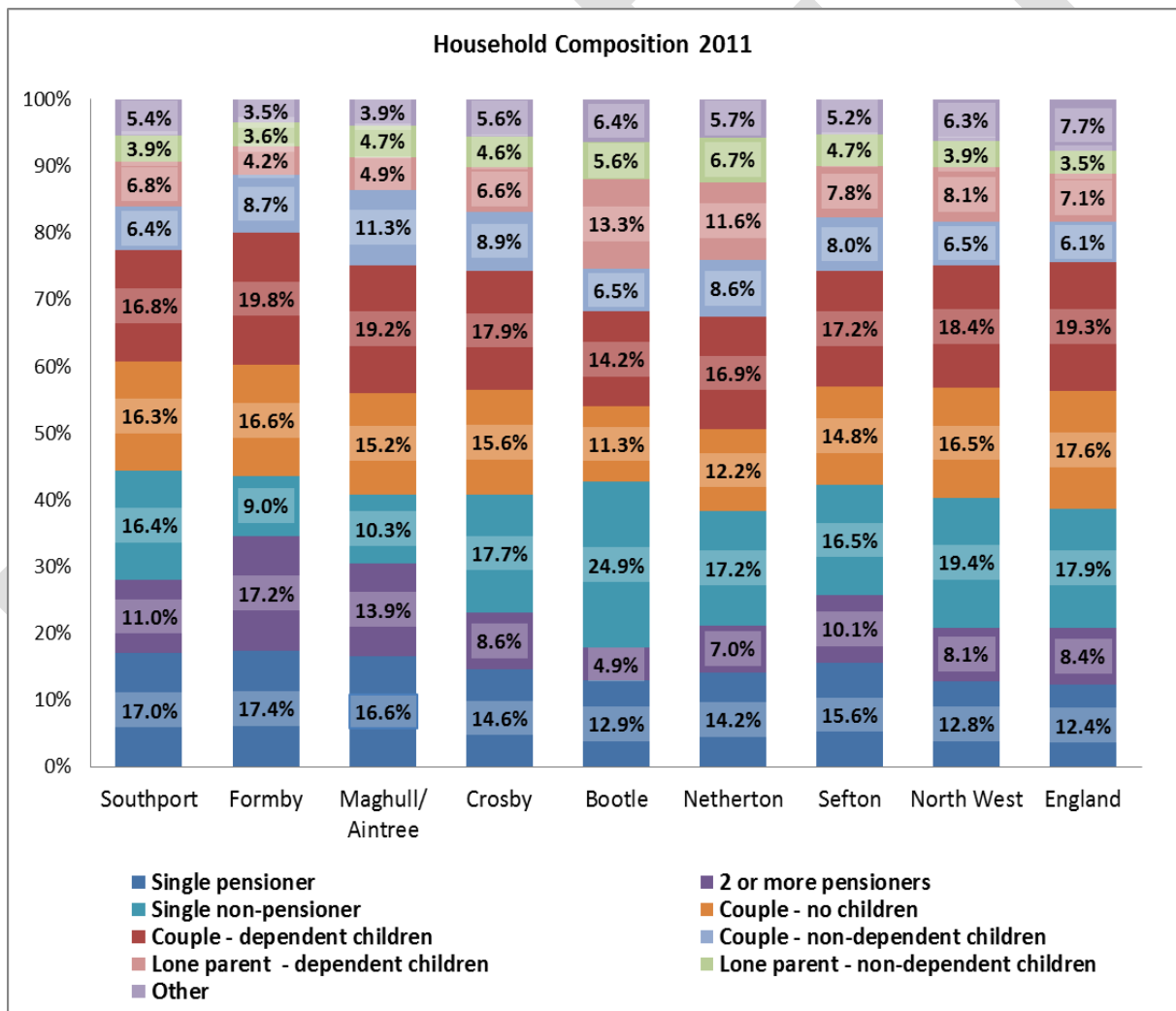
Source: Census 2011

Household Structure

Figure 2.4 shows the household structure in the study area according to the Census in 2011 (again to allow comparisons across areas), compared with the regional and national profiles. Sefton has a higher proportion of pensioner only households and relatively few households with dependent children. In total, 26% of households in Sefton are entirely composed of people aged 65 and over; this compares with 21% both regionally and nationally.

For sub-areas there are also some notable differences with Formby in particular having a high proportion of pensioner only households (35%) and Bootle having a high proportion of lone parents. Bootle also has a very high proportion of single non-pensioner households – these make up 25% of all household types in this sub-area and compares with 16.5% of the whole of Sefton and just 9% in Formby.

Figure 2.4



Source: Census 2011

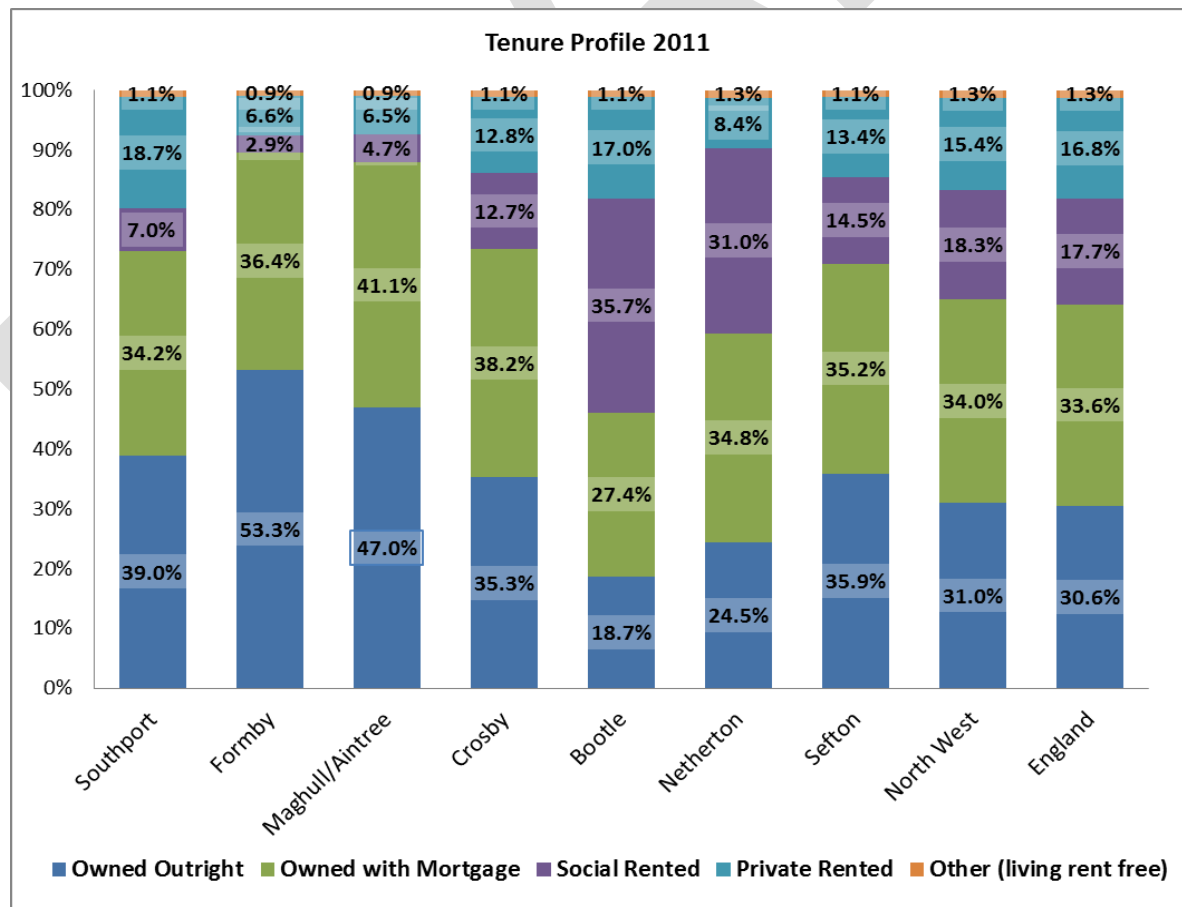
Agenda Item 11

Tenure Profile

In 2011 it was estimated there were 124,605 dwellings in the Borough. Additional analysis of the 2011 Census reveals that around 71% of households in the Borough were owner-occupiers (including shared ownership) – this is notably above both the regional and national average. The social rented sector across Sefton is smaller than found regionally or nationally. The Census data also shows a private rented sector which is smaller than either the regional or national average.

As of 2011 it was estimated that around 13% of households live in the private rented sector – this compared with 15% for the region and 17% nationally at that time. The number of households living in the private rented sector has risen significantly in line with national increases – an estimated 15,804 households live in private rented accommodation (2011) which is 64% higher than the figure (of 9,616) recorded in the 2001 Census.

At a sub-area level, there are particularly high levels of owner-occupation in Formby and Maghull/Aintree (and to a lesser extent Southport and Crosby) with the level of private renting being particularly high in Southport and Bootle. The proportion of households living in social rented stock is also somewhat variable with the most notable figures being the very small numbers in this tenure in Formby and Maghull/Aintree and a high proportion in Bootle and Netherton. Figure 2.5



Source: Census 2011



The change in the proportion of households living in different tenures is shown in table 2.6 (below). As well as clearly showing the growth in the private rented sector the data also shows a significant reduction in the proportion of households owning homes with a mortgage or loan. This trend is again consistent with regional and national data. The data also shows a notable decrease in the size of the social rented stock which may limit the ability of lower income and more vulnerable people to meet their housing needs.

Table 2.6

Sefton Change in Tenure (2001 – 2011)				
Tenure	2001	2011	Change	% Change
Owned outright	39,623	42,334	2,711	6.8%
Owned with mortgage	47,046	41,467	-5,579	-11.9%
Social rented	18,649	17,063	-1,586	-8.5%
Private rented	9,616	15,804	6,188	64.4%
Other	1,913	1,262	-651	-34.0%
Total	116,847	117,930	1,083	0.9%

Source: Census 2001 & 2011

Change in Privately Rented Tenure (2011 – 2016)					
	2011 Census	April 2015	Change	% Change	Estimated Privately Rented Tenure Proportion
England	3,716,000	4,747,000	1,031,000	27.7%	19.6%
Sefton	15,804	20,182	4,378	27.7%	16.8%
Estimated PRS					

Source: DCLG Table 104 - Dwelling stock by tenure (2015)

Since the 2011 Census, the proportion of people nationally who rent privately has increased by 27.7% from 3,716,000 to 4,747,000.

It is reasonable to expect that this rate of increase (27.7%) could also be applied to Sefton as is it similar to the Borough's annual rate of increase in this housing tenure since 2001.

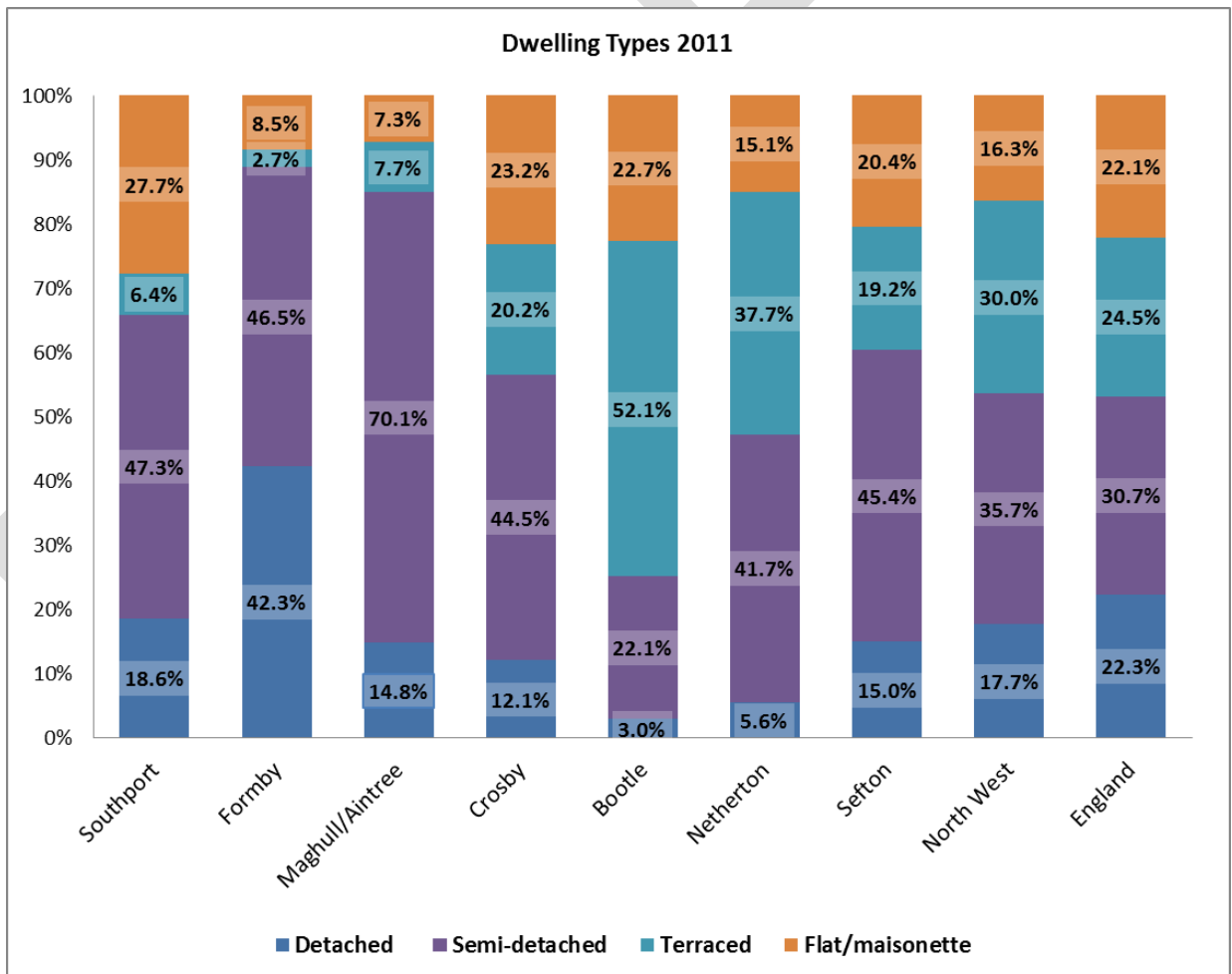
Agenda Item 11

Stock/Dwelling Profile

The figure below shows the types of dwelling in the Borough, regionally and nationally, from the 2011 Census. The data shows that Sefton has relatively few terraced homes and detached houses/bungalows when compared with national or regional figures. The proportion of semidetached properties is notably higher than other areas, making up 45% of the housing stock.

We also see marked difference between sub-areas with Formby having a high proportion of detached homes (42%) and Maghull/Aintree a very high proportion of semi-detached properties (over 70%). Both of these areas have relatively few flats/terraces. At the other end of the scale the stock in Bootle is more heavily concentrated on terraces and flats (together making up 75% of all homes); the highest proportion of flats is however seen in the Southport sub-area where over a quarter of homes are flats/maisonettes. The Crosby area (including Waterloo) has the second highest rate of flats and maisonettes.

Figure 2.7



Source: Census 2011

Using the 2011 Census data and comparing it with figures from 2001 we can study how the stock has changed over the past ten-years. The table below shows that the dwelling stock is estimated to have increased by some 3,748 homes with 85% of this increase being of flats/maisonettes. There have been moderate increases in the number of semi-detached and terraced homes and a small decrease in the number of detached properties. The number of flats/maisonettes has increased by 14% over the decade compared with a less than 1% increase in the number of houses (all categories combined).

Table 2.8

Sefton Change in Dwelling Types (2001 – 2011)				
Dwelling type	2001	2011	Change	% Change
Detached	18,868	18,752	-116	-0.6%
Semi-detached	55,966	56,512	546	1.0%
Terraced	23,734	23,915	181	0.8%
Flat/maisonette	22,209	25,386	3,177	14.3%
Other	80	40	-40	-50.0%
Total	120,857	124,605	3,748	3.1%

Source: Census 2001 & 2011

Agenda Item 11

Household Overcrowding

Data about overcrowding is available from the 2011 Census based on the 'bedroom standard'. This is defined by the difference between the number of bedrooms needed to avoid undesirable sharing (given the number, ages and relationships of the household members) and the number of bedrooms available to the household. A household is defined as overcrowded if there are fewer bedrooms available than required by the bedroom standard.

Looking at how levels of overcrowding have changed over time we have reproduced data from the 2001 and 2011 Census about households with a negative occupancy rating (i.e. more people than rooms once a 'common' room has been discounted). This data shows that levels of overcrowding have hardly changed over time with some 2% more households failing this standard in 2011 than did in 2001 (an increase of 103). This increase in overcrowding is very low when compared with other areas – in the North West overcrowding increased by 23% from 2001 to 2011 whilst for England the increase was 32%.

Many of the individual sub-areas have seen a decrease in overcrowding over the past decade with increases only seen in Southport and Crosby. In both of these areas the changes in overcrowding have still been notably lower than seen either regionally or nationally.

Table 2.9

Levels of household overcrowding based on occupancy rating (2001 - 2011)				
Area	Overcrowded 2001	Overcrowded 2011	Change	% change from 2001
Southport	1,982	2,337	355	17.9%
Formby	171	133	-38	-22.2%
Maghull/Aintree	401	326	-75	-18.7%
Crosby	848	896	48	5.7%
Bootle	1,153	1,138	-15	-1.3%
Netherton	1,043	871	-172	-16.5%
Sefton	5,598	5,701	103	1.8%
North West	152,248	187,816	35,568	23.4%
England	1,457,512	1,928,596	471,084	32.3%

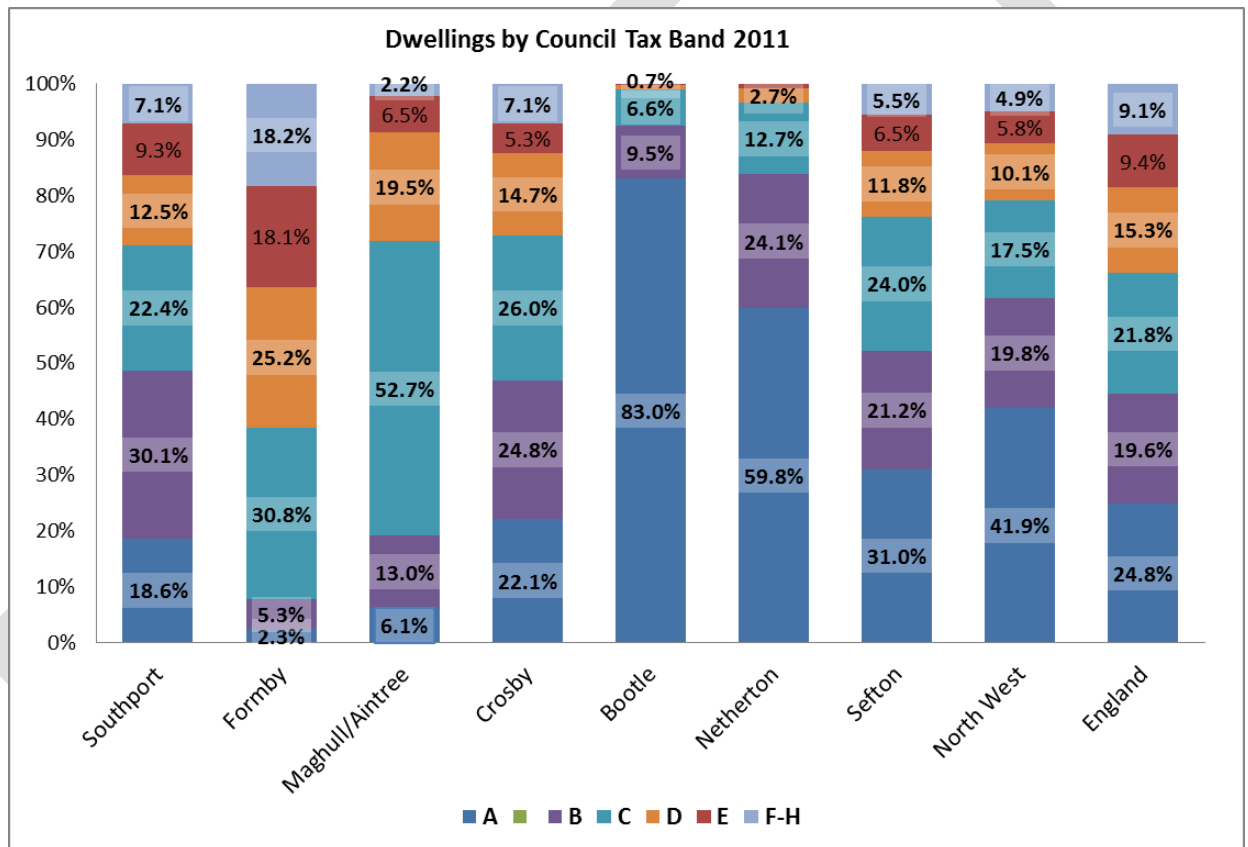
Source: Census (2001 and 2011)

Council Tax Band

A good indication of the quality and price structure of the housing stock is the distribution of dwellings by Council Tax Band. The figure below shows that across the whole of the Borough the distribution of Council Tax Bands suggests slightly lower dwelling values when compared with national data but higher values in a regional context. Across Sefton some 52% of homes are in Council Tax Bands A and B; this compares with 62% regionally and 44% nationally.

At a sub-area level differences are even more pronounced with the data indicating very high property values in Formby (and to a lesser extent Maghull/Aintree) with lower values being seen in Bootle and Netherton. In Formby the data shows that only 2.3% of homes are in Council Tax band A – this compares with around 31% Borough-wide and 83% in Bootle.

Figure 2.10



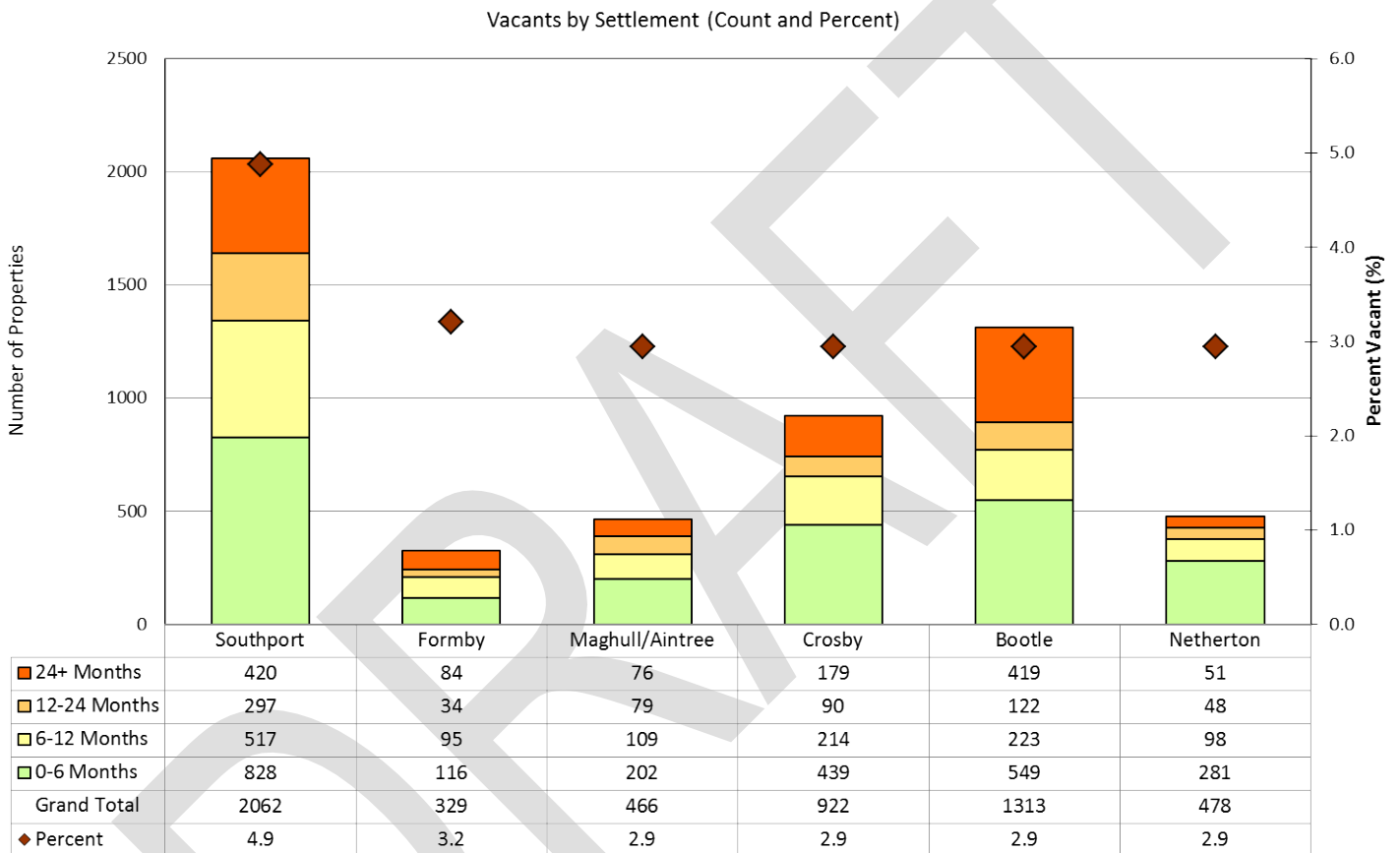
Source: Census 2011

Agenda Item 11

Vacant Homes

The number of vacant (i.e. empty) homes in Sefton is 5,570 (based on October 2015 Council tax data), 4.41% of the total stock (including second homes and the remaining proportion of homes set for demolition in the Housing Renewal areas). Of the total number of vacant homes, 3,155 are classed as long-term vacant, i.e. vacant for more than six months (2.5% of the total housing stock). These vacancies are concentrated in south Sefton (mainly Bootle) and central Southport.

Figure 2.11



Source: Sefton Council Tax Oct 2015

Stock Conditions

Housing conditions overall within the private housing sector have improved since 2008. Over the five year period 2008 - 2013 the number of dwellings failing the Decent Homes Standard has decreased by 7,475 dwellings or 30.7%. The overall rate of non-Decency has witnessed a corresponding decline from 23.1% of private sector housing in 2008 to 15.8% in 2013. Within the Decent Homes Standard rates of non-compliance on Category 1 hazards and disrepair have also reduced. The proportion of economically vulnerable households in non-Decent homes has remained almost static over the period at 28% although this is against a background of significant increases in economic vulnerability over the inter-survey period. Levels of energy efficiency have improved significantly since 2008 as evidenced by an increase in average SAP ratings from 56 to 63 and a 36% reduction in annual CO2 emissions.

89,719 dwellings (84.2%) meet the requirements of the Decent Homes Standard and can be regarded as satisfactory. The remaining 16,858 dwellings (15.8%) fail the requirements of the Decent Homes Standard and are non-Decent. Within the Decent Homes Standard itself the following pattern of failure emerges:

- **4,069 dwellings (3.8%) exhibit Category 1 hazards within the Housing Health and Safety Rating System (HHSRS).**
- **10,665 dwellings (10.0%) are in disrepair.**
- **266 dwellings (0.2%) lack modern facilities and services.**
- **5,596 dwellings (5.3%) fail to provide a reasonable degree of thermal comfort.**

The majority of non-Decent homes fail on one item of the standard (13,362 dwellings – 79.3%); the remaining 3,495 non-Decent Homes exhibit multiple failures (20.7%). Costs to achieve Decent Homes within the private-housing sector are estimated at £102.915M averaging £6,105 per non-Decent home.

Variations in Decent Homes performance reflect significantly higher rates of failure for:

- The private-rented sector : 5,051 dwellings, 24.4%
- Flats in converted buildings (eg HMOs): 3,403 dwellings, 34.4%
- Dwellings constructed pre-1919 : 8,122 dwellings, 29.5%

Geographically, highest rates of Decent Homes failure are recorded for;
East Southport, 2888 dwellings 25.9%
North Southport, 2548, 22.3%
Linacre and Derby, 2139, 26.5%

Significant parts of these areas will be included within the proposed Selective and Additional (HMO) licensing schemes.

Agenda Item 11

TABLE 11 : RATES OF NON-DECENCY 2008 AND 2013 BY AREA AND TENURE		
	NON-DECENT HOMES	
	2008	2013
	%	%
AREA COMMITTEE		
Crosby	15.7	8.8*
East Southport	23.1	25.9
Formby	5.3	9.5
Linacre and Derby	40.9	26.5*
Litherland and Ford	26.8	15.1*
North Southport	19.0	22.3
Sefton East Parishes	50.3	11.2*
South Southport	14.7	16.8
St. Oswald, Netherton and Orrell	15.6	12.4
TENURE		
Owner-Occupied	22.0	13.7*
Private-Rented	35.2	24.4*
ALL SECTORS	23.1	15.8*

Source: Sefton Private Sector Stock Conditions survey 2013

Poor Property Conditions

Housing Standards Service Requests

There are circumstances in which a significant number of properties in the private rented sector are in poor condition and are adversely affecting the character of the area and/ or the health and safety of their occupants. Number of service requests from tenants living in privately rented homes recorded by the Housing Standards team can accurately identify local concentrations of poor property conditions by mapping each service request received.

Table 2.12 below identifies the number and proportion of total (mappable) housing standards service requests received by Sefton Council over a four year period between April 2012 and March 2016. The results highlight that the rate of total service requests in each licensing area are much greater than the overall Sefton rate (21.7 requests per 1000 households). This evidence highlights that each of the licensing areas are disproportionately affected by poorer housing stock and poor property conditions.

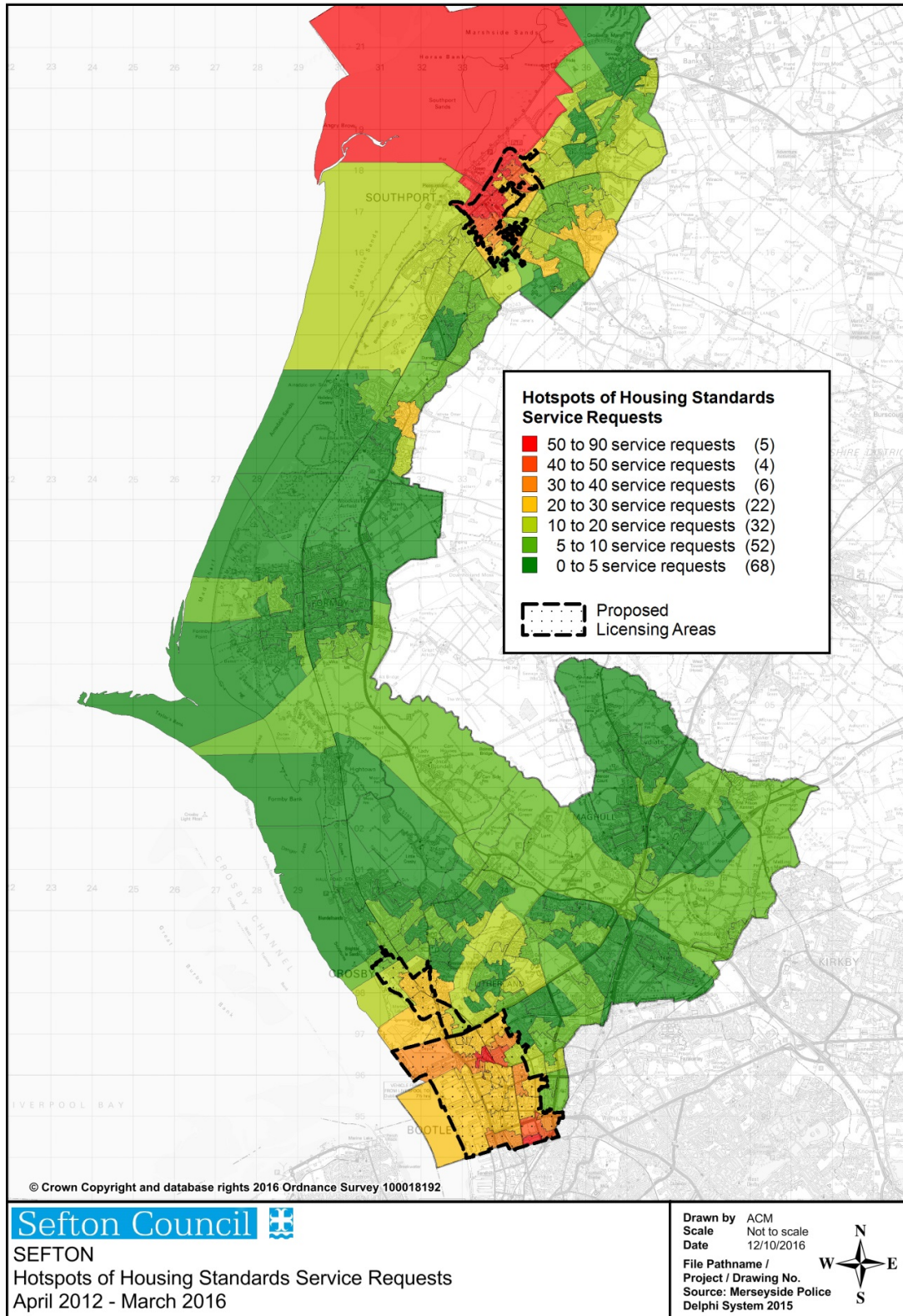
Table 2.12

Area	Waterloo/ Seaforth Additional HMO Licensing Area	Southport Additional HMO Licensing Area	Bootle Selective Licensing Area	Total Licensing intervention areas	Sefton Total
Total Housing Standards Service Requests (April 2012 – March 2016)	145	428	678	1251	2255
Proportion of Total Housing Standards Service Requests (April 2012 – March 2016)	6.4%	19.0%	30.1%	55.5%	100%
Service Request rate per 1000 households*	45.7	87.5	55.3	61.5	21.7

Source: Sefton Council - Flare

*Household Estimate based on 2011 Census

Agenda Item 11



Fuel Poverty

Under current definitions 12,352 households in Sefton (12.2%) have low incomes and high fuel costs and are in fuel poverty. Rates of fuel poverty are marginally above the average for England estimated at 11% of households in 2011.

Demographically, fuel poverty impacts most strongly on younger and older households. 247 households headed by a person aged under 25 years are in fuel poverty representing 13.5% of all younger households. Rates of fuel poverty rise to 19.0% for households headed by a person aged 65 years and over. Rates of fuel poverty show limited variation by tenure but are higher for households living in pre-1919 (20.9%) and inter-war (15.7%) housing. Geographically the highest rates of fuel poverty are associated with St. Oswald, Netherton and Orrell, followed by areas proposed for inclusion in Licensing schemes at East Southport and Linacre and Derby Wards (Bootle).

Source: Sefton Private Sector Stock Conditions survey 2013

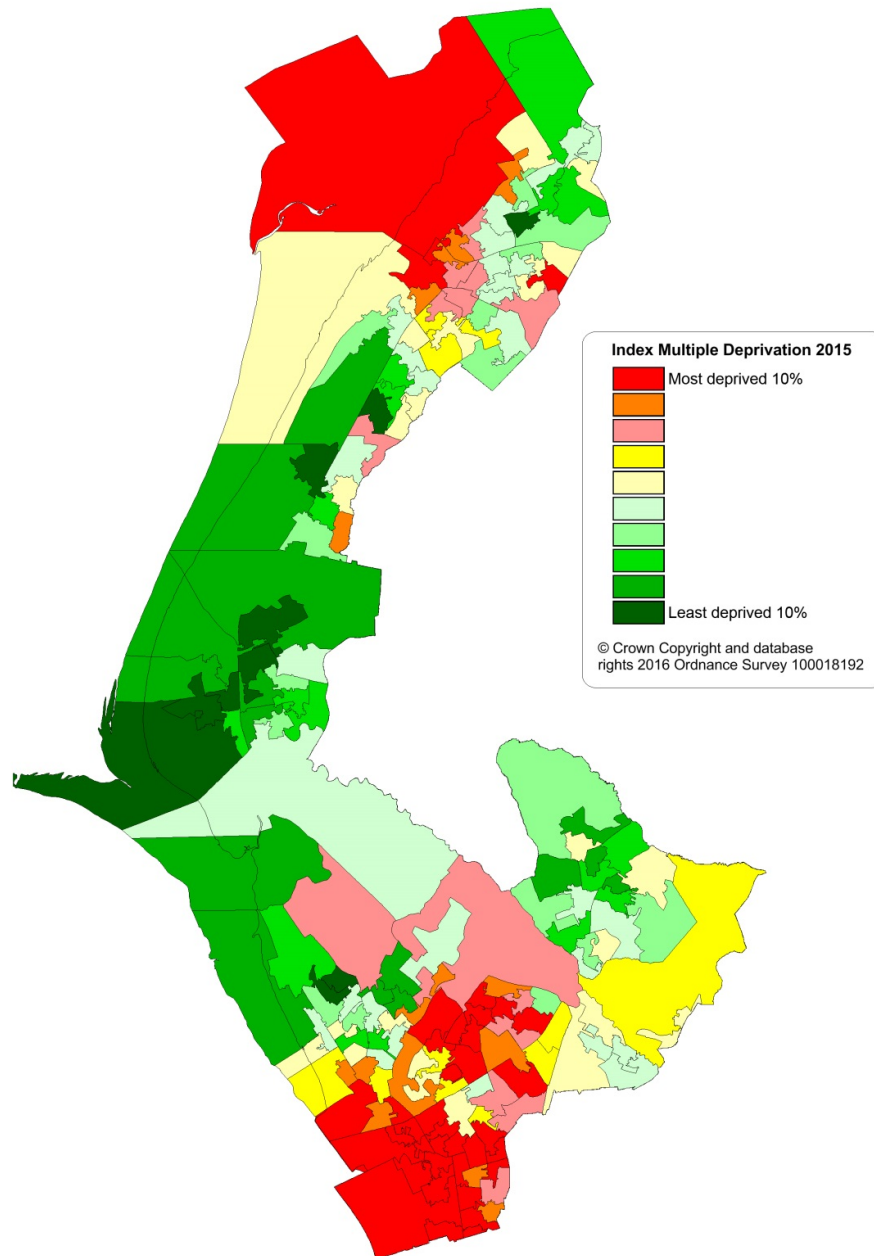
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Agenda Item 11

Indices of Multiple Deprivation 2015

The Marmot Review [“Fair Society, Healthy Lives”, 2010] notes that ‘The more deprived the neighbourhood, the more likely it is to have social and environmental characteristics presenting risks to health’. Parts of Sefton are amongst the most deprived 20% of areas nationally, notably areas in Bootle and central Southport. It is recognised that the quality of people’s living environment has a profound effect on their mental and physical health and wellbeing, and that health inequalities in Sefton are linked to the unequal impact of environmental influences on health and wellbeing. These ‘wider environmental determinants of health’ in Sefton relate to air quality and pollution, climate change, energy and affordable warmth, housing decency and affordability, transport and accessibility, the management of waste and access to greenspace.

Figure 2.13



Housing Need in Sefton

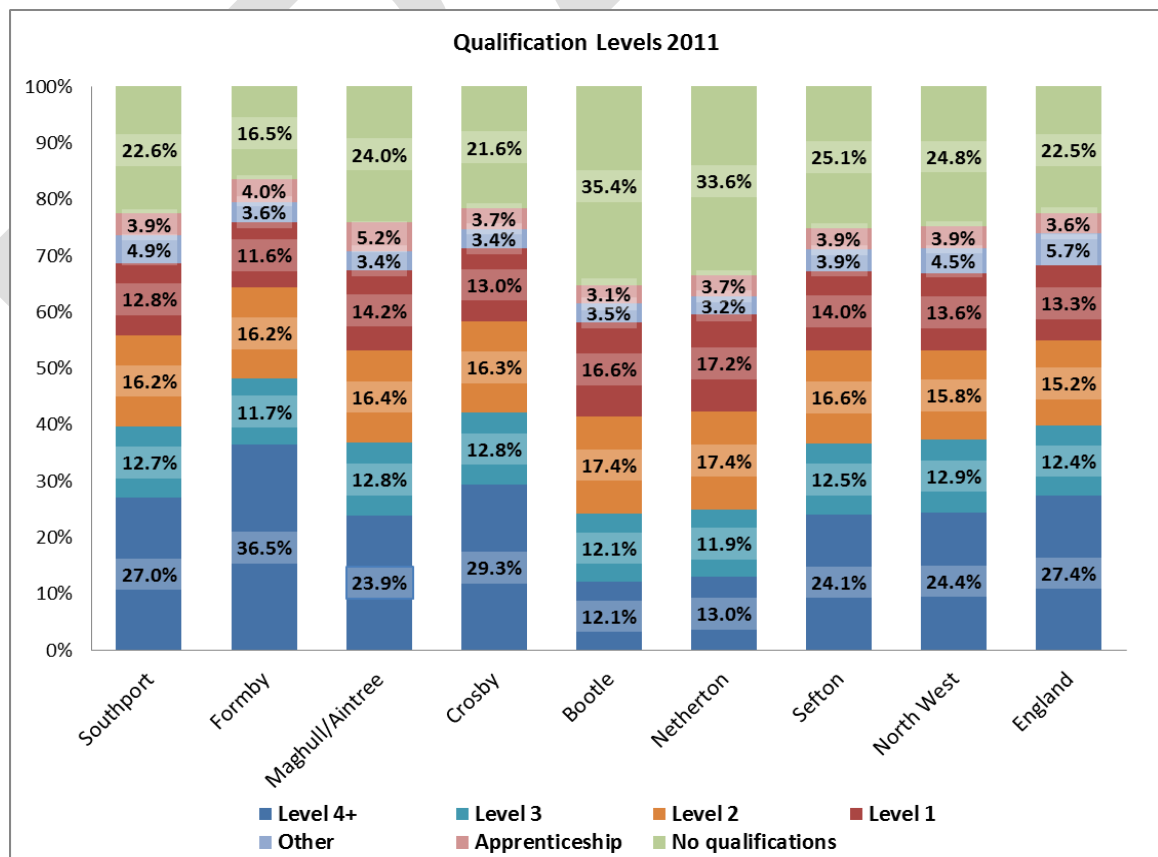
The most recent review of the Housing Requirement for Sefton was undertaken in July 2015 based on the latest demographic information, including the 2011 Census and the 2012-based sub-national household projections. This concluded that Sefton's household growth over the plan period equated to the need for 576 additional dwellings a year. This figure needs to be revised upward by approximately 10% to account for affordability and past under-delivery. The total requirement over the Plan period is 11,520 or 640 additional dwellings per year.

Economic Profile

The skills profile of Sefton suggests a workforce with fairly typical qualification levels. Around a quarter of people aged 16 and over have no qualifications with 24% having level 4 qualifications and above (equivalent to degree level). These figures are virtually the same as for the whole of the North West although there are small differences from data for England where only 22% have no qualifications and over 27% are qualified to Level 4 or above.

For individual sub-areas we again see some notable differences; only 12% of people in Bootle and 13% in Netherton are qualified to Level 4 or above, this compares with 37% in Formby. Over a third of people aged 16 and over in Bootle and Netherton have no qualifications.

Figure 2.14



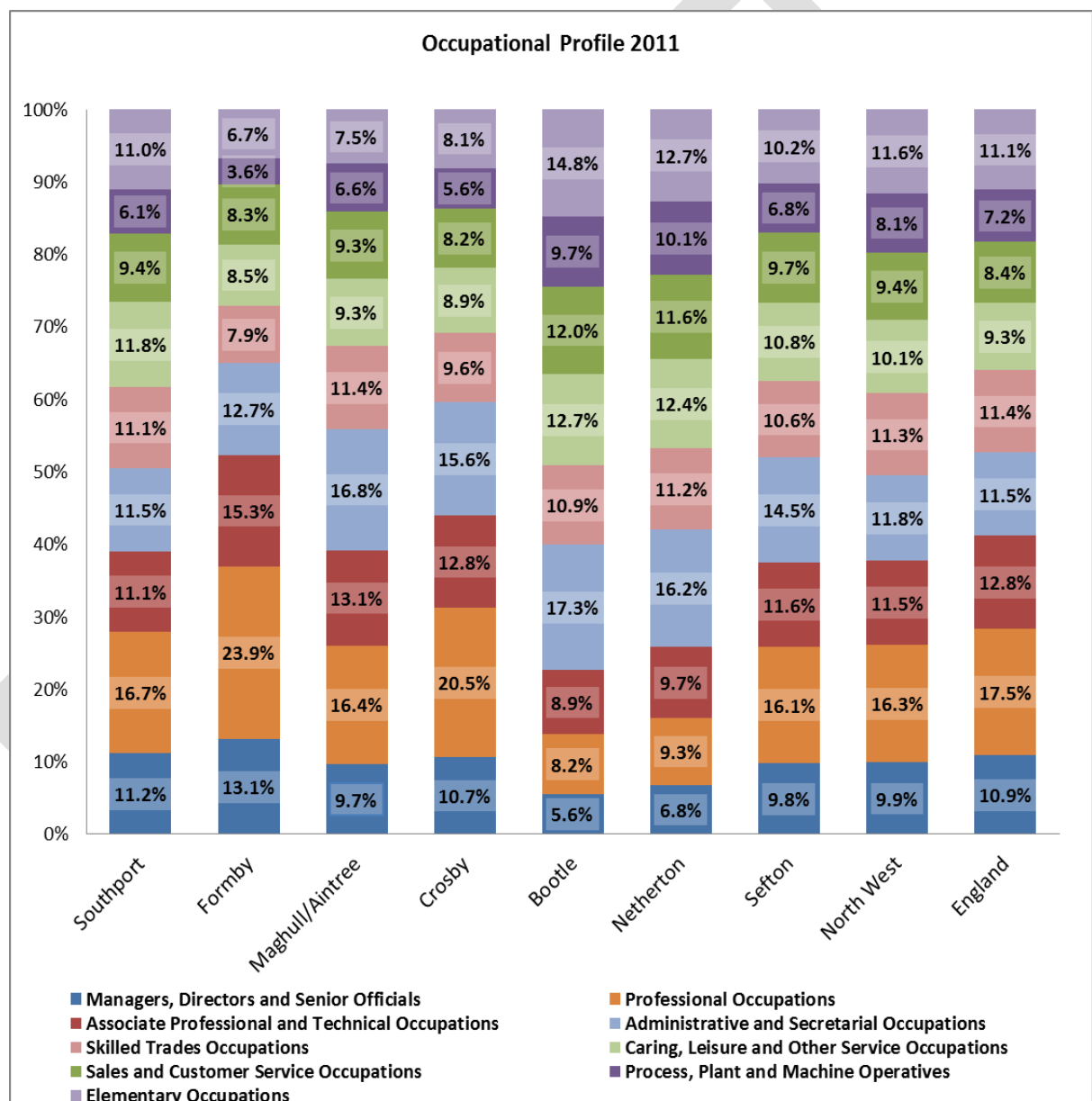
(Source: Census 2011)



Agenda Item 11

The qualifications profile in Sefton is to a strong degree also reflected in the profile of employment by occupations. Again Sefton has a similar profile of occupations to regional figures with a lower proportion in managerial and professional occupations when compared with national data. The higher level of skills in Formby in particular can be seen in the occupational profile where there are the highest proportion of managers and those in professional occupations (37% compared with 14% in Bootle and 16% in Netherton). The lower than average skills in Bootle can also be seen with regard to the proportions in elementary occupations (15% are occupied in elementary occupations compared with 7% in Formby).

Figure 2.15



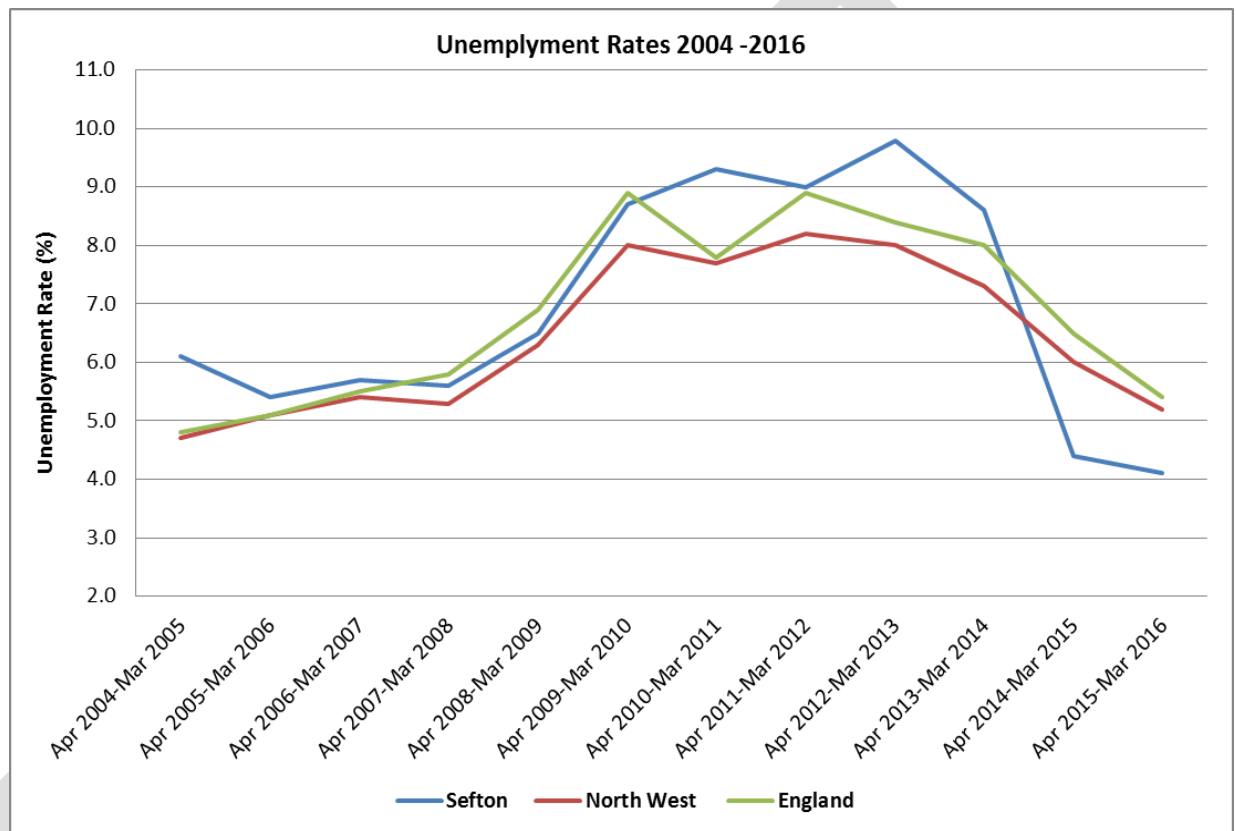
Source: Census 2011



Unemployment Rates

Figure 2.16 below, shows that unemployment was relatively stable in the period from 2004/5 up until 2007/8 when unemployment in Sefton began to rise considerably – this mirrors the national and regional trend. Across the Borough the proportion of people who were unemployed rose from about 5% in 2004/5 peaking at 9.8% in 2012/13. Since this time unemployment levels within the Borough have fallen sharply to around 4.1% in 2015/16. Sefton has outperformed both the regional and national trends using this economic measure.

Figure 2.16



Source: ONS Annual Population Survey 2016

Agenda Item 11

Household Incomes

Income has a crucial effect on the level of choice a household has when determining their future accommodation. The figure below shows the median annual income of people in full-time employment from the Annual Survey of Hours and Earnings (ASHE) for 2005 and 2015. The figure shows that in all areas gross income levels are higher in 2015 than 2005. However these figures disguise the effect of inflation on 'real' wage levels. Sefton's wages have not kept pace with inflation since 2005 and have also risen at a slower rate than both the regional and national averages.

Table 2.17

Gross Annual Pay of Full Time Employed Residents (2005 -2015) - Median Income			
Area	2005 Wage	2015 Wage	% Change in Wage
Sefton	£22,531	£24,858	10.3%
North West	£21,923	£25,721	17.3%
England	£23,313	£27,869	19.5%

Figure 2.18



Source: Annual Survey of Hours and Earnings (ASHE) 2015

Household Income by sub-areas

Using data from the 2014 Strategic Housing Market Assessment, the total household income has been modelled to identify how the distribution of income varies for each of the six sub-areas. Incomes are lowest in Bootle (median of £17,800) closely followed by Netherton (£19,200) and highest in Formby (median of £29,600).

Table 2.19

Household Income levels by sub-area 2014							
Income band	Southport	Formby	Maghull Aintree	Crosby	Bootle	Netherton	Sefton
Under 10k	11.5%	4.6%	9.1%	9.9%	23.7%	20.3%	13.1%
£10k to £20k	30.5%	27.5%	30.1%	30.2%	32.3%	31.8%	30.6%
£20k to £30k	19.6%	18.7%	19.6%	19.6%	19.2%	19.5%	19.5%
£30k to £40k	13.9%	13.8%	13.7%	13.9%	10.1%	11.5%	13.0%
£40k to £50k	8.1%	10.8%	9.1%	8.7%	4.9%	5.6%	7.8%
£50k to £60k	4.6%	6.9%	5.2%	5.0%	3.4%	3.5%	4.6%
£60k to £80k	5.5%	7.2%	5.7%	5.6%	5.1%	5.2%	5.6%
£80k to £100k	4.0%	4.2%	4.0%	4.0%	1.4%	2.5%	3.5%
Over £100k	2.3%	6.3%	3.5%	3.0%	0%	0.2%	2.3%
Median	£23,621	£29,558	£25,102	£24,570	£17,809	£19,227	£22,894
Mean	£31,056	£38,862	£33,004	£32,304	£23,415	£25,280	£30,386

Source: Sefton 2014 Strategic Housing Market Assessment

Conclusion

The consideration of Sefton's socio-economic profile data within this section identified a number of areas across the Borough, that, as well as having high concentrations of properties within the PRS, compared to the rest of the Borough also suffer from other socio-economic disadvantages. These areas were further investigated in line with, and compared to the tests of discretionary licensing (Housing Act 2004).

Although other areas across the Borough may suffer from high levels of deprivation, those areas do not presently meet the legal provision required for consideration within a Selective Licensing designation. The number of PRS properties fall short of the required 19.6%. For example, areas of Litherland/Netherton which have high levels of deprivation average 7.6% of PRS housing. Notably these areas contain predominantly social housing

Agenda Item 11

Section 3: Selective Licensing

Part 3 of the Housing Act 2004 (the Act) sets out the scheme for licensing private rented properties in a local housing authority area.

What is a Selective Licensing scheme?

Under section 80 of the Act a local housing authority can designate the whole or any part or parts of its area as subject to Selective Licensing. Where a Selective Licensing designation is made it applies to privately rented property in the area. Subject to certain exemptions specified in the Selective Licensing of Houses (Specified Exemptions) (England) Order 2006, all properties in the PRS which are let or occupied under a licence, are required to be licensed by the local housing authority, unless the property is a House in Multiple Occupation and is required to be licensed under Part 2 of the Act.

With effect from 1 April 2015 a Local Authority will need to apply to the Secretary of State for Communities and Local Government (Secretary of State) for confirmation of any scheme which would cover more than 20% of their geographical area or that would affect more than 20% of privately rented homes in the Local Authority area. The proposed designation for Sefton does not require Secretary of State approval.

The local housing authority may only make a designation if the area has a high proportion of property in the private rented sector. Nationally the private rented sector currently makes up 19.6% of the total housing stock in England. The actual number of privately rented properties in a given area may be more or less than this, and if it is more than 19.6%, the area can be considered as having a high proportion of privately rented properties. The proposed designation for Sefton includes an area with 25.5% private rented housing, so fulfils this requirement.

A Selective Licensing designation may be made if the area to which it relates satisfies one or more of the following conditions. The area is one experiencing:

- low housing demand (or is likely to become such an area)
- a significant and persistent problem caused by anti-social behaviour (ASB)
- poor property conditions
- high levels of migration
- high level of deprivation
- high levels of crime

A designation can only be in force for a maximum of 5 years.

A licence would be valid for the duration of the scheme. The Local Authority has the discretion to grant the licence for a shorter period of time where there are problems with the application such as evidence of insufficient management. Once the licence has been issued the licence holder must comply with the conditions attached to the licence. Where there is a breach of those conditions the licence holder may be prosecuted with a fine of any amount per breach.

When assessing ASB, government guidance says that a Local Authority should consider crime, nuisance neighbours and environmental crime and then assess whether landlords are failing to take appropriate action to help resolve the problem.

The law states that any decision to implement a Selective or Additional (HMO) licensing scheme must be consistent with the Local Authority's housing strategy and must be part of a coordinated approach for dealing with homelessness, empty homes and ASB. The Local Authority must be satisfied that there are no other courses of action that might provide an effective remedy and that the introduction of a licensing scheme will significantly assist in dealing with the problem. So there is a lot of evidence that the Local Authority will need to collect before it can introduce such a scheme. Much of this evidence is set out in Section 2 above.

A Local Authority can implement a Selective Licensing scheme provided it meets all the requirements in the Housing Act 2004 and they have consulted with everyone affected by the designation for a minimum of 10 weeks.

Owners of privately rented properties within the designated areas will be required to make an application to the Local Authority for a licence and will need to nominate either the manager or the owner to be the proposed licence holder. The proposed licence holder will need to be determined by Sefton Council as a 'fit and proper' person [see page 85].

Exempt from Selective Licensing

1. Owners who reside in property they own as their main residence (owner-occupiers)
2. Homes let to tenants of registered housing providers (housing associations)
3. Those places specifically excluded from the legislation such as care homes, etc.
4. Student accommodation directly managed by educational institutions, e.g. halls of residence [but not those where students have tenancies with private landlords]
5. HMOs. That require licensing through Sefton's Mandatory HMO licensing scheme.
6. Homes subject to management orders and exemption notices
7. Households that act as host families for foreign students studying for a short period
8. Homes with lodgers.

Why does Sefton need a Selective Licensing Scheme?

This section of the document provides evidence that there is a link between the private rented properties in the proposed designated area of Bootle and ASB, crime, deprivation and property conditions. Along with evidence of the poor management of a significant number of privately rented properties that has led to problems for both their tenants, local communities and other members of the public.

Agenda Item 11

Alternatives to Selective Licensing

The Local Authority has considered whether there are any courses of action, other than Selective Licensing, that might achieve the same objectives in the proposed area. After careful consideration, the Local Authority has come to the conclusion that designating a Selective Licensing area is the most appropriate course of action in the circumstances, and that it will significantly assist it in achieving its objectives. Selective Licensing has proved in a number of Local Authorities to have had a substantial impact on landlord and agent behaviour and improved their engagement and relationship with them.

Other enforcement tools include the use of Special Interim Management Orders, whereby the Local Authority takes over the management of a property, however due to the significant number of problematic properties and limitation of resources this option is not a feasible alternative.

Property Accreditation is also fully supported by the Local Authority and has its place in promoting good property management. The Local Authority will offer licence fee discounts for members of Sefton's Property Accreditation Scheme such as is currently offered for Mandatory HMO licensing. The majority of properties accredited are Mandatory HMO Licensed properties which suggest that many landlords and agents may have only signed up to receive the licence fee discounts, and would not have done so otherwise. Unfortunately, the more difficult to deal with landlords operating in the area had not engaged with the property accreditation scheme. Sefton has accredited 942 housing units equating to 129 individual properties (October 2016) since the scheme began, this represents less than 1% of the private rented stock in the Borough and mainly consists of individual HMO units. 223 of these housing units equating to 45 individual properties are within the proposed Selective Licensing area, which only amount to 1.6% of the PRS properties within the area. Therefore, any reliance on voluntary accreditation, as an alternative to Selective Licensing, is not considered to be a viable option in respect of the proposed area.

Sefton currently has a reactive enforcement approach in relation to privately rented properties, dealing with cases as they present themselves. A more proactive approach could be taken to target the worst landlords. This would develop an outward facing image of enforcement in relation to rogue landlords. To practically do this would involve the need to increase the resourcing allocated to the Housing Standards Team. This is a more traditional enforcement approach and less of an enabling one than licensing would bring.

Officers also considered introducing a district-wide scheme but this was not taken forward because the evidence is not yet sufficient to introduce the whole district and therefore such an application is unlikely to be supported by the Secretary of State (who has to agree to the implementation of the scheme). A consideration when determining an area for selective licensing is a requirement set out in the Government Guidance, which states that any area considered for selective licensing must have a high proportion of property in the private rented sector, which is more than the national average. Nationally the private rented sector currently makes up 19.6% of the total housing stock in England. The proportion for

the borough of Sefton is 13% (2011 census). Therefore a borough wide scheme would fail this test.

Feedback received from other Local Authorities, with discretionary licensing schemes, prove that Selective Licensing has had a positive impact on improving ASB issues in particular. Licence holders will be required to take reasonable steps to deal with any ASB by their tenants, with support offered through our licensing section if necessary. Selective Licensing can have an impact on an area dominated by the private rented sector with higher than average levels of ASB. Selective Licensing has been found to be a valuable tool in achieving successful outcomes and where landlords are more likely to tackle problems, rather than ignore them.

Scheme details

Each new licence granted would be subject to a series of licence conditions, similar to those already in use under the current mandatory scheme for HMOs. Licence conditions under Selective Licensing must include the mandatory conditions set out in Schedule 4 of the Housing Act 2004 and may include additional conditions relating to management, use and occupation.

In summary, the main conditions would require licence holders to:

- Provide gas safety certificates annually (if gas is supplied);
- Keep any electrical appliances and furniture provided in a safe condition;
- Provide smoke alarms and keep them in good working order;
- Issue residents with a written statement of the terms of occupation (e.g. a tenancy agreement or licence);
- Require references from prospective tenants;
- Provide electrical installation condition reports for the fixed wiring installations if requested by Sefton;
- Appropriately manage ASB, should it ever originate from their property;
- Limit occupation of the property to the numbers of persons and households specified in the licence;
- Make suitable arrangements for waste management;
- Make suitable arrangements for completing routine repairs and maintenance;
- Advise the Local Authority of any change in circumstances.

Anti-social Behaviour

The licence holder must ensure that any tenancy agreement granted after the issue of this licence includes the following clause within the tenant's obligations:

“Nuisance and Anti-social Behaviour (ASB): Not to cause, or allow household members, or visitors to engage in ASB, which means any conduct causing or capable of causing a nuisance or annoyance to the landlord, other occupiers, neighbours or people engaging in lawful activity within the locality”

The property must be regularly monitored between tenancies to ensure that it does not cause a nuisance to neighbours or other local residents.

A full set of conditions can be found at 1

Agenda Item 11

Defining Proposed Areas for Selective Licensing

The Local Authority is satisfied that the area proposed for a Selective Licensing designation meets four of the six legal tests set out in the Housing Act 2004. The designation is proposed on the basis of ASB, housing conditions, deprivation, and crime. A designation based on migration or low demand is not proposed. Only one test needs to be proved to make a designation lawful.

The Local Authority considered data from a wide range of sources before coming to this conclusion. This chapter outlines the key evidence that supports the proposed designation.

The Local Authority uses local and national data collected at Lower Super Output Area Level (LSOA's) to identify areas of concern relating to any of the above conditions. Lower Super Output Areas (LSOA's) are statistical boundaries that do not rely on streets or wards to mark their boundaries and this data is deemed as more relevant to determine such designations.

In carrying out this process, there also needs to be consideration of the impact of licensing would have on surrounding areas. The introduction of Selective Licensing may, depending on the nature of the housing, rental values and property prices, result in a displacement of either irresponsible landlords or problem tenants. The area boundaries should consider this aspect.

The Selective Licensing area proposed is Bootle (see map and street names at **Background document 1**). Data within this business plan proves that this area meets the above test.

Proposed Designation: Bootle

Bootle is located in the South of the Borough and its housing stock is predominantly older style terraced housing. With high rates of unemployment the area is one of the most deprived areas in England. Bootle also suffers from high levels of crime and ASB and poor housing conditions. The proposed area for Selective Licensing represents around 25.5% [2015 estimate] of the privately rented accommodation in Bootle. This meets the legal provision for being proposed as an area for Selective Licensing, that being above the national average, currently at 19.6%.

High Levels of Deprivation

In deciding whether the authority considers the areas to be suffering from high levels of deprivation the authority should consider the English Indices of Multiple Deprivation (IMD) 2015, provided by the Department for Communities and Local Government in comparison to other similar neighbourhoods in the area or within the region.

This data measures overall multiple deprivation experienced by persons living in geographical areas at LSOA levels. Each LSOA in England is ranked according to its level of deprivation relative to that of other areas. There are multiple

domains and sub domains that make up the overall deprivation level. Sefton ranks 102 most deprived out of the 326 Local Authority areas in England.

All of the LSOAs in the Bootle Selective Licensing area are ranked within the most deprived quintile (20%) nationally. Within this Selective Licensing boundary there are areas suffering from severe deprivation, five are ranked within the most deprived 1% nationally and seven are ranked within the most deprived 5%. Therefore, this Selective Licensing area can be considered as suffering from extremely high levels of deprivation. The table and map below depict the ranking of deprivation across Bootle, particularly within the proposed designated area for Selective Licensing.

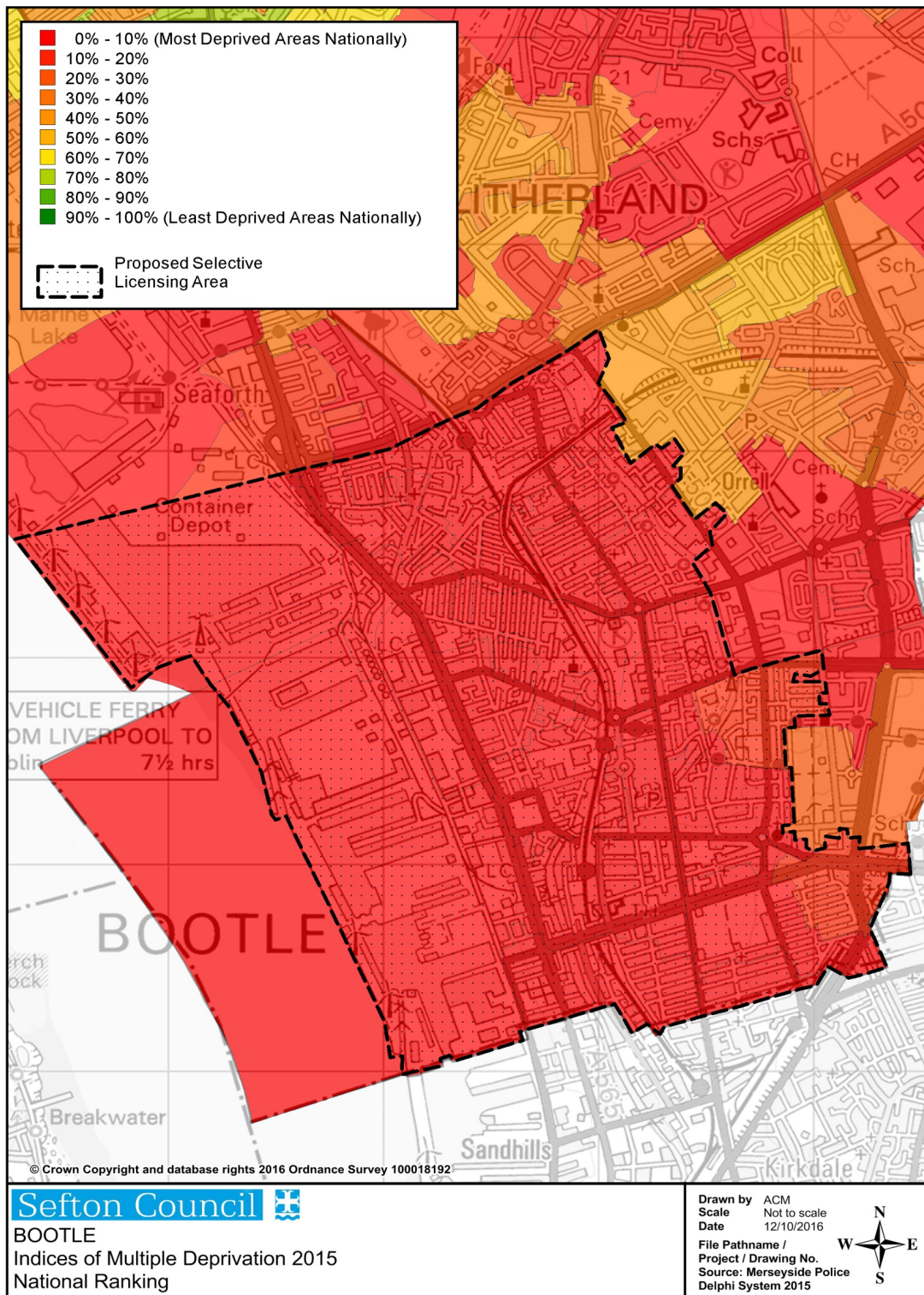
Table 20 below shows the ranking of deprivation across the electoral wards within the proposed Selective Licensing area

Table 20

LSOA Code	Ward Name	IMD National Ranking (where 1 = most deprived and 32,844 = Least deprived)	Proportional IMD Ranking Where < 1% = most deprived and 100% = least deprived
E01006961	Derby	1,797	5.5
E01006962	Derby	5,694	17.3
E01006963	Derby	260	0.8
E01006964	Derby	1,839	5.6
E01006966	Derby	4,649	14.2
E01006967	Derby	786	2.4
E01007003	Linacre	349	1.1
E01007004	Linacre	1,467	4.5
E01007005	Linacre	131	0.4
E01007006	Linacre	417	1.3
E01007007	Linacre	112	0.3
E01007008	Linacre	455	1.4
E01007009	Linacre	308	0.9
E01007010	Linacre	244	0.7
E01007011	Linacre	754	2.3
E01007012	Litherland	3,202	9.7
E01007013	Litherland	737	2.2
E01007016	Litherland	2,220	6.8
E01007017	Litherland	1,964	6.0

Agenda Item 11

The map below clearly shows the scale of deprivation across the proposed designated area.



Tackling deprivation

The Local Authority has been concerned about levels of poverty and the impacts of welfare reform. The Council along with its key partner agencies have adopted a Welfare Reform and Anti-Poverty Action Plan, which sets out our ambition to take bold and positive steps to address the pressures felt by low income households in Sefton. In particular Objective 1.4 F highlights the need to work with private landlords as part of the multiple agency approach.

Action To support the development of multi-agency practices developing as part of the early intervention and prevention agenda

Method To develop a targeted and partnership approach to improve living standards through adopting a Selective Licensing scheme and promoting a quality of living standards

The Action Plan recognises that multiple agencies need to work together to help tackle the problems and issues. It says;

“We are championing a ONE-SEFTON approach to our plan and encouraging all partners, the community and organisations to play their part.”

A Partnership agreement is in place, which multiple agencies have signed up to including One Vision Housing (OVH), who are the largest social housing provider in Sefton and in the proposed licensing area.

Private landlords (together and individually) can play an important part, through their landlord-tenant relationship.

Anti-Social Behaviour - Bootle

In deciding whether an area suffers from ASB, a local housing authority should consider whether private sector landlords in the designated area are not effectively managing their properties so as to combat incidences of ASB caused by their tenants or people visiting their properties; and in particular the area suffers from ASB as a result of this failure or because that failure significantly contributes to that problem.

In considering whether the area is suffering from ASB which a landlord should address regard must be had as to whether the behaviour is being conducted within the curtilage of the rented property or in its' immediate vicinity and includes acts of (but not limited to):

- intimidation and harassment of tenants or neighbours
- noise rowdy and nuisance behaviour affecting persons living in or visiting
- animal related problems
- vehicle related nuisance
- anti-social drinking or prostitution
- illegal drug taking or dealing
- graffiti and fly posting
- and litter and waste within the curtilage of the property.

Agenda Item 11

The scheme should state what measures will be taken to address the problems associated with ASB, for example by including conditions in licences requiring landlords to take action to deal with such behaviour, to ensure that properties are not let to persons with a known record of ASB and relating to the use of the property. It should also make clear how the measures taken in the scheme when combined with other specified measures will work together to combat the problems caused by ASB.

ASB in Sefton is recorded at an average of just under 34 incidences per 1000 head of population for ASB calls to Merseyside Police (Jan – Dec 2015). ASB is recorded as Environmental, Personal or Nuisance, when behaviour impacts on surrounding areas, targeted at an individual or group or impacting on the local community in general.

Data sources:	January to December 2015
ASB	Merseyside Police Delphi System
Crime	Merseyside Police Delphi System (Corvus) England - iQuanta / ONS
ENV	Sefton Environmental Services (Mayrise & Flare)
Population	ONS Mid-Year 2014 Population Estimates

Table 21 shows the rate of ASB incidents across the electoral ward within the designated area where Table 22 provides an overview per incident of ASB.

The overall rate of ASB within the area covered by the Bootle Selective Licensing area is **67.3** incidents per 1000 population. This ASB rate is almost double (99% greater than) the overall Sefton ASB average. However, again there are significant differences in ASB reporting rates within the Lower Super Output Areas (LSOA) within this proposed licensing area. These ASB incident rates range from 217% greater than the Sefton average to just over 3% lower.

Table 21

LSOA Code	Ward Name	Population	All ASB Incidents	ASB rate Per 1000 People
E01006961	Derby	1,523	85	55.8
E01006962	Derby	1,393	62	44.5
E01006963	Derby	1,450	86	59.3
E01006964	Derby	1,482	56	37.8
E01006966	Derby	1,593	52	32.6
E01006967	Derby	1,553	165	106.2
E01007003	Linacre	1,214	90	74.1
E01007004	Linacre	1,355	72	53.1
E01007005	Linacre	1,290	82	63.6
E01007006	Linacre	1,382	112	81.0
E01007007	Linacre	1,251	87	69.5
E01007008	Linacre	1,255	72	57.4
E01007009	Linacre	1,391	149	107.1
E01007010	Linacre	1,207	99	82.0
E01007011	Linacre	1,495	85	56.9
E01007012	Litherland	1,320	84	63.6
E01007013	Litherland	1,465	73	49.8
E01007016	Litherland	1,919	208	108.4
E01007017	Litherland	1,618	109	67.4
Bootle Selective Licensing Area		27,156	1,828	67.3
Sefton		273,531	9,247	33.8

Agenda Item 11

Table 22

LSOA Code	All ASB rate Per 1000 People	Environmental ASB rate	Nuisance ASB rate	Personal ASB rate	Inappropriate Vehicle Use ASB rate	Nuisance Neighbour ASB rate	Rowdy Inconsiderate Behaviour ASB rate
E01006961	55.8	0.0	44.0	11.8	4.6	5.9	30.2
E01006962	44.5	1.4	35.2	7.9	5.7	0.7	35.2
E01006963	59.3	2.8	43.4	13.1	4.1	6.9	35.9
E01006964	37.8	1.3	30.4	6.1	1.3	3.4	26.3
E01006966	32.6	1.3	23.9	7.5	4.4	7.5	10.0
E01006967	106.2	3.2	92.7	10.3	5.8	5.8	77.3
E01007003	74.1	0.8	58.5	14.8	4.9	13.2	42.0
E01007004	53.1	0.7	41.3	11.1	5.2	7.4	31.7
E01007005	63.6	1.6	47.3	14.7	9.3	10.9	33.3
E01007006	81.0	1.4	64.4	15.2	5.8	8.7	49.2
E01007007	69.5	2.4	47.2	20.0	4.8	13.6	32.0
E01007008	57.4	1.6	43.0	12.7	8.0	16.7	21.5
E01007009	107.1	1.4	91.3	14.4	5.0	4.3	72.6
E01007010	82.0	2.5	64.6	14.9	5.0	18.2	38.9
E01007011	56.9	2.0	38.8	16.1	3.3	9.4	28.8
E01007012	63.6	1.5	53.0	9.1	3.8	9.1	41.7
E01007013	49.8	1.4	41.0	7.5	8.9	8.2	25.3
E01007016	108.4	1.0	91.2	16.2	26.1	8.9	61.0
E01007017	67.4	1.2	55.0	11.1	3.7	3.7	48.2
Bootle Selective Licensing Area	67.3	1.5	53.5	12.3	6.6	8.3	39.5
Sefton	33.8	0.8	27.0	6.0	5.9	3.9	18.3

ASB Incidents involving Private Landlords and their Tenants

The following case studies provided by Sefton's ASB Team give an insight into some recent interventions with PRS properties within the proposed designated area for Selective Licensing. We believe licensing would improve outcomes in dealing with cases of ASB to the advantage of landlords and the wider community.

Property A

This property, occupied by a criminal family with strong links to a local Organised Crime Group (OCG) was previously evicted (via a police closure order) and moved away from Sefton, although has since returned. The family rented a property from a private landlord who had no idea of their criminal past. The landlord has now started proceedings through the civil courts to repossess the property with the assistance of a statement from the ASB Department. If the landlord had been required to obtain tenant references, this may have been avoided. References will be a requirement of the licence conditions.

Property B

This premises is a mixture of residential social landlords and private landlords. A privately rented flat was recently raided by the police under a search warrant and drugs seized from the tenant. The tenant has been served with a Community Protection Notice (CPN) warning notice in addition to police action. We have also informed the Landlord of the incident. Currently, there is no requirement for a landlord to engage, however, under licensing a landlord would be in breach of conditions by failing to act on this information.

Property C

The tenants occupying this privately rented property has, over a number of months caused annoyance with neighbours, for example loud parties, a fire in a garden shed, people entering the premises after arriving by taxi and not paying their fare. The Environmental Health Department are currently monitoring the noise situation with equipment in neighbouring houses. Under a licensing scheme, if evidence is found of anti-social behaviour then the landlord would be bound by licence conditions to address the situation.

Property D

Large family, mainly children under 16yrs of age, male child subject to a recent supervision order to work with the YOT for 18 months and under a curfew. The ASB Team is preparing a CBO against him. A 15 year old child is also under investigation for racial comments and bullying against a local family. The landlord of the property has been interviewed and is now starting repossession proceedings. It is encouraging that the landlord has engaged and acted responsibly on this occasion, however, under a licensing scheme all landlords would be required to act or leave themselves open to further enforcement action.

Property E

In the course of an investigation the ASB team informed the landlord of Property E of problems being caused by his tenants. He said he was not interested and was only concerned with collection the rent, and felt he had no responsibility of the behaviour of his tenants. The landlord has been notified of our intention to

Agenda Item 11

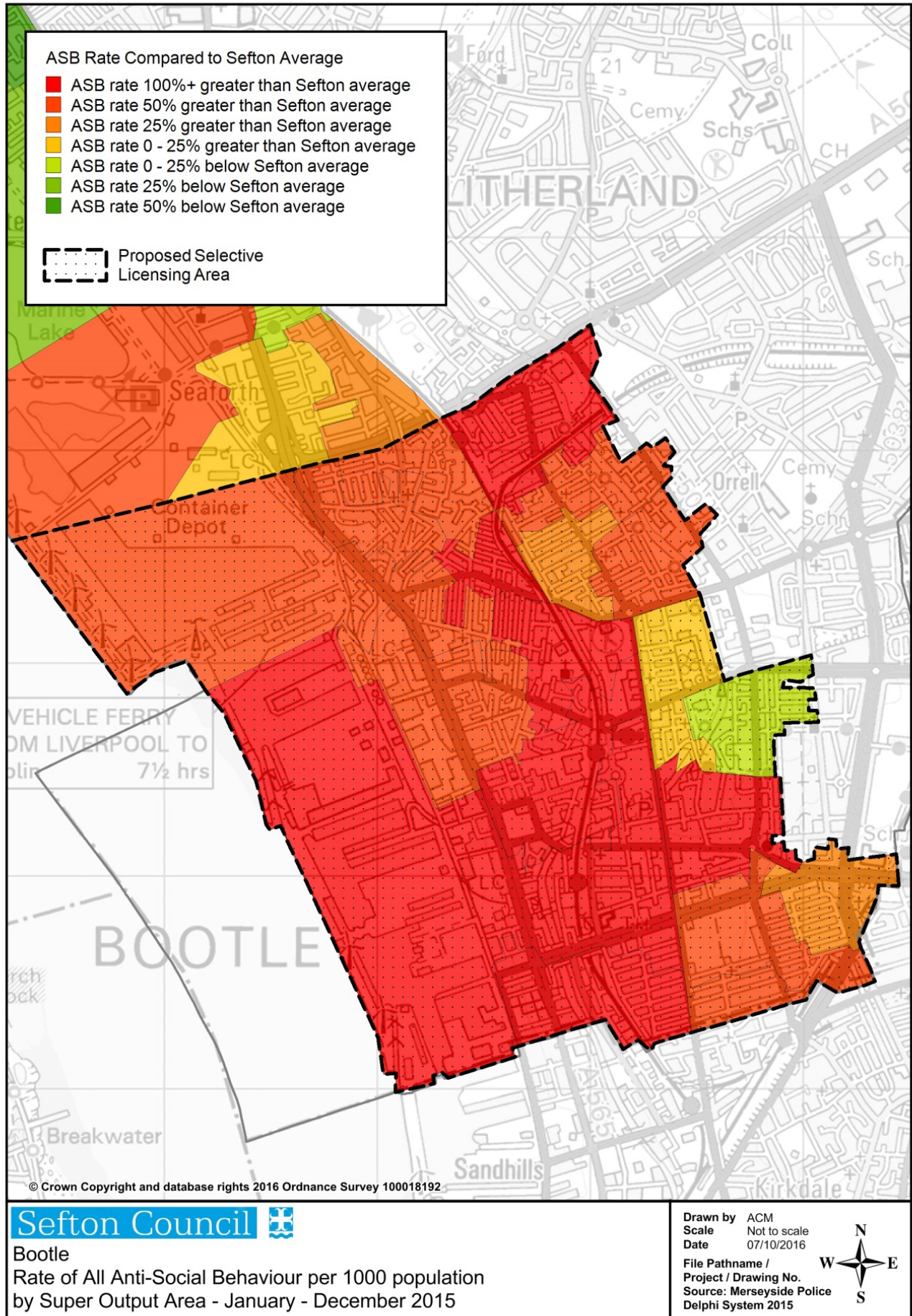
proceed for a Closure Order. Eventually the Landlord took action to remove the tenant. Under a licensing scheme the landlord would be in breach of terms of his licence and subject to further action if he failed to act.

Property F

A couple renting from a private landlord are drug users and alcoholics and have caused the neighbours a great deal of problems. They have been issued with a CPN and the next steps will be court action, the landlord has been spoken to regarding their behaviour but has refused to do anything. Currently, this landlord is not engaging or acting to alleviate the situation. However, under a licensing scheme the landlord would be required to engage with the local authority and follow a prescribed process to address the ASB of their tenants or be in breach of licensing conditions, ultimately leading to prosecution and an IMO.

The ASB Team report that there are many other instances where they struggle to engage with a private landlord.

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Agenda Item 11

Crime

When considering whether areas suffer from high levels of crime a Local Authority may wish to have regard to whether the area has displayed a noticeable increase in crime over a relatively short period, whether the crime rate in the area is significantly higher than in other parts of the Local Authority area or that the crime rate is higher than the national average. In particular the Local Authority may want to consider whether the impact of crime in the areas affects the local community and the extent to which a Selective Licensing scheme can address the problems.

Licensing must be part of a wider strategy to address crime in the designated areas and can only be made if a high proportion of properties in that area are privately rented. The authority should consider:

- Whether the criminal activities impact on some people living in privately rented accommodation as well as others living in the areas and businesses
- The nature of the criminal activity, eg theft, burglary, arson, criminal damage, graffiti
- Whether some of the criminal activity is the responsibility of some people living in privately rented accommodation

Crime has a direct impact on victims including direct physical health impacts, in the case of violent crimes against the person, and potentially serious mental health impacts. In addition, crime may lead to negative health impacts at a community level. The impact of fear of crime is both direct, in its impact on mental health, and indirect, in that fear of crime may lead people to limit their activities, leading to social isolation. Fear of crime may also limit outdoor physical activity.

All Crime related incidents in Sefton are recorded at just over 57 incidences per 1000 head of population (Jan – Dec 2015). This compares favourably to the overall national (England) crime rate of 65.7 crimes recorded per 1000 population. All Crime records incidents of Burglary, Criminal Damage, Drugs, Robbery, Theft and Violence.

The overall rate of all crime within the area covered by the Bootle Selective Licencing area is **120.3** incidents per 1000 population. This recorded overall crime rate is just over double the Sefton average (110% greater) and just over 83% higher than the English average. All of the LSOAs in the Bootle Selective Licensing area have a reported crime rate above the Sefton average, ranging from 0.1% greater to 506% greater. [Table 23].

When crime across all wards is standardised per 1,000 population, table 23 below shows the Linacre ward in Bootle is the worst affected area with 150 crimes per 1,000 population. Compared to the least affected ward, Meols, where there were just 29 crimes per 1,000 population, and a Borough-wide average of 57.4 crimes per head of population.

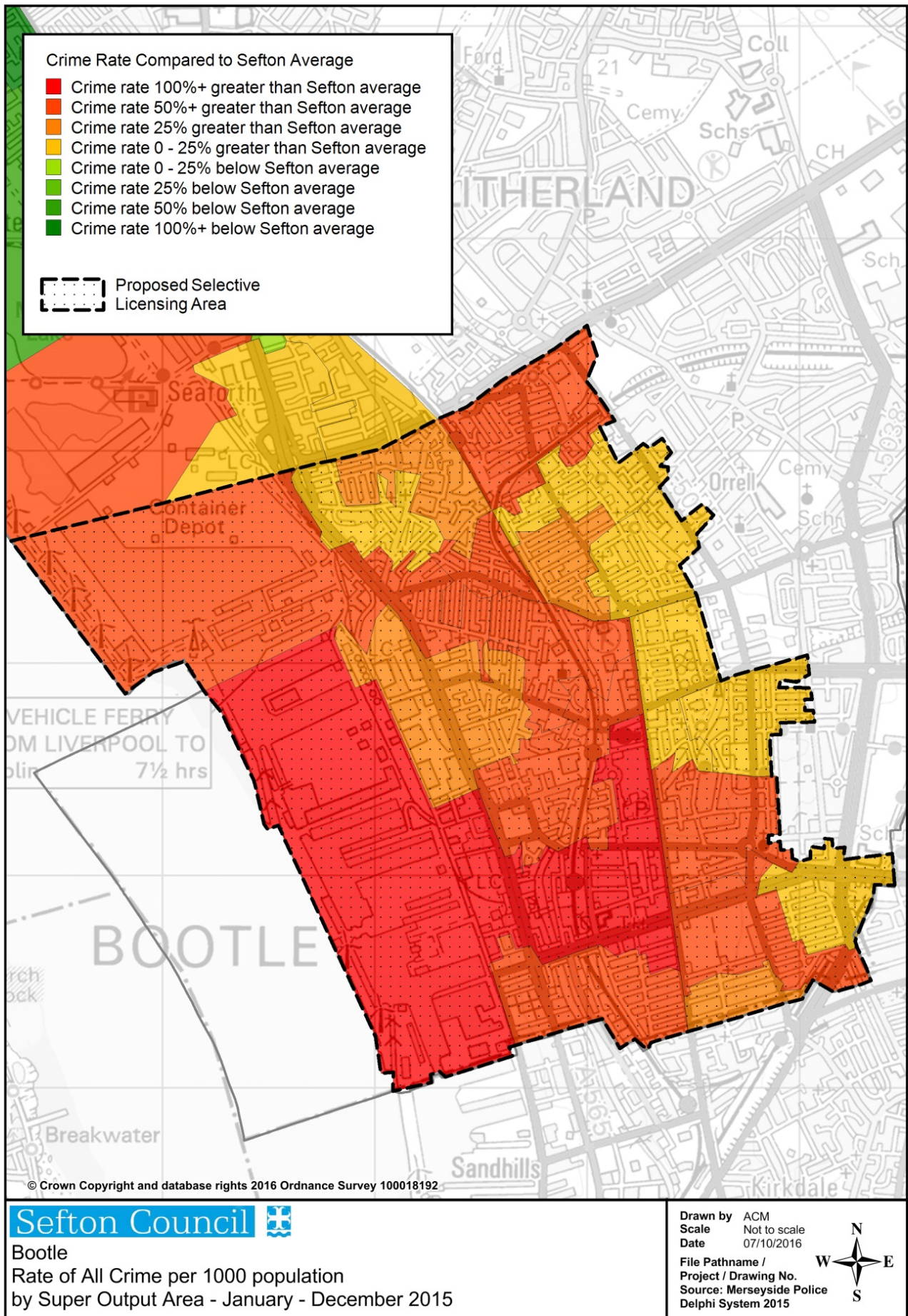
In Linacre ward this equates to just under 1 in 7 residents being a victim of reported crime in 2015, compared to 1 in 34 in Meols and just over 1 in 17 across Sefton as a whole.

Table 23

LSOA Code	All Crime rate Per 1000 People	Burglary rate	Criminal Damage rate	Drugs rate	Robbery rate	Theft rate	Violence rate
E01006961	138.5	7.2	29.5	23.6	3.3	25.6	44.0
E01006962	57.4	6.5	13.6	4.3	1.4	12.9	12.9
E01006963	110.3	13.1	16.6	12.4	3.4	13.1	40.7
E01006964	77.6	8.8	8.1	9.4	0.7	20.9	22.3
E01006966	67.8	5.6	11.3	10.7	1.3	14.4	21.3
E01006967	126.9	14.2	20.0	14.2	2.6	34.1	33.5
E01007003	140.9	13.2	19.8	26.4	3.3	20.6	48.6
E01007004	64.2	5.9	14.8	5.9	0.0	17.7	17.0
E01007005	115.5	12.4	23.3	20.2	1.6	14.0	37.2
E01007006	115.8	13.7	26.0	15.9	2.2	18.8	34.7
E01007007	262.2	8.8	28.8	15.2	4.8	151.1	40.8
E01007008	98.8	14.3	12.7	12.7	2.4	17.5	35.1
E01007009	348.0	12.9	33.1	15.1	3.6	227.9	41.7
E01007010	123.4	13.3	24.9	13.3	0.8	26.5	36.5
E01007011	89.0	8.7	18.1	10.0	1.3	20.1	22.1
E01007012	82.6	7.6	15.9	8.3	3.8	15.2	25.0
E01007013	91.5	21.2	18.4	16.4	1.4	10.9	17.7
E01007016	135.5	9.4	17.2	11.5	3.6	55.2	32.8
E01007017	67.4	4.9	20.4	9.3	0.0	14.8	13.0
Bootle Selective Licensing Area	120.3	10.5	19.4	13.3	2.2	38.0	30.0
Sefton	57.4	7.2	9.4	4.4	0.6	19.4	13.2

Source: Merseyside Police Delphi System (Corvus) January – December 2015

Agenda Item 11



Property Condition

Housing Enforcement

Housing enforcement actions undertaken by the Local Authority's Private Sector Housing Standards team are much higher within the proposed Selective Licensing area than in the rest of the Borough. Since October 2013, the Housing Standards Team has served 160 statutory notices on landlords who have failed to address poor housing conditions voluntarily, with advice and support from the housing enforcement team. These statutory notices were served to address a whole range of issues from a single hazard relating to reducing overcrowding or lack of heating and hot water, to prohibiting occupation of whole properties due to the severe level of hazards and amount of work required, to make them suitable, being unreasonable or for reasons that the work was unable to be carried out. These covered a range of actions (formal) and includes tenant complaints about repairs and maintenance (e.g. damp/mould growth, heating problems, failure by landlord to undertake repairs), issuing of notices and prohibition orders amongst others.

As mentioned in Section 2, above, the Housing Stock Condition survey illustrates that the rate of failure of decent homes is 24.4% with Linacre and Derby wards being at 26.5%, indicating poorer living conditions in the PRS, this is also indicated through the high levels of service complaints from tenants. Bootle is also shown as being within one of the most deprived areas in the country,

Poor property conditions are assessed under the Housing Act 2004 using the Housing Health and Safety Rating System (HHSRS) to carry out statistical based risk assessments on dwellings. It focuses on identifying and tackling the hazards that are most likely to be present in housing and most likely to impact on the health and wellbeing of the occupants. Its intention is to make homes healthier and safer to live in.

The system considers 29 separate hazards relating to:

- Dampness, excess cold/heat
- Pollutants e.g. asbestos, carbon monoxide, lead
- Lack of space, security or lighting, or excessive noise
- Poor hygiene, sanitation, water supply
- Accidents - falls, electric shocks, fires, burns, scalds
- Collisions, explosions, structural collapse

Each hazard is assessed separately, and if judged to be 'serious', with a 'high score', is deemed to be a **category 1 hazard**. All other hazards are called **category 2 hazards**.

The likelihood of an incident arising from the condition of the property and the likely harmful outcome are assessed. Local authorities have a statutory duty to take appropriate action if an officer discovers a category 1 hazard in a property.

Agenda Item 11

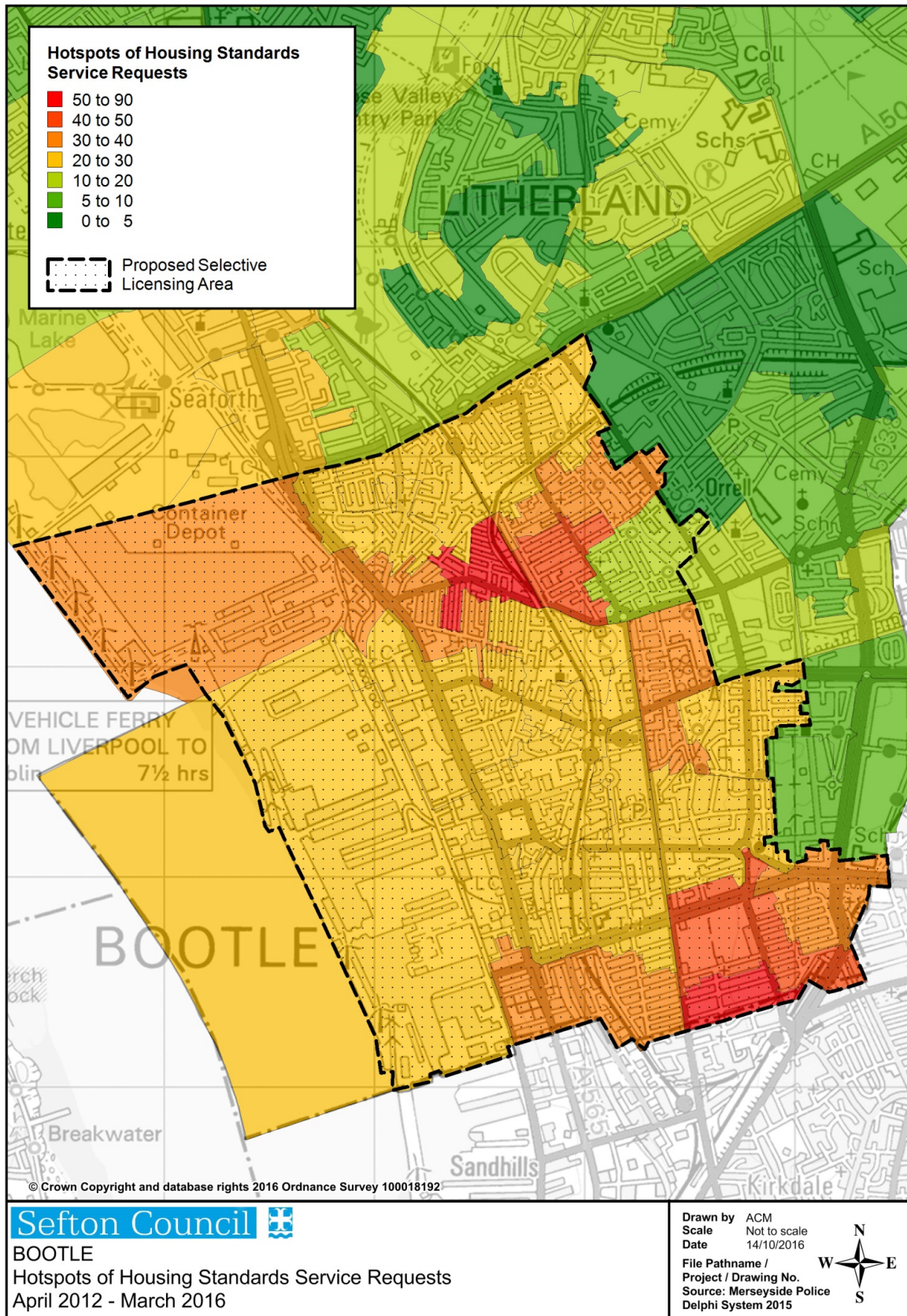
To determine an area for Selective Licensing it is recommended that local housing authorities consider the following factors to help determine whether there are poor property conditions in their area:

- The age and visual appearance of properties in the area and that a high proportion of those properties are in the PRS
- Whether following a review of housing conditions under section 3(1) of the Act, the authority considers a significant number of properties in the PRS need to be inspected in order to determine whether any of those properties contain category 1 or 2 hazards. In this context “significant” means more than a small number, although it does not have to be a majority of the private rented stock in the sector. It would not be appropriate to make a scheme if only a few individual properties needed attention.

The current level of property inspections, are based upon a reactive service. Once a complaint is made to the Local Authority, a member of the Housing Standards Team will then undertake a HHSRS inspection to determine whether action needs to be taken. Whilst this approach does improve property conditions it is sporadic across the Borough and does not have a concentrated impact in one area. In addition, this power does not tackle property management standards. Through the Selective Licensing designation landlords can attend development days, which cover all aspects of property management including property condition. Through training, advice and support landlords will recognise what improvements need to be made to their properties reducing the need for action under the HHSRS.

Since October 2013, 111 (out of the total of 160) Statutory Enforcement Notices issued by the Housing Standards Team in relation to property conditions relate to premises within the 3 proposed licensing areas. 33 of those were relating to properties within the proposed Selective Licensing area (26 single family properties and 7 HMOs).

Housing Standard Service Requests – Bootle



Agenda Item 11

Conclusion

A Selective Licensing designation may be made if the area to which it relates satisfies **one** or more of the following conditions. The area is one experiencing:

- low housing demand (or is likely to become such an area)
- **a significant and persistent problem caused by anti-social behaviour (ASB)**
- **poor property conditions**
- high levels of migration
- **high level of deprivation**
- **high levels of crime**

We believe a Selective Licensing scheme for Bootle is justified on at least 4 of the above six criteria.

The area proposed (Bootle) suffers from:

Deprivation

- Being within the top 1-5% of the most deprived areas across the country
- Contains the highest rate of PRS properties across the Borough at 25.5%
- Suffers high levels of unemployment, low level educational achievement with low skill and low paid occupations
- Highest rate of lone parents across the Borough
- Average household incomes of £17,809 are the lowest in the borough and compare to an average £22,894 for the whole borough
- Over a third of people aged 16 and over in Bootle have no qualifications, compared to a quarter for the whole borough

Selective Licensing will help identify landlords and provide for a better relationship between the Local Authority and landlords to work together and help struggling households. By helping struggling tenants of private landlords there could be benefits for landlords too. If more households can be helped out of poverty, the prosperity of the area generally will improve making it a more attractive area to live, which in turn should improve the popularity of housing in this area.

Property Conditions

- Housing stock consists of predominantly Victorian terraced properties (52.1%) compared to the National average of 24.5%
- Majority of properties are within Council Tax Band 'A' (83%) far higher than the National average of 24.8%, or Sefton at 31%
- High rate of housing disrepair complaints, with enforcement action taken over property conditions
- Levels of non-decent homes of circa 26% are higher than the rate of all private housing in the borough of 15.8%
- The highest levels of fuel poverty are found in Bootle

Selective Licensing provides additional powers to help the Local Authority inspect and tackle poorly managed privately rented property. As around 25.5% (2015 estimate) of the accommodation in Bootle is in the private rented sector (national average 19.6%), improved management standards in this sector should contribute to an overall improvement in living conditions in the area, ultimately leading to a better quality of life for its residents.

Crime and ASB

- Significant problem with Crime and ASB with all areas of Bootle being above Sefton's average
- When crime across all wards is standardised per 1,000 population Linacre ward is the worst affected area with 137 crimes per 1,000 population; compared a borough wide average of 54.6 crimes per head of population.

Overall, Selective Licensing aims to improve premises conditions including the security of homes, as well as their management and occupation, and contribute to the community they are in. It will aid in protecting the safety and welfare of tenants, provide confidence in the rented sector, and put clear standards in place for the good of all. It will be more conducive to good landlords but provide an environment that is less opportunistic and attractive for poor and criminal landlords. It will also give the authority and landlords more powers in dealing with those tenants that chose to cause ASB.

Low Housing Demand

In addition, low housing demand, although not a criteria Sefton has identified to base this business case on, it is worth noting that Bootle does demonstrate characteristics exhibiting low demand as identified within The CURS Report "Changing Housing Markets and Urban Regeneration In the M62 Corridor" (2001). This report identified a range of criteria that made an area vulnerable to housing market failure. Utilising a range of Indicators, including Indices of Multiple Deprivation, the CURS team plotted areas of potential housing market failure geographically. Significant parts of the south Sefton area were identified on the basis of the criteria as suffering from potential housing market failure.

The criteria and indices used then can still be used to identify weak housing market areas that are more likely to suffer low demand. These characteristics still exist in Bootle today, which include;

- High levels of empty housing
- House prices low and stalling, with fewer transactions taking place in an area, compared to adjacent areas
- Monolithic housing provision, such as high concentrations of 'Back of pavement' Victorian terraced housing
- Little choice (in terms of housing type) within an area
- Unbalanced tenure provision

Agenda Item 11

- Households mix within an area is unbalanced, eg a mix of younger, transient households or an ageing population,
- relatively deprived population
- Poor quality housing in relatively poor condition

Therefore, having reviewed the above data in the proposed area, Sefton Council is of the opinion that the legal test for designating an area for Selective Licensing has been met.

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Section 4 Additional (HMO) Licensing

Having more than one household living in a property can increase the risk to the health, safety and welfare of the occupiers if the property is not properly managed. Although, it is recognised that HMOs and flats are an essential part of Sefton's housing stock and that there are many good landlords working within Sefton, there is a number of landlords that do not maintain their properties, whereby, leaving tenants at risk, and failing to adequately manage their properties leading to ASB affecting neighbouring premises.

Enforcement action against HMOs is costly, resource intensive and complicated. Sefton's Housing Standards Team currently deal on a reactive basis with the worst premises and those where there is a mandatory duty to licence or take enforcement action. This has led to a fragmented approach to enforcement in relation to HMOs.

Mandatory HMO licensing only applies to those HMOs that are three or more storeys high and are occupied by five or more people where there are three or more households. Properties that are required to be licensed under the Mandatory scheme will not be required to be licensed under either Additional (HMO) or Selective Licensing.

There are currently 98 licenced HMOs in Sefton and the majority of HMO landlords have complied with the major work requirements linked to the licence. Two landlords have though been awarded a one-year licence due to non-compliance of licence conditions. These two landlords have since commenced works to comply in order to avoid further action being taken. This helps demonstrate that licensing can lead to improved property conditions.

Additional (HMO) Licensing under section 56 of the Housing Act 2004 allows the Local Authority to extend the Mandatory HMO licensing scheme to include other types of HMO. A Local Authority must consider that a significant proportion of the HMOs of a defined description, in either a designated area or across the whole of the Borough are being managed insufficiently enough to give rise to one or more particular problems either for those occupying the property or for members of the public. Sefton proposes to include all properties within any prescribed definition of HMO across the proposed Additional (HMO) Licensing designation.

Those HMOs that fall within the definition of section 257, such as converted blocks of flats, are not subject to mandatory licensing, and local authorities that wish to license such properties need to follow the approval steps for Additional (HMO) Licensing. Sefton's proposal for Additional (HMO) Licensing includes all properties defined under section 257.

Before making an additional HMO licensing designation for a particular area, a Local Authority must:

- (a) Consider that a significant proportion of the HMOs of that description in the area are being managed sufficiently ineffectively as to give rise, or to be

Agenda Item 11

- likely to give rise, to one or more particular problems either for those occupying the HMOs or for members of the public
- (b) Have regard to any information regarding the extent to which any codes of practice approved under section 233 have been complied with by persons managing HMOs in the area
 - (c) Consider whether there are any other courses of action available to them (of whatever nature) that might provide an effective method of dealing with the problem or problems in question
 - (d) That making the designation will significantly assist them to deal with the problem or problems (whether or not they take any other course of action as well)
 - (e) Consult persons likely to be affected by the designation.

Local Authority can implement an Additional (HMO) Licensing scheme provided it meets all the requirements in the Housing Act 2004 and they have consulted with everyone affected by the designation for a minimum of 10 weeks.

In the event that there is a change to the Mandatory HMO licensing scheme through statute, contractual arrangements will be reviewed as necessary. Properties licensed under the Additional (HMO) licensing would, therefore, be transferred and licensed under the Mandatory scheme, for the duration of the existing licence.

Defining Proposed Areas for Additional (HMO) Licensing

Additional (HMO) Licensing will operate in the same way and alongside the existing Mandatory Licensing scheme that operates across the Borough. The same process will be followed, with the same legal obligations and penalties for failing to comply with the requirements.

Additional (HMO) Licensing requires all privately rented HMOs, which are located within a designated area, to be licensed. Sefton proposes to implement Additional (HMO) licensing in parts of Southport and Waterloo/Seaforth. A map of the designated areas and a full list of streets proposed can be found at **Background document 2**

Tenure information has been collated using Housing Benefit, Council Tax and Local Authority held data. This has been supplemented by further extensive research undertaken by officers within the Housing Standards Team working on licensing, this included door-to-door investigations of a number of sample areas to check the quality of the HMO data. This analysis of housing stock has identified (allowing for statutory exemptions and houses in multiple occupation (HMOs) already subject to Mandatory licensing), that approximately 200 properties would be subject to Additional (HMO) Licensing.

Duration of licenses

An Additional (HMO) licence will normally last for 5 years (and cannot be granted for a longer period), but may be granted for a lesser period. We propose to provide 5 year licenses in most circumstances.

What is a HMO?

A HMO is a building or part of a building occupied as a main residence by 3 or more people that form 2 or more households.

A building or part of a building is a “house in multiple occupation” if-

- a it meets the conditions of the standard test
- b it meets the conditions of the self-contained flat test
- c it meets the conditions of the converted building test
- d an HMO declaration is in force in respect of it under section 255 of the Housing Act 2004
- e it is a converted block of flats to which section 257 of the Housing Act 2004 applies.

The ‘Tests’

The three tests are as follows:

1. The Standard Test

A building or a part of a building meets the standard test if-

- (a) it consists of one or more units of living accommodation, not consisting of a self-contained flat or flats;
- (b) the living accommodation is occupied by persons who do not form a single household (see section 258);
- (c) the living accommodation is occupied by those persons as their only or main residence or they are to be treated as so occupying it (see section 259);
- (d) their occupation of the living accommodation constitutes the only use of that accommodation;
- (e) rents are payable or other consideration is to be provided in respect of at least one of those persons' occupation of the living accommodation; and
- (f) two or more of the households who occupy the living accommodation share one or more basic amenities or the living accommodation is lacking in one or more basic amenities.

2. The Self Contained Test

A part of a building meets the self-contained flat test if-

- (a) it consists of a self-contained flat; and
- (b) the living accommodation is occupied by persons who do not form a single household (see section 258);
- (c) the living accommodation is occupied by those persons as their only or main residence or they are to be treated as so occupying it (see section 259);
- (d) their occupation of the living accommodation constitutes the only use of that accommodation;

Agenda Item 11

- (e) rents are payable or other consideration is to be provided in respect of at least one of those persons' occupation of the living accommodation; and
- (f) two or more of the households who occupy the living accommodation share one or more basic amenities or the living accommodation is lacking in one or more basic amenities.

3. The Converted Building Test

A building or a part of a building meets the converted building test if-

- (a) it is a converted building;
- (b) it contains one or more units of living accommodation that do not consist of a self-contained flat or flats (whether or not it also contains any such flat or flats);
- (c) the living accommodation is occupied by persons who do not form a single household (see section 258);
- (d) the living accommodation is occupied by those persons as their only or main residence or they are to be treated as so occupying it (see section 259);
- (e) their occupation of the living accommodation constitutes the only use of that accommodation; and
- (f) rents are payable or other consideration is to be provided in respect of at least one of those persons' occupation of the living accommodation."

Section 257 HMO

Premises defined in Section 257 of the 2004 Act will also fall within the classification of a HMO. To be a HMO under Section 257 a HMO must satisfy **all** of the following criteria namely:

- It must be a building that has been converted and comprises entirely of self-contained flats, and
- Where the standard of conversion does not meet, at least, that required by the Building Regulations 1991, and
- Where less than two-thirds of the flats are owner-occupied

To be a HMO the property must be used as the tenants' only or main residence and it should be used solely or mainly to house tenants.

Properties let to students and migrant workers will be treated as their only or main residence and the same will apply to properties used as domestic refuges.

For example a HMO can include:

- Buildings containing bedsits and/or non self-contained flats
- Shared houses and hostels
- Self-contained flats
- Converted buildings

What is a household?

The following are 'households' for the purposes of the Housing Act 2004.

Members of the same family living together including:

- couples married to each other or living together as husband and wife (or in an equivalent relationship in the case of persons of the same sex)
- relatives living together, including parents, grandparents, children (and step- children), grandchildren, brothers, sisters, uncles, aunts, nephews, nieces or cousins
- half-relatives will be treated as full relatives. A foster child living with his foster parent is treated as living in the same household as his foster parent.

Any domestic staffs are also included in the household if they are living rent-free in accommodation provided by the person for whom they are working.

Therefore, three friends sharing together are considered three households. If a couple are sharing with a third person that would consist of two households. If a family rents a property that is a single household and had an au-pair to look after their children that person would be included in their household.

Are there any properties that are exempt from Additional (HMO) licensing?

There are some properties that are exempt from licensing. However, they must fall into one of the following categories:

- buildings or parts of buildings, occupied by no more than two households each of which comprise a single person (i.e. two person flat shares)
- buildings occupied by a resident landlord with up to two lodgers
- managed or owned by a public body (such as the police or the NHS) or an LHA or a registered social landlord (housing association) where the residential accommodation is ancillary to the principal use of the building e.g. religious establishments, conference centres etc.
- student halls of residence, where the education establishment has signed up to an Approved Code of Practice
- buildings regulated otherwise than under the Act, such as care homes, bail hostels etc, and the description of which are specified in regulations
- buildings entirely occupied by freeholders or long leaseholders.

The Local Authority must grant a licence if it is satisfied that:

- The licence holder would be a fit and proper person. If the licence is granted it will have conditions attached to it. Section 90 and Schedule 4 of the Act details the mandatory licence conditions that must be included, however there is provision for the Local Authority to add additional conditions that are either specific to the licence in question or that are locally agreed to address specific issues.

Agenda Item 11

Why does Sefton need an Additional (HMO) Licensing Scheme?

The Additional (HMO) Licensing scheme covers houses in multiple occupation (HMO's) that have 3 or more occupiers living as 2 separate households, unless otherwise exempt as a HMO. The properties subject to the proposed Additional (HMO) Licensing scheme will be those situated in parts of central Southport and Waterloo/Seaforth (see map at **Background document 2**).

This section of the document provides evidence that there is a link between the private rented HMO properties in the area and ASB and evidence of the poor management of HMOs that has led to problems for both their tenants and other members of the public.

Sefton Council proposes to introduce an Additional (HMO) Licensing scheme to:

- Ensure that HMOs are managed properly
- Improve communities across the designated areas
- Reduce complaints of noise, rubbish, housing disrepair and other ASB related to HMOs
- Continue to improve the HMO private rented sector
- Ensure that the licence holder and manager are suitable
- Ensure that the standards of accommodation provide a safe and healthy environment such as having adequate fire precautions, gas and electrical safety, suitable room sizes and adequate provision of kitchens and bathrooms for the number of occupants
- Identify and deal with rogue landlords.

The licence requires that a HMO is maintained so that it doesn't have a negative impact on the local neighbourhood, and that reasonable steps are taken to deal with any ASB by the occupants.

Landlords and managing agents who own or manage a HMO located within the designated area have a legal obligation to hold a licence and ensure they comply with the conditions. Those not meeting the basic requirements may need to make improvements to the property to bring them up to standard. Landlords failing to do so may incur penalties and could be prosecuted.

It is expected that compliant landlords will apply for the relevant licence shortly after the designation. However, it will be necessary to introduce a comprehensive inspection programme to capture unlicensed properties.

Sefton's overall aim is to improve the quality of life for its residents within the area by improving management of tenant behaviour and the condition of Houses in Multiple Occupation under the Additional (HMO) Licensing scheme. The scheme will also benefit the wider community, with improvement of the image and desirability of the area, therefore, helping to improve the economic and social position of Sefton by encouraging further investment.

Improvements in management and property conditions are expected following the implementation of an Additional (HMO) Licensing scheme. Although, Mandatory

licensing of HMOs currently allows local authorities to regulate larger HMOs, in Sefton this only amounts to 98 of an approximate more likely figure of over 500 HMOs that are not regulated by this legislation. Following an analysis of data we expect Additional (HMO) Licensing to cover another 200 across the designated areas.

Additional (HMO) Licensing is a tool that provides the Local Authority with the ability to regulate the PRS through the imposition of licensing conditions. It provides the Local Authority with the opportunity to fund resources to tackle issues, in particular ASB. Sefton's ASB Officers will be able to support landlords with problem tenants which may have otherwise been left to escalate.

Scheme detail

The licensing process will require landlords to complete and submit an application form to Sefton Council along with the required fee. The application form will be on line and landlords will be required to provide information about the property, such as the number of letting rooms or flats, shared bathrooms, toilets and kitchens as well as details of safety measures that have been put in place, such as the type and installation of a fire detection system.

Examples of evidence required include:

- Gas safety - Gas safety record (12 months)
- Electrical Installation Condition Report (EICR), Fire Alarm and Emergency lighting certificates, where applicable
- Floor plan with room sizes and uses clearly shown
- Any proposed licence holder or manager of the property will be required to make a declaration that they are a "fit and proper person [see Page 85]"
- Current occupancy details

The requirement to provide this documentation is in line with our current HMO Mandatory licensing scheme, although, additional evidence is required to enable the landlord to clearly demonstrate competent property management. The requirements are consistent with actions that a responsible landlord should be taking.

A licence would be valid for 5 years. The Local Authority has the discretion to grant the licence for a shorter period of time where there are problems with the application such as evidence of insufficient management. Once the licence has been issued the licence holder must comply with the conditions attached to the licence. Where there is a breach of those conditions the licence holder may be prosecuted with a fine of any amount per breach.

It is proposed that the licence is issued in accordance with the Proposed Licence Conditions detailed in **Appendix 2**

Agenda Item 11

Following expiry of a licence and should an Additional (HMO) Licensing scheme still continue to be in operation, a decision will be made on the standard of management of the property and the property relicensed accordingly for another year or five years.

Licence Conditions

The focus of Additional (HMO) Licensing is to address the issues of poor property and tenancy management in the PRS and to ensure that landlords are reputable. Landlords will be required to meet the 'fit and proper test' [Page 85]. Sefton will check that the management arrangements in place for the property are satisfactory. Landlords who are successful in obtaining a licence will have to comply with the conditions of the licence. These conditions ensure that the property is managed effectively. Landlords, who do not comply with their licence conditions, may find themselves prosecuted and fined. Licensing will introduce a consistent level of property management services among all private landlords in the proposed area.

Conditions

A licence under Part 2 or 3 must include the following conditions, requiring the licence holder to,

- if gas is supplied to the house, produce to the local housing authority annually for their inspection a gas safety certificate obtained in respect of the house within the last 12 months.
- keep electrical appliances and furniture made available by him in the house in a safe condition. To supply the authority, on demand, with a declaration by him as to the safety of such appliances and furniture.
- ensure that smoke alarms are installed in the house and to keep them in proper working order. To supply the authority, on demand, with a declaration by him as to the condition and positioning of such alarms.
- supply to the occupiers of the house a written statement of the terms on which they occupy it.

A full set of licence conditions can be found at **Appendix 2**

Waterloo/Seaforth

The designated area of Waterloo/Seaforth, also incorporates parts of Seaforth, located in the South of the Borough, the area contains a number of large properties of which a large number have been converted over time and now come under a prescribed definition of HMO.

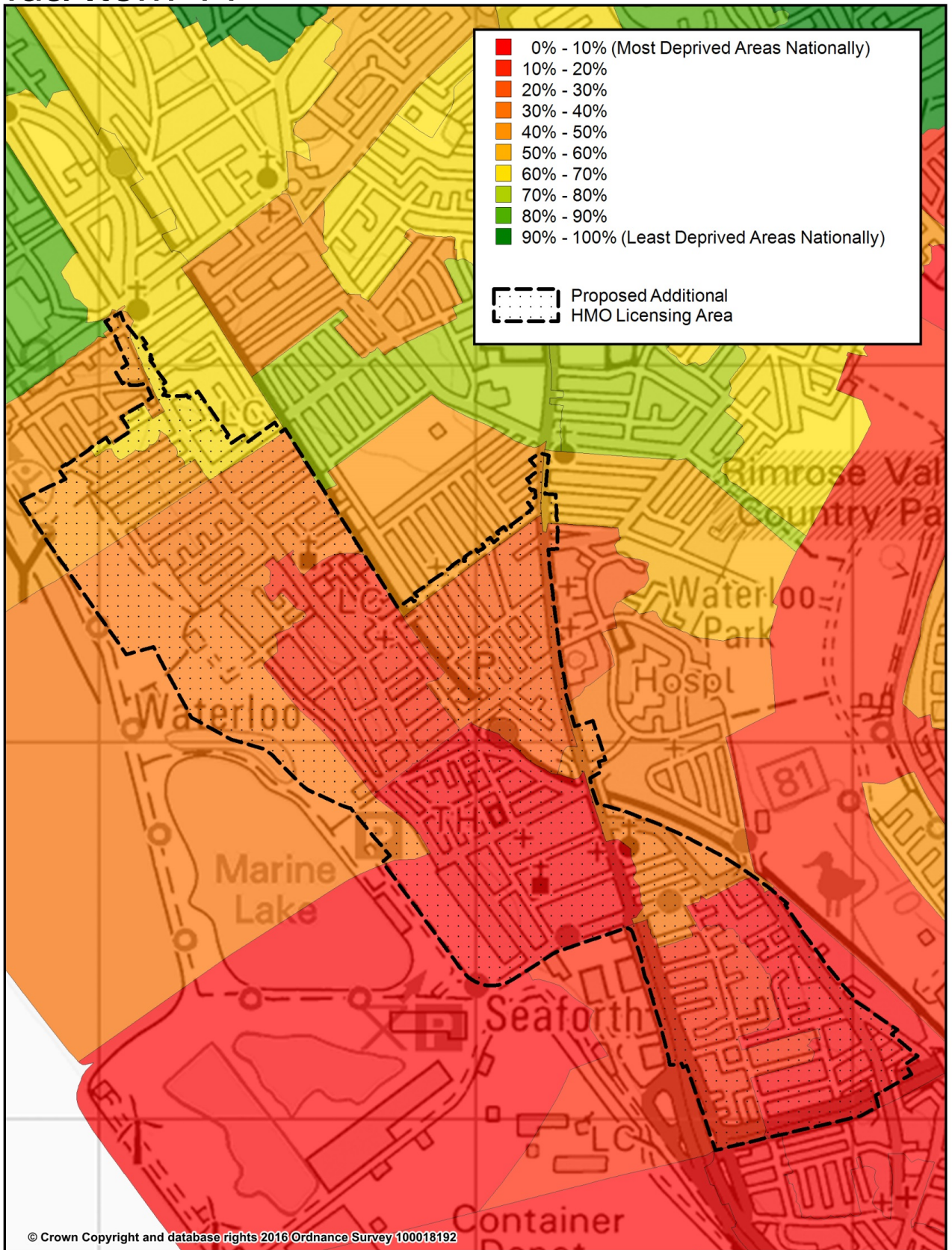
Deprivation (IMD 2015)



Two LSOAs within the Waterloo/Seaforth Additional (HMO) licensing area are ranked within the most deprived 10% nationally with a further three areas ranked with the most deprived quartile. There is only one area (in Blundellsands) ranked above the 50th percentile for overall deprivation. Therefore, the majority of LSOAs within this additional HMO licensing boundary can be considered as suffering from high levels of deprivation.

Table 24

LSOA Code	Ward Name	IMD National Ranking (where 1 = most deprived and 32,844 = Least deprived)	Proportional IMD Ranking Where < 1% = most deprived and 100% = least deprived
E01006941	Blundellsands	19,648	59.8
E01006942	Blundellsands	15,708	47.8
E01006952	Church	1,025	3.1
E01006953	Church	3,310	10.1
E01006954	Church	11,087	33.8
E01006956	Church	6,525	19.9
E01006957	Church	2,166	6.6
E01006958	Church	5,946	18.1
E01006959	Church	9,975	30.4

Agenda Item 11



<p>Sefton Council </p> <p>WATERLOO</p> <p>Indices of Multiple Deprivation 2015</p> <p>National Ranking</p>	<p>Drawn by ACM</p> <p>Scale Not to scale</p> <p>Date 12/10/2016</p> <p>File Pathname / Project / Drawing No.</p> <p>Source: Merseyside Police</p> <p>Delphi System 2015</p>	

Anti-Social Behaviour – Waterloo/Seaforth

The overall rate of ASB within the area covered by the Waterloo/Seaforth Additional HMO Licencing area is **32.9** incidents per 1000 population. This ASB rate is just below the overall Sefton ASB average. However, again there are significant differences in ASB reporting rates within the Lower Super Output Areas (LSOA) within this licencing area. These ASB incident rates range from 88% greater than the Sefton average in central Waterloo to 82% lower in areas near Blundellsands to the north of the Waterloo/Seaforth Additional HMO Licencing boundary.

Table 25

LSOA Code	Ward Name	Population	All ASB Incidents	ASB rate Per 1000 People
E01006941	Blundellsands	1,618	10	6.2
E01006942	Blundellsands	1,483	35	23.6
E01006952	Church	1,341	67	50.0
E01006953	Church	1,442	58	40.2
E01006954	Church	1,511	35	23.2
E01006956	Church	1,563	66	42.2
E01006957	Church	1,513	96	63.5
E01006958	Church	1,510	32	21.2
E01006959	Church	1,485	44	29.6
Waterloo/Seaforth Additional HMO Licencing Area		13,466	443	32.9
Sefton		273,531	9,247	33.8

Table 26

LSOA Code	All ASB rate Per 1000 People	Environ mental ASB rate	Nuisance ASB rate	Personal ASB rate	Inapprop riate Vehicle Use ASB rate	Nuisance Neighbour ASB rate	Rowdy Inconsiderate Behaviour ASB rate
E01006941	6.2	0.0	4.9	1.2	0.0	1.9	3.7
E01006942	23.6	1.3	15.5	6.7	4.0	2.0	10.8
E01006952	50.0	0.7	37.3	11.9	3.7	6.7	29.8
E01006953	40.2	0.7	29.8	9.7	6.9	6.2	18.0
E01006954	23.2	1.3	19.9	2.0	4.6	2.6	11.9
E01006956	42.2	1.3	33.3	7.7	5.8	4.5	25.0
E01006957	63.5	2.0	48.9	12.6	11.2	7.3	33.7
E01006958	21.2	0.7	15.9	4.6	2.6	2.0	15.2
E01006959	29.6	0.0	25.6	4.0	10.1	5.4	9.4
Waterloo/ Seaforth Additional Licencing area	32.9	0.9	25.4	6.6	5.4	4.2	17.3
Sefton	33.8	0.8	27.0	6.0	5.9	3.9	18.3

Agenda Item 11

Crime – Waterloo/Seaforth

The overall rate of all crime within the area covered by the Waterloo/Seaforth Additional HMO Licencing area is **68.5** incidents per 1000 population. This recorded overall crime rate is just over 19% higher than the Sefton average and 4% higher than the English average. The differences in crime reporting rates range from areas 134% greater than the Sefton average in central Waterloo to 59% lower than average in areas near Blundellsands to the north of the Waterloo/Seaforth Additional (HMO) Licencing boundary.

Table 27

LSOA Code	Ward Name	Population	All Crime Incidents	Crime rate Per 1000 People
E01006941	Blundellsands	1,618	38	23.5
E01006942	Blundellsands	1,483	46	31.0
E01006952	Church	1,341	114	85.0
E01006953	Church	1,442	111	77.0
E01006954	Church	1,511	59	39.0
E01006956	Church	1,563	176	112.6
E01006957	Church	1,513	203	134.2
E01006958	Church	1,510	85	56.3
E01006959	Church	1,485	90	60.6
Waterloo/Seaforth Additional HMO Licencing Area		13,466	922	68.5
Sefton		273,531	15,706	57.4
England		57,408,654	3,771,655	65.7

Table 28

LSOA Code	All Crime rate Per 1000 People	Burglary rate	Criminal Damage rate	Drugs rate	Robbery rate	Theft rate	Violence rate
E01006941	23.5	3.7	6.8	0.6	0.0	8.7	1.2
E01006942	31.0	2.7	4.0	2.0	0.7	13.5	6.1
E01006952	85.0	6.7	28.3	3.7	1.5	19.4	20.1
E01006953	77.0	13.2	17.3	12.5	0.0	9.7	18.0
E01006954	39.0	4.6	10.6	6.6	0.0	6.6	8.6
E01006956	112.6	3.8	16.0	6.4	0.0	56.3	25.0
E01006957	134.2	7.3	10.6	14.5	2.0	45.6	44.9
E01006958	56.3	8.6	11.3	3.3	0.0	15.2	15.9
E01006959	60.6	13.5	9.4	8.1	0.0	13.5	15.5
Waterloo/Seaforth Additional Licencing Area	68.5	7.1	12.5	6.4	0.4	21.1	17.2
Sefton	57.4	7.2	9.4	4.4	0.6	19.4	13.2

Southport

Southport, located in the North of the Borough is predominately a tourist town. A large number of properties have been converted over time from guest house usage into properties under a prescribed definition of HMO. Southport was a prosperous and popular resort, however, over recent years with the economic downturn has a declining image, and with increased incidents of ASB and Crime being a particular concern for its residents.

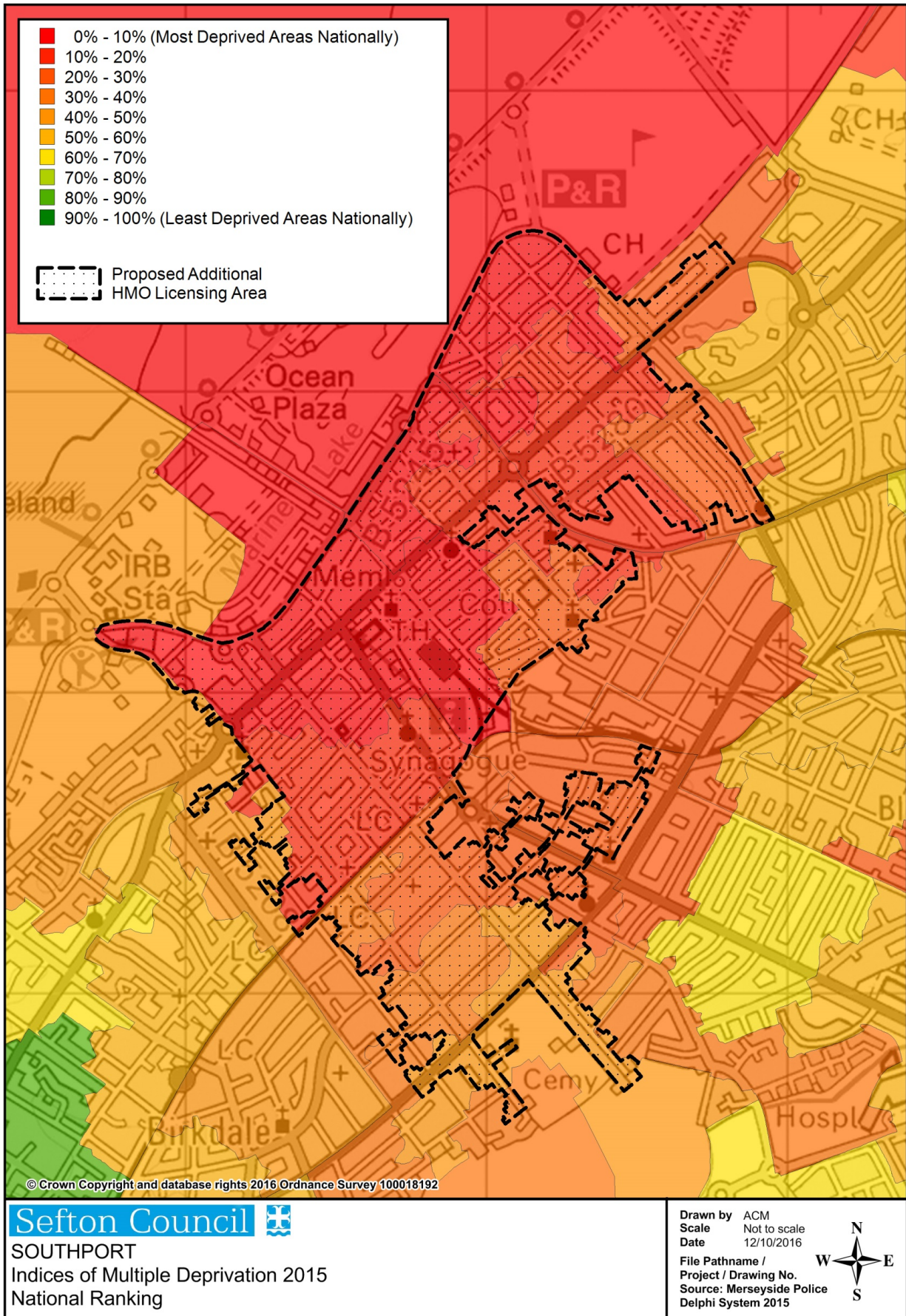
Deprivation (IMD 2015)

Three LSOAs within the Southport Additional (HMO) licensing area are ranked within the most deprived 10% nationally with a further seven areas ranked with the most deprived quartile (25%). No area within the Additional (HMO) licensing area is ranked above the 50th percentile. Therefore, this area can be considered as suffering from high levels of deprivation.

Table 29

LSOA Code	Ward Name	IMD National Ranking (where 1 = most deprived and 32,844 = Least deprived)	Proportional IMD Ranking Where < 1% = most deprived and 100% = least deprived
E01006944	Cambridge	7,856	23.9
E01006945	Cambridge	5,400	16.4
E01006950	Cambridge	2,920	8.9
E01006968	Dukes	989	3.0
E01006969	Dukes	6,838	20.8
E01006970	Dukes	6,450	19.6
E01006994	Kew	7,134	21.7
E01006996	Kew	6,959	21.2
E01006997	Kew	13,902	42.3
E01006998	Kew	11,856	36.1
E01033094	Dukes	894	2.7
E01033097	Dukes	4,626	14.1

Agenda Item 11



Anti-Social Behaviour Southport

The overall rate of ASB within the area covered by the Southport Additional (HMO) Licencing area is **60.2** incidents per 1000 population. This ASB rate is almost 80% higher than the Sefton average. However, there are significant differences in ASB reporting rates within the Lower Super Output Areas (LSOA) within this licencing area. These ASB incident rates range from 744% greater than the Sefton average in central Southport to 56% lower in areas near to Southport Cemetery.

Table 30 below shows all ASB incidents across the Wards within the proposed licencing designation. Table 30 highlights the type of ASB across the individual LSOAs.

Table 30

LSOA Code	Ward Name	Population	All ASB Incidents	ASB rate Per 1000 People
E01006944	Cambridge	1,709	38	22.2
E01006945	Cambridge	1,598	48	30.0
E01006950	Cambridge	1,558	91	58.4
E01006968	Dukes	1,817	519	285.6
E01006969	Dukes	1,473	48	32.6
E01006970	Dukes	1,729	80	46.3
E01006994	Kew	1,569	51	32.5
E01006996	Kew	1,831	31	16.9
E01006997	Kew	1,555	23	14.8
E01006998	Kew	1,727	61	35.3
E01033094	Dukes	966	68	70.4
E01033097	Dukes	1,124	66	58.7
Southport Additional HMO Licencing Area		18,656	1,124	60.2
Sefton		273,531	9,247	33.8

Agenda Item 11

Table 31

LSOA Code	All ASB rate Per 1000 People	Environmental ASB rate	Nuisance ASB rate	Personal ASB rate	Inappropriate Vehicle Use ASB rate	Nuisance Neighbour ASB rate	Rowdy Inconsiderate Behaviour ASB rate
E01006944	22.2	1.2	19.3	1.8	1.2	1.2	14.6
E01006945	30.0	1.3	16.9	11.9	0.0	9.4	13.8
E01006950	58.4	0.6	41.7	16.0	4.5	9.0	35.3
E01006968	285.6	3.3	251.5	30.8	4.4	9.4	217.9
E01006969	32.6	0.0	22.4	10.2	0.7	4.8	22.4
E01006970	46.3	0.6	37.0	8.7	0.6	9.8	26.6
E01006994	32.5	0.0	21.7	10.8	3.2	6.4	16.6
E01006996	16.9	0.5	14.2	2.2	1.1	3.3	10.4
E01006997	14.8	0.0	12.9	1.9	1.9	1.3	7.7
E01006998	35.3	0.6	27.2	7.5	2.3	6.4	19.7
E01033094	70.4	4.1	53.8	12.4	1.0	13.5	40.4
E01033097	58.7	0.9	43.6	14.2	0.0	2.7	39.1
Southport Additional HMO Licensing Area	60.2	1.0	48.6	10.6	1.8	6.3	40.3
Sefton	33.8	0.8	27.0	6.0	5.9	3.9	18.3

All crime Southport

The overall rate of all crime within the area covered by the Southport Additional (HMO) Licencing area is **137.1** incidents per 1000 population. This crime rate is around 139% higher than the Sefton average and 108.7% higher than the English all crime average. Again there are significant differences in crime reporting rates within the Lower Super Output Areas (LSOA) within this licencing area. These all crime incident rates range from 975% greater than the Sefton average in central Southport to 25% lower in areas near to Southport Cemetery.

Table 32

LSOA Code	Ward Name	Population	All Crime Incidents	Crime rate Per 1000 People
E01006944	Cambridge	1,709	102	59.7
E01006945	Cambridge	1,598	111	69.5
E01006950	Cambridge	1,558	174	111.7
E01006968	Dukes	1,817	1122	617.5
E01006969	Dukes	1,473	189	128.3
E01006970	Dukes	1,729	137	79.2
E01006994	Kew	1,569	153	97.5
E01006996	Kew	1,831	84	45.9
E01006997	Kew	1,555	67	43.1
E01006998	Kew	1,727	98	56.7
E01033094	Dukes	966	172	178.1
E01033097	Dukes	1,124	149	132.6
Southport Additional HMO Licencing Area		18,656	2,558	137.1
Sefton		273,531	15,706	57.4
England		57,408,654	3,771,655	65.7

Agenda Item 11

Table 33

LSOA Code	All Crime rate Per 1000 People	Burglary rate	Criminal Damage rate	Drugs rate	Robbery rate	Theft rate	Violence rate
E01006944	59.7	8.2	7.6	5.9	0.0	21.7	13.5
E01006945	69.5	3.1	13.1	6.3	0.0	16.3	25.0
E01006950	111.7	7.7	12.2	10.9	1.3	39.2	31.5
E01006968	617.5	30.8	53.4	27.5	3.9	319.2	155.2
E01006969	128.3	10.2	11.5	4.1	0.7	79.4	19.0
E01006970	79.2	9.3	12.7	6.4	0.0	20.2	27.2
E01006994	97.5	6.4	14.7	5.7	1.9	38.9	22.3
E01006996	45.9	4.9	8.7	1.6	0.0	15.8	13.7
E01006997	43.1	6.4	2.6	3.9	0.6	12.2	14.8
E01006998	56.7	11.0	11.0	4.6	0.0	12.7	14.5
E01033094	178.1	20.7	17.6	13.5	1.0	44.5	66.3
E01033097	132.6	15.1	12.5	3.6	0.9	64.1	34.7
Southport Additional HMO Licensing Area	137.1	10.9	15.1	7.9	0.9	59.1	36.4
Sefton	57.4	7.2	9.4	4.4	0.6	19.4	13.2

Duke's ward in Southport accounts for the biggest rate of reported crimes per 1000 people (147.2) in the north of the Borough however, this ward has the largest density of shops, a thriving night time economy and attracts large amounts of tourists, all of which may have impacted on crime figures for the area.

The following case studies provided by Sefton's ASB Team give an overview of recent interventions with PRS properties within the proposed designated areas for Additional (HMO) licensing

Property G

A large property of private rented and privately owned flats, the case involved a man who rents one of the privately rented flats. The gentleman would defecate in the public lobby and harass female occupants, in conjunction with the Police we gave him a CPN, although, the landlord was helpful, he did not understand what he could or could not do to resolve the situation. The ASB team provided advice, however, could not insist on the landlords co-operation. If a licensing scheme was in place a support plan with the ASB Team would have helped the landlord address these issues and if not addressed would leave the landlord open to enforcement action under breach of conditions.

Property H

Both police and Council have been involved with a private landlord who has not taken action of the ASB caused by one family. The landlord has not responded to our requests. Presently, apart from a closure order, which can be resource intensive, no further action may be taken. Under a licensing scheme the landlord would be contacted and required to act or face further enforcement action, including significant penalties, and could ultimately lead to the Local Authority taking over the management of the property.

Housing Standards (HMO) Service Requests

With regards to the Additional (HMO) Licensing areas; both the Waterloo/Seaforth and Southport areas have HMO service requests rates much greater than the Sefton rate (2.3 per 1000 properties). Of the total HMO service requests received over the past 4 years, almost 70% were recorded in the Southport and Waterloo/Seaforth Additional (HMO) licensing areas. This evidence identifies that of the poor quality houses in multiple occupation, the majority are located within the proposed licensing intervention areas.

Table 34

Area	Waterloo/ Seaforth Additional HMO Licensing Area	Southport Additional HMO Licensing Area	Total HMO Additional Licensing intervention areas	Sefton Total
Total Housing Standards Service Requests for HMOs(April 2012 – March 2016)	26	160	186	267
Proportion of Total Housing Standards Service Requests for HMOs (April 2012 – March 2016)	9.7%	59.9%	69.7%	100%
HMO Service Request rate per 1000 households*	8.2	32.7	23.1	2.3

Source: Sefton Council - Flare

*Household Estimate based on 2011 Census

Agenda Item 11

Over the four year period as shown in Table 34 above, 267 service requests were received from HMO properties. However, only 16 of these were received from properties licensed under the mandatory HMO scheme. Complaints from unlicensed HMOs amounted to 251 complaints, 186 being from within the proposed additional licensing areas. Therefore, providing evidence of poor property management across this sector and specifically within the proposed designated area.

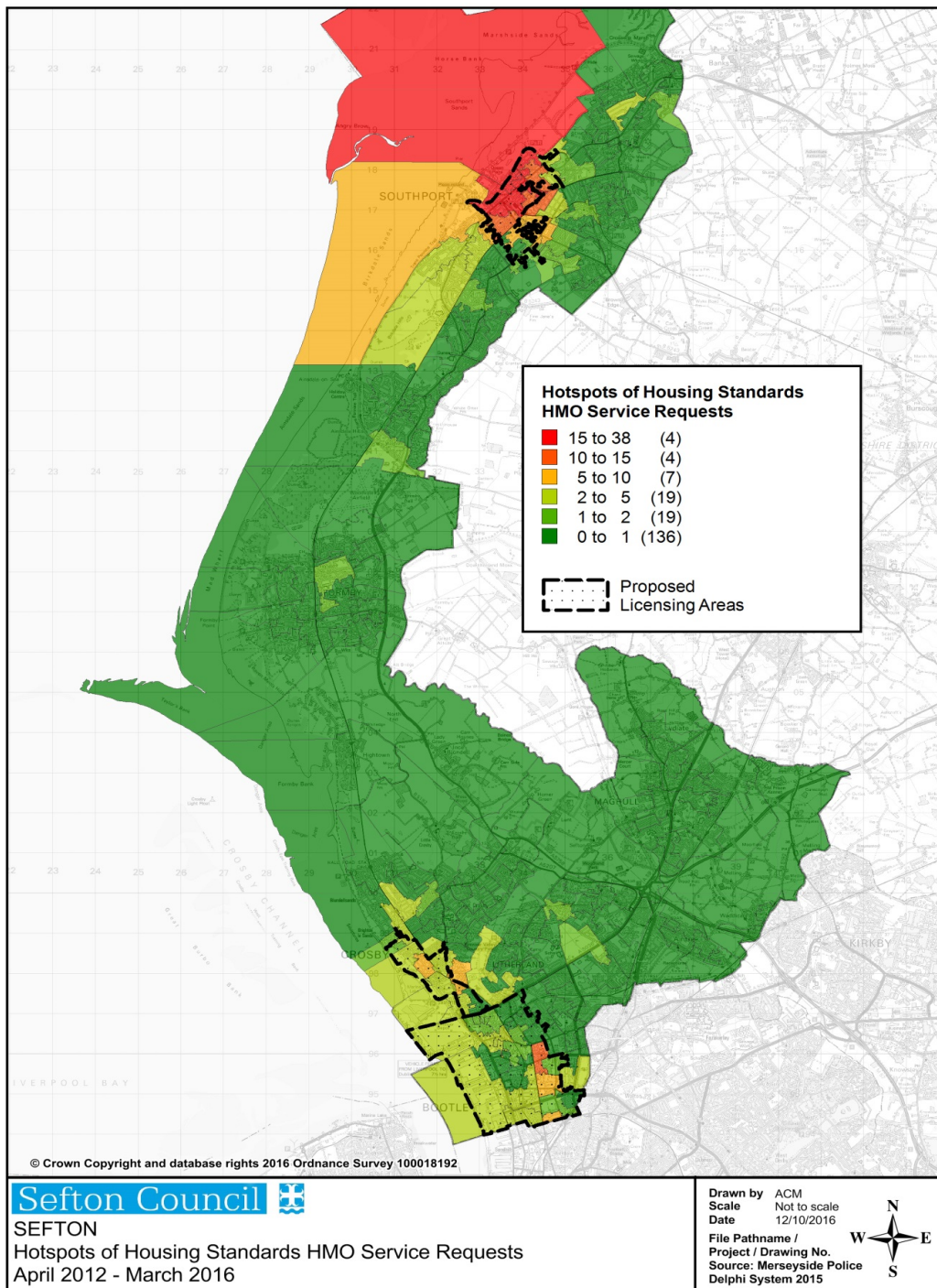
Within the last 12 months (2015/16) the Local Authority has received 553 complaints relating to conditions within the privately rented properties. Of those complaints 153 were about properties within the proposed areas for Additional (HMO) licensing equating to 27.7%.

(From the 160 total) Since October 2013, 95 Enforcement Notices have been served on HMO properties, 78 of those were properties in the 2 proposed areas for HMO Additional (HMO) Licensing.

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Total Housing Standards HMO Service Requests – Sefton

The figure below highlights the ranges of total service requests received for Houses in Multiple Occupation (HMOs) over the past four years per Lower Super Output Area (LSOA). There are 4 LSOAs receiving between 15 and 38 HMO service requests, these can be considered as having poorer HMO property conditions or a greater number of ‘problem’ HMOs in these localities. The map also identifies that there are 136 LSOAs receiving between 0 and 1 service requests over the past 4 years, indicating that these areas do not have recorded HMO housing standards issues.



Agenda Item 11

Conclusion : Additional licensing

The central Southport and part of the Waterloo/Seaforth area are proposed for Additional HMO licensing

An Additional (HMO) Licensing designation may be made “if a Local Authority considers that a significant proportion of HMOs of a defined description, in either a designated area or across the whole of the Borough are being managed insufficiently enough to give rise to **one or more** particular problems either for those occupying the property or for members of the public.”

Evidence of poor management practices can be evidenced through issues that arise within the property such as poor conditions or within the local community including ASB and crime. Over the four year period as shown in Table 34 above, 267 service requests were received from HMO properties. However, only 16 of these were received from properties licensed under the mandatory HMO scheme. Complaints from unlicensed HMOs amounted to 251 complaints, 186 being from within the proposed additional licensing areas. Therefore, this provides evidence of poor property management across this sector and specifically within the proposed designated area.

Parts of Waterloo/Seaforth and central Southport have high levels of deprivation, being within the worst 10% most deprived areas nationally. Both areas also have above the national average of flats/maisonettes within the PRS and have a significant stock of larger style properties that in recent years have been prone to conversion, to either bedsits or self-contained flats. As referenced in Section 2, table 2.9, evidence shows that Waterloo/Seaforth and Southport have also seen an increase in cases of overcrowding, although this is lower than seen nationally. The highest level of empty properties (over 24 months) are located in central Southport. Hence there is a strong correlation between these issues and the location of the PRS.

The highest rates of non-decent homes at 26% are recorded within areas of Southport [Stock Condition Survey 2014] and along with a higher number of service requests received by the Council regarding property conditions within Southport and Waterloo/Seaforth being over three times greater than the Sefton average (Over 66 service requests per 1000 households compared to the Borough average of 21.7 service requests per 1000 households). This highlights both areas as having poorer housing conditions, therefore, poor management practice.

Overall, Additional (HMO) Licensing can provide additional powers to help the Local Authority tackle poorly managed privately rented property. An estimated 43.4% of the private rented sector HMO accommodation across Sefton is in Waterloo/Seaforth and central Southport, the improved management standards in this sector should contribute to an overall improvement in living conditions in the area, ultimately leading to a better quality of life for its residents. It will help the areas to be more conducive to good landlords but provide an environment that is less opportunistic and attractive for poor and rogue landlords. It will also give the

authority and landlords more powers in dealing with those tenants that choose to cause ASB.

Therefore, having reviewed the data across the proposed areas, Sefton Council is of the opinion that the legal test for designating an area for Additional (HMO) Licensing has been met.

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Agenda Item 11

Section 5 How licensing fits with Sefton's strategies

Licensing alone cannot guarantee improvements in the designated areas. It can only be part of the solution. Although there are many issues of concern, some of which will never be controllable at a local level, the Local Authority and its partners recognise that a holistic and joined-up response can achieve beneficial outcomes for the community.

Housing should provide a living environment that is as safe and healthy as possible. Tackling problems of poor housing to protect the health, safety and welfare of the occupants is a significant wider determinant of health. Officers within the Private Sector Housing Standards team focus primarily on helping tenants living in private rented sector housing, by requiring landlords to carry out necessary repair or improvement works, to remove serious health and safety hazards.

Whilst great improvements have been made in recent years through the Decent Homes programme within the social housing sector, and Housing Market Renewal has sought to redevelop the poorest groups of housing in Bootle together with some improvements to existing housing stock, too much of the borough's existing stock is not fit for purpose, and in its current state risks becoming unsustainable. The Local Plan and Housing Strategy interventions will help provide a further drive to ensure that our existing homes play a full role in raising the quality of place and become part of neighbourhoods where people choose to live, work and invest.

Sefton's Housing Strategy

A key priority of the Sefton Council Housing Strategy (2016-21) is to improve existing housing stock to benefit households, neighbourhoods and communities. Since Sefton no longer owns or manages its housing stock, we wish to work with and encourage others across all types and tenures of homes to raise housing standards, address energy efficiency, reduce fuel poverty and decrease the number of 'non-decent homes'. This strategic priority may also help to tackle the number of empty homes in the Borough, reducing negative impacts on neighbourhoods and help increase the number of available homes. The Housing Strategy identifies Sefton's priorities as follows:

- Raise housing standards across all tenures and reduce the number of non-decent homes with particular focus on the worst conditions including;
- Improving the quality of privately rented sector (PRS) homes and;
- Regulating and improving Houses in Multiple Occupation (HMOs) through mandatory Licensing.
- Working with Housing Associations to agree approaches to improve the assets and services of Housing Association's owned stock;
- Reducing the numbers of empty homes and neighbourhood empty homes 'hot-spots'.

We will achieve this priority over the next five years by:

- Working closely with private sector landlords to encourage them to provide high quality homes and management services;
- Attract high quality private landlords to invest in the Borough;
- Provide support and guidance to owner-occupiers to help them improve their housing standards, particularly the most vulnerable in the worst housing conditions;
- Using evidence to identify concentrations of privately rented sector stock that are associated with conditions which would justify considering the introduction of a Privately Rented Sector Selective and Additional HMO Licensing schemes;
- Working in partnership with Sefton's Housing Associations to ensure that they provide the best quantity, type and quality of housing, together with the most appropriate services;
- More effective use of the Local Authority's Planning and Licencing statutory powers to help improve Homes in Multiple Occupation (HMO) where necessary.
- Providing advice and support to help reduce fuel poverty by making existing and new homes more sustainable and energy efficient and encourage the use of renewable technologies to achieve this;
- Helping empty property owners to bring their properties back into use through advice and assistance, including early intervention and preventative measures. Where this is not effective, a targeted approach alongside a range of enforcement powers would be used to help bring longer term and problematic empty homes back into use.

Property Accreditation

Sefton has operated a Property Accreditation Scheme since 2013, this is a voluntary scheme whereby landlords sign up to a code of standards which sets a minimum standards for both property condition and management practice. Sefton has accredited 942 housing units equating to 129 individual properties (October 2016) since the scheme began.

Whilst the scheme has been successful in accordance with the number of properties accredited, this represents less than 1% of the private rented stock in the Borough and mainly consists of individual HMO units. This is partly due to the discount on the Mandatory Licence scheme offered to landlords when accredited. Currently, there are only 2 potentially licensable properties under the scope of the proposed Additional (HMO) licensing that are accredited, both in Southport. The scheme also appeals to more professional landlords operating across the property market within the Borough since these landlords are more willing to make the necessary investment in their properties to ensure their properties comply with the standards. The total number of individual landlords involved with the property accreditation scheme is 63. This demonstrates that poor landlords are unlikely to engage with the Local Authority or join a voluntary scheme. This is why the

Agenda Item 11

mandatory approach of Selective and Additional (HMO) Licensing and its related powers is needed as an additional tool to address poor standards in the private sector.

The accreditation scheme continues to engage with landlords through information and training events to support landlords to improve their knowledge to ensure statutory responsibilities are met.

Empty Homes Strategy

Sefton Council is fully committed to tackling empty homes. Our current Empty Homes Strategy ensures that we continue to have a targeted approach to bring long term empty properties back into use. Much of the Local Authority's intervention and effort is focussed on Bootle and Southport, which contain the highest concentrations of empty homes. These are also the areas with highest concentrations of PRS homes.

Empty homes are a national and local priority as they serve as a wasted housing resource at a time when housing demand is outstripping supply. Bringing these properties back into use will increase the supply of housing, as well as enhancing and regenerating communities. Working alongside Selective and Additional (HMO) Licensing will provide a further tool for engaging with empty home owners and targeting resources across the designated areas. Licensing should improve the reputation of the PRS and lead to improving demand for PRS properties in the proposed licensing areas. This in turn should create more stable communities, reduce property turnover, so help 'prevent' properties from becoming and staying empty.

Homelessness Strategy

Cabinet approved the Local Authority's new Homelessness Strategy at its meeting of 11th September 2013. The Strategy highlights the need to work more closely with the private rented sector as a housing option for homeless people and those at risk of homelessness. This is one of the 'actions' contained in the Action Plan within the Strategy.

Homeless households: New powers arising from the Localism Act 2011 mean that local authorities are now able to discharge their homelessness duties by making a suitable private rented sector offer of housing. In November 2013, Sefton introduced its own 'Private Rented Sector Offer (Homelessness duty)' policy, setting out the circumstances when the Local Authority might seek to rehouse a homeless household in the PRS. However the government issued guidance regarding the suitability and standard of both the property and the landlord when using this power in the PRS.

Homeless Prevention

The Local Authority places greater emphasis on prevention of homelessness. Finding alternative housing in the PRS has become an increasing means of assisting households threatened with homelessness.

Renting from a private landlord has long been the main housing option for single homeless people. Yet with more people finding home ownership unaffordable and

social housing unavailable, the private rented sector is increasingly seen as a long-term solution to broader housing needs.

The sector, however, currently presents real challenges for people regarding access, affordability, standards and security. We hope licensing will help reduce these challenges.

By introducing Selective and Additional (HMO) Licensing, the Local Authority will have greater confidence that there are adequate safeguards in place to ensure that any homeless applicants are allocated appropriate, safe, affordable, good-standard accommodation in a greater number of PRS properties in the Selective and Additional (HMO) Licensing areas.

Sefton operates a Bond scheme, to help homeless households access the PRS. This can be a benefit for landlords willing to offer homes to such households.

Meeting Housing Needs

At any point in time, there are usually around 4,000 households on the Housing Register, seeking rehousing. Of this number, over 50% of households require one-bedroom accommodation, many of whom will be under 35 years of age. With welfare reform changes, those people under 35 and reliant on benefit assistance will have their housing cost capped at the LHA single room rate; so only able to afford single room housing such as that usually found in the PRS and HMOs in particular. In the social housing sector there is a shortage of one bedroom accommodation and virtually a nil supply of single room (bedsit) accommodation. So many young, single households will become reliant on the PRS and HMOs.

There is established evidence that many vulnerable households live in HMOs. One of the Local Authority's priorities has been to try to protect the most vulnerable. By introducing Selective Licensing, and Additional (HMO) Licensing, there will be greater certainty that more households will be able to access suitable and well managed privately rented homes.

Anti-social Behaviour (ASB)

It is essential that private landlords take their responsibilities seriously and work with local agencies to ensure that communities do not suffer from persistent ASB from their tenants.

Environmental ASB and nuisance are perceived to be a problem by members of the public across the country. According to the most recent figures from the Office for National Statistics' Crime Survey for England and Wales (2015), 28 per cent of people think that litter is a big problem in their area. Graffiti and other criminal damage also rank highly with 19 per cent saying it is an issue. The effects of ASB are most visible when the results of that behaviour ruin the places that we live in or visit. Litter, dog fouling, graffiti, and fly tipping on vacant land and in passageways has increased.

Tackling the problem is resource intensive. However, dealing with environmental ASB pays real dividends as people feel safer when their streets, parks, schools

Agenda Item 11

and wider community are clean and returns a sense of pride to the local communities.

Sefton's recorded incidences of Environmental ASB for the period January 2015 – December 2016 identified just under 9000 cases. The Linacre ward accounts for 15.3% (1,366) of all calls in relation to environmental issues across Sefton, followed by the neighbouring ward of Derby, which accounts for a further 9.3% (827). Therefore just under a quarter of all environmental calls are made from these two Bootle wards.

The main environmental issue reported to Sefton is fly tipping, with over a third 37.9% (3,378 of 8,915) of all calls. Since 2014 there has been increase of more than 10% in fly tipping calls to the Local Authority. Linacre ward accounts for the highest number of fly tipping calls with 642, which equates to almost one in five of all fly tipping calls.

Sefton currently deals reactively with these issues, through its direct street cleansing activity and through enforcement of responsibilities and offences with statutory action to remove offensive waste from private land.

Selective Licensing will also help to ensure that landlords fulfil their statutory duties regarding tenancy management. It is important to recognise that the PRS provides housing to many of those excluded from sectors of the market which can include the most vulnerable sections of society, such as those with alcohol or drug misuse and a history of ASB that has previously affected their ability to sustain a tenancy. Both Sefton's ASB and licensing team can offer advice and support to landlords to ensure that they take appropriate action when they receive a complaint about their tenants. The Licensing scheme will facilitate an additional ASB support service for landlords.

Licensing will provide a route for engagement and will support private landlords throughout this process, along with taking appropriate action. Furthermore, a communication route is available to offer landlords advice on crime prevention measures. The ASB Team's role continues to provide a statutory ASB service to members of the public, but with the additional resource provided through licensing will provide a valuable training and support resource to landlords. However, licensing will not provide landlords a route to pass the ownership of complaints on to the ASB Team. This remains a landlord's responsibility.

Well North

Well North is a Strategic Collaboration between Public Health England (PHE), the University of Manchester, on behalf of Manchester Academic Health Science Centre (MAHSC) and ten lead accountable bodies for areas across the North of England. The programme seeks to improve the health and wellbeing outcomes of people and families in the most deprived communities by delivering against three strategic goals:

- Addressing inequality by improving the health of the poorest, fastest;
- Increasing resilience at individual, household and community levels;
- Reducing levels of worklessness, a cause and effect of poor health.

Sefton was selected as one of the Well North pathfinders in 2015, with a spotlight on the Bootle area, and our local programme is known as 'Well Sefton'. Work so far has involved identification of partner agencies (public sector, businesses, social enterprises, and voluntary/community sector organisations) and discussion with them to identify the issues most relevant to Bootle and therefore the focus for the Well Sefton programme. Working collaboratively, partners have developed three workstreams and lead agencies for these, as follow:

- Enterprise and branding within Bootle – in order to encourage entrepreneurship and improve the attractiveness of Bootle to outside investors.
- Social Prescribing – To ensure that residents are linked into community based support services.
- Food – And its use as a platform to build community resilience.

In addition to these, Well Sefton will also support a number of other programmes of work including the development of a health and housing working group, which will aim to bring together a range of Registered Providers and private landlords in relation to health issues.

CLAHRC - Southport

The Collaboration for Leadership in Applied Health Research and Care for the North West Coast (CLAHRC NWC) is part of the National Institute of Health Research, which oversees research for the whole of the NHS. The programme brings universities, local authorities, NHS organisations and the public together, to co-produce and conduct high-quality, leadership enhancing, applied research designed to decrease health inequalities and improve the health of the population of the North West Coast. The CLAHRC NWC is a five year programme, which began in January 2014 and will run until the end of 2018.

Sefton Council is one of ten partner Local Authorities, working within the Neighbourhood Resilience theme of the CLAHRC NWC. Sefton have identified an area of Central Southport as a 'Neighbourhood for Learning' (NfL), which has comparatively poor levels of health. Within the area, local interested partners and residents have been working together to identify social, economic and environmental issues which are contributing to levels of poor health. Those involved will agree on one area for action and, using evidence from research findings, the chosen intervention will be adapted and its impact evaluated.

A series of stakeholder and resident events have been held to consider relevant issues which could form the focus for the CLAHRC programme. Poor housing conditions and the prevalence of Houses in Multiple Occupation has been a strong theme throughout each of the sessions.

Stakeholders suggested that there was a need to 'tackle poor housing conditions, including hard to heat homes and HMOs, many inhabited by migrant workers and older residents. Possible introduction of Selective Licensing scheme to support this and tackle problem private landlords'.

Agenda Item 11

Residents made the following comments in relation to housing in Central Southport:

- “Disparity between wealthy, settled suburbs and cramped population around centre.
- Southport has a relatively affluent older population but a lot of transient renters at its centre... plus homeless (a few) and poor but hiding its elderly.
- Affluent suburbs – not quite gated but out of the centre. Poor quality flats in older buildings and old streets with choking traffic where the poor folk live.
- Quality of housing in the town centre [needs improving]”

The next stages of the programme will be to work collaboratively with residents and stakeholders to choose the most suitable focus for the CLAHRC programme, using all information gathered at the stakeholder and resident events. In addition, there will be opportunities for further involvement by residents in any research and evaluation work undertaken as part of the programme.

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Section 6 How will the schemes be delivered?

The Local Authority is committed to ensuring that the Selective and Additional (HMO) Licensing schemes contribute to improvements in housing conditions across the private rented sector. All licensable properties will receive a compliance inspection over the period of the licence. Some properties licensable under the Additional (HMO) scheme may receive an initial visit to determine its HMO status, therefore, whether a licence is required or not. The Local Authority will provide advice and support to landlords to help to bring property conditions up to the required standards along with ensuring that the landlord's statutory responsibilities are also met.

The administration of the licensing application process, including the undertaking of inspections and the provision of general advice and support to landlords will be undertaken by Licensing Officers. Specialist support services will also be provided in relation to supporting landlords to deal with ASB. The income received from the fees shall be used to cover the additional costs incurred by the Local Authority in employing these staff with associated costs.

The Housing Standards Team will focus resources proactively with the key aim to improve the physical appearance of neighbourhoods and the quality of housing across the designations, particular focus will be on ensuring that the management of properties meet required standards and where necessary landlords or agents are educated appropriately to improve their management processes ensuring any issues are dealt with promptly and effectively.

Landlords will need to abide by a set of conditions as part of their licence. Draft licence conditions have been drawn up (see **Appendix 1** (Selective) and **Appendix 2** (Additional (HMO))). These conditions include both mandatory and discretionary elements that support Sefton's priorities for the designated areas. These conditions shall be finalised following feedback from the consultation process.

It is expected that the introduction of licensing will increase engagement with landlords, their properties and tenants. This is likely to lead to an increase in housing related enforcement activity within the designated areas, whereby landlords either fail to licence their properties or fail to comply with licence conditions. It is also likely that issues regarding poor housing conditions or ASB across other areas of the Borough may be brought to the attention of the Local Authority as a result of the increased awareness generally brought about by licensing. Where such enforcement action is needed (for example in relation to identified category one hazards within a dwelling) then this shall be referred and dealt with by the existing Private Sector Housing Standards Team who work in accordance with the Local Authority's housing enforcement policy. A Licensing officers role would not include enforcement of these issues.

Resources

The proposed schemes will generate a high level of additional work and needs to be resourced accordingly. It is estimated that a team of 9 staff will be required to

Agenda Item 11

manage the workload. It is intended that the team will be staffed sufficiently to process Selective and Additional (HMO) applications, we expect lower numbers to be processed during the initial stages due to staff recruitment and the scheme set up.

The team will comprise of:-

- Licensing Manager
- 3 x Compliance Officers (fixed term)
- 5 x Admin Support (fixed term – numbers to be reviewed over the span of the scheme)

In addition, 5 existing staff currently working on a range of private sector housing issues will be utilised to compliment the licensing team. Also, the Local Authority will provide extra capacity in its ASB Team in order that support can be provided to landlords to deal with incidences of ant-social behaviour by their tenants.

Property Accreditation

Due to the level of discount proposed for accredited properties, it is likely that there will be a significant increase in demand for accreditation leading to increase demand on officer time. The proposed discount will be offered on a time limited basis to enable management of this increased workload. Landlords will be encouraged to apply for accreditation and on being successful will be able to access a number of accreditation benefits including:

- Advertising to households on the Housing Register via Property Pool Plus
- Discounts on HMO Mandatory licence fee
- Tenant finding service through Housing Options, including access to the bond scheme.
- Advice on tenancy matters
- Discounted courses

The accreditation discount is justifiable since only one compliance visit will be required. Reducing the time spent on licensing.

Mandatory HMO licensing

An increased number of mandatory licensed properties are expected to come forward on implementation of selective and Additional (HMO) Licensing. The Government are currently consulting on extending the scope of Mandatory HMO licencing and, if necessary the Additional (HMO) scheme would be adjusted accordingly. This will require additional officer time involved with the processing and inspecting of properties. The increased income stream is expected to meet any additional staffing requirements.

Legal Support

The Housing Standards Team requires adequate legal support on the operation of the licensing scheme, where necessary. Legal support is also required for prosecution of cases for breach of licence conditions and the failure to apply for a licence.

Support for landlords

Anti-Social Behaviour

We recognise that landlords cannot be held solely responsible for the actions of their tenants, but they can, more often than not, have some influence on the behaviour of their tenants. The Local Authority believes that a good landlord would, once they became aware a tenant of theirs was engaged in unacceptable activities that had a detrimental effect on neighbours, try to take some steps to resolve the situation.

An ASB officer will be part funded through the licence fees to help act as a point of liaison with landlords and managing agents in order to help them to deal with ASB and related criminality occurring in the area. A support package will be available to landlords, which will include resources to address the ASB of their tenant. Mediation sessions can also be arranged with tenant and landlord. An agreed process to tackle ASB that has been followed by landlords would ultimately support landlords throughout any legal process, whereby possession of their property was deemed the most appropriate option.

Training

To ensure landlords are kept up to date with their statutory responsibilities, training courses and information days will be offered to licensed landlords at a rate that ensures that only any additional costs borne by the Local Authority are recovered.

Licence Application and Fees

Application

Sections 63 & 87 of the Housing Act 2004 detail the application process for a licence. In particular this section states that an application must be made in accordance with such requirement as specified by the authority. It also states that the authority may require the application to be accompanied by a fee fixed by the authority. When fixing fees, under these sections of the Act, the local housing authority may take into account all costs incurred by the authority in carrying out their functions under these parts of the legislation and all costs incurred in carrying out their functions under Part 4 of the Act chapter 1 which relates to management orders. The application process is detailed within the Act and there are subsequent regulations detailing the contents of an application form. This includes providing information on the property layout, certificates for gas, furniture and fire safety. The Licensing and management of Houses in Multiple Occupation

Agenda Item 11

and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 schedule 2 provides full details on what must be included within an application this includes determining if the manager or proposed licence holder is a fit and proper person. This requires the declaration of any unspent convictions, unlawful discrimination and prosecutions under housing, public health, environmental health or landlord and tenant law. The Licensing Team will make checks into a person's 'fit and proper' status.

The Local Authority must grant a licence if it is satisfied that:

- The licence holder would be a fit and proper person.

If the licence is granted it will have conditions attached to it. Section 67 & 90 and Schedule 4 of the Act details the mandatory licence conditions that must be included, however there is provision for the Local Authority to add additional conditions that are either specific to the licence in question or that are locally agreed to address specific issues.

It is the Local Authority's intention to make the application process for landlords as streamlined as possible. Online applications and payment will, therefore, be the preferred method, keeping processing costs at a minimum.

Fit & Proper Person

In addition to ensuring compliance with both Selective and Additional (HMO) licence conditions, Sefton Council will need to determine the proposed licence holder as a 'fit and proper' person in terms of their suitability to manage their properties before issuing a licence. In deciding for the purposes of sections 64 (3) (b) or (c) & 88(3) (a) or (c) whether a person is a fit and proper person to be the licence holder or the manager of the house, the local housing authority must have regard to:

- (a) Any offences involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003.
- (b) Any unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with the carrying on of any business.
- (c) Any contravention of any provision of the law relating to housing or of landlord and tenant law.
- (d) Any person involved in the management of the property has sufficient level of competence to be so involved.
- (e) Any person involved in the management of the house is a fit and proper person to be so involved.

Any "spent" convictions cannot be taken into account. However, a lack of conviction may not mean that the incident was not relevant. The manager must send in with their application proof of their status and that they do not have any unspent convictions as specified above.

Under the 2016 Housing and Planning Act there will be a more stringent fit and proper person test for landlords of all licensable properties (not only HMOs). Additional criteria are likely to be added to the existing tests under the 2004 Housing Act, namely that applicants should be entitled to remain in the UK and should not be insolvent or bankrupt. The new provisions are also likely to clarify that past failure to comply with duties concerning the immigration status of prospective tenants may be taken into account, and that regulations specifying information to accompany applications may require supporting evidence.

Once Government regulations have been issued, and there is clarity over the changes to the fit and proper person test, Sefton's licensing schemes will be updated.

If the owner is found not to be a "fit and proper person" against these criteria, then he/she must find someone else agreed by the Local Authority to manage the property. If the Local Authority is not satisfied then it must refuse the application and give its reasons for this.

Temporary Exemption Notice

An owner or manager of a property may apply to the Local Authority for a Temporary Exemption Notice (TEN). If a TEN is granted the property is exempt from licensing and accordingly the manager/owner does not commit the offence of operating a property without a licence.

A Local Authority may only grant a TEN if it is satisfied that the applicant is, or will shortly be, taking steps to ensure the property ceases to be subject to licensing. For example, if planning permission has been obtained for the conversion of the HMO to single family occupation. A TEN can only be granted for a maximum period of three months, but in exceptional circumstances the Local Authority may issue a second TEN to last a further three months following the expiry of the original. No more than two consecutive TENs may be granted in succession for a given property. If a Local Authority refuses to grant a TEN the applicant may appeal to the First-tier Tribunal (Property Chamber), which can either uphold the LHA decision or reverse it.

Termination / Revocation

A licence may be revoked with the agreement of the licence holder, such as when a house ceases to be a licensable property. It also ends automatically after 5 years or after the period specified in the licence (if that is different).

A licence ceases to be in force on the death of a licence holder and for the first three months following the death of that person no licence is required as if a temporary exemption notice had been issued and was in force. Unless the property ceases to be licensable within that period or the Local Authority grants a TEN on the expiry of that period the property must be relicensed or an Interim Management Order made in respect of it.

Agenda Item 11

Other than in those circumstances, a licence may only be revoked if:

- there has been a significant breach of the licence conditions; or the licence holder and others involved in the management of the house are no longer fit and proper persons
- the property ceases to be an HMO that is subject to licensing
- if the LHA would not have granted a new licence for the HMO at the time it terminates
- the licence because of reasons relating to the structure of the HMO which render the property unsuitable for licensing on similar terms.

On revocation of a licence (unless this is because the HMO no longer requires to be licensed) the Local Authority must grant another licence or make an Interim Management Order.

Appeals against licensing decisions

An appeal may be made to a First-tier Tribunal (Property Chamber), against a decision of the local housing authority to:

- Refuse to grant a licence
- Grant a licence, including any conditions imposed
- Vary a licence
- Revoke a licence
- Refuse to vary or revoke a licence

An appeal must normally be made within 28 days of the decision being made, but if the tribunal thinks there are good reasons to do so, it may extend the period for appeal. In considering an appeal the tribunal rehears the Local Authority decision, but is able to take account of new evidence put forward by the appellant.

Fees

In setting licence fees, the Local Authority must follow certain principles established by the European Services Directive (ESD) and in particular that the fee must not exceed the actual and direct costs of processing an application, monitoring compliance and enforcing the scheme. The fee structure is also required to be reasonable and proportionate.

The licence fee, is therefore, set to cover the administration and associated costs of the licence. A review of fees will be undertaken annually and will be adjusted to reflect changes in costs. The fees will also be reviewed in line with the findings of the pending decision of *Hemming v Westminster City Council* which has been referred to the European Court of Justice. Fees may also need to reflect any possible pending legislative changes to the Mandatory HMO licence fees.

A licence would normally be granted for a period of five years and no further fees would be payable during the life of the licence. However, licences are non-

transferrable in accordance with sections 68 (6) & 91(6) of the Housing Act 2004. A change of licence holder will, therefore, require a new application fee.

Discounts

The following discounts have been factored into the proposed fee calculations which will be confirmed following consultation feedback.

For the purposes of Selective and Additional (HMO) Licensing, an accredited landlord is a landlord who is accredited with the Sefton Property Accreditation Scheme. A landlord who is also accredited with a national landlord body such as the National Landlords Association (NLA) or Residential Landlords Association (RLA) will also benefit from a discount. The ability to apply for an accreditation discount will be available for 3 months before and 3 months after the commencement of the scheme only, (3 months for newly purchased properties).

'Early Bird' discount is for those applications made during the first 3 months of the scheme for each property

Following a recent data collection exercise an estimated 2800 properties will fall under the proposed Selective Licensing scheme and the licensing programme has, therefore, been designed around licensing this number of properties.

Proposed Fees per property

Selective Licensing	£	Annual Equiv. £	Weekly Equiv. £
Full Fee	695	139	2.67
Accreditation	545	109	2.10
Early Bird	620	124	2.38
In addition :			
7-12 units	150		
13-20 units	250		
21+ units	350		

Additional (HMO) Licensing fees for HMOs are proposed to be similar to those charged for mandatory HMO licences under Part 2 of the Housing Act 2004

From the recent data collection exercise an estimated number of properties that will fall under the proposed Additional (HMO) Licensing scheme has been obtained. Based on previous experience there will be fluctuations in this number caused by changes in mode of occupancy and property sale. The licensing programme has, therefore, been designed around the licensing of an assumed 200 properties.

Agenda Item 11

Additional (HMO) Licensing	£	Annual Equiv.	Weekly Equiv.
Full Fee	850	170	3.27
Accreditation	700	140	2.69
Early Bird	800	160	3.08
In addition :			
7-12 units	150		
13-20 units	250		
21+ units	350		

Variations must be made, but no additional fee will be charged, for:

- Change of address for existing licence holder, manager, owner, mortgagor, freeholder or leaseholder
- Change of Mortgagor, owner freeholder and leaseholder
- Change in number of permitted occupiers/households

Refund policy

We will give a refund for a property license if an application was made by mistake. Situations considered to be a mistake are if:

- the property is outside the designated area
- a duplicate application has been made
- an application was made for an exempted property.

The proposed fees above are based on an assumed number of licence applications and calculated income stream against the cost of processing and managing/monitoring an individual licence. This cannot be guaranteed at this stage as it is dependent upon the number of applications received when the scheme is launched and reactively from then onwards. The proposed fees (and discounts), however, remain subject to consultation. The fees are also subject to annual review to ensure recovery of all relevant costs.

Enforcement of Licensing

Additional and Selective Licensing operates in the same way as mandatory (HMO) licensing and has the same legal status and penalties for non-compliance.

The Housing Standards Enforcement & Licensing Team will be responsible for ensuring compliance with the designation. Where a breach of licence conditions is identified the licence holder may be prosecuted with a fine of any amount per breach. Failing to apply for a licence could lead to prosecution and a fine of any amount and in addition there is a provision under sections 73 & 96 of the Housing Act 2004 for a Rent Repayment Order to be made to recover all rent paid to an unlicensed property. Landlords who continuously fail to licence a property can have control of their property taken away from them through a Management Order.

Throughout the designation the Housing Standards Enforcement & Licensing Team will carry out a programme of pro-active compliance inspections. A firm approach will be taken on landlords where un-licensed properties or breaches of conditions are found. Landlords in these circumstances are likely to be prosecuted.

Rent repayment orders

A tenant living in a property that should have been licensed, but was not, can apply to the First-tier Tribunal (Property Chamber), to claim back any rent they have paid during the unlicensed period (up to a limit of 12 months).

A Local Authority can also reclaim any housing benefit that has been paid during the time the property was without a licence. This will only apply where the person having control of or managing the property (and therefore responsible for licensing the premises) is also the person having control of the dwelling concerned.

Interim Management Order (IMO)

An IMO transfers the management of a residential property to the Local Authority for a period of up to twelve months. The Local Authority may choose to appoint a managing agent to manage properties on its behalf. In particular the IMO allows the Local Authority:

- Possession of the house against the immediate landlord, and subject to existing rights to occupy;
- To do anything in relation to the house, which could have been done by the landlord, including repairs, collecting rents etc.;
- To spend monies received through rents and other charges for carrying out its responsibility of management, including the administration of the house;
- To create new tenancies (with the consent of the landlord).

Under the IMO the Local Authority must pay to the relevant landlord (that is the person(s) who immediately before the order was made was entitled to the rent for the property) any surplus of income over expenditure (and any interest on such sum) accrued during the period in which the IMO is in force.

Agenda Item 11

Circumstances in which an IMO must be made in respect of licensable property

A Local Authority must take enforcement action in respect of a licensable property (which means an HMO subject to Part 2, or other residential property subject to Part 3) by making an Interim Management Order (IMO) if:

- The property ought to be licensed, but is not, and the Local Authority considers there is no reasonable prospect of it granting a licence in the near future. An IMO may not, however, be made on this ground if an effective application is outstanding with the authority for the grant of a licence or a temporary exemption notice or if such a notice is in force
- The Local Authority is satisfied that the Health and Safety Condition is met and, therefore, it would not have granted an application for a licence.
- The Local Authority intends to revoke the licence on one or more of the grounds specified in Parts 2 or 3 of the Housing Act 2004, other than the property has ceased to be licensable, and upon revocation there will be no reasonable prospect of the property being licensed in the near future (e.g. to another suitable person) or
- The Local Authority is satisfied that when the licence is revoked the Health and Safety Condition test will be met.

The Housing & Planning Act 2016

The Housing & Planning Act 2016 introduces new measures designed to tackle “rogue landlords”, relating to the following:

- Banning Orders
- Database of Rogue landlords
- Civil Penalties
- Extension of Rent Repayment Orders
- Tougher Fit & Proper Tests
- Tenancy Deposit Protection Scheme – Data Sharing

More detail is provided below on some of these measures that relate to Licensing under the Housing Act 2004.

Civil Penalties

These allow the Local Authority to fine landlords up to £30,000 for certain Housing Act offences. It provides the Local Authority with a choice of whether to prosecute or serve a penalty.

Civil Penalties will provide a quicker route for enforcement.

Civil penalties are allowed for Housing Act 2004 offences including those relating to:

1. HMO licensing
2. Selective Licensing
3. License conditions

Rent Repayment Orders (RRO)

RROs already exist for Housing Act 2004 licensing offences. RROs need to be granted by the First Tier Property Tribunal on application from either a Local Authority or tenant. They enable up to 12 month's rent to be repaid to the Local Housing Authority or tenant if the Tribunal is satisfied, beyond reasonable doubt, that a landlord has committed a specific offence. The new Housing & Planning Act extends the type of Housing Act offences that can allow for a RRO to include:

1. Control or management of unlicensed HMO
2. Control or management of unlicensed house (Selective Licensing)

Banning Orders

On conviction of a Housing Act offence, a Local Authority may apply to the First Tier Tribunal for a Banning Order. It is not compulsory. A ban means that a person cannot act as a landlord for a minimum of 12 months.

Retaliatory Eviction

Under section 98 of the Act there is also a restriction on terminating tenancies where a property is not licensed. This section states that *'No section 21 notice may be given in relation to a short hold tenancy of the whole or part of an unlicensed house so long as it remains a house'*.

Agenda Item 11

Monitoring the schemes

It is important that progress of the licensing schemes be monitored in line with its respective objectives. It is proposed to measure the progress of the schemes through the collection of data on crime and ASB, together with information directly relating to property condition on a regular basis, at least annually.

Other figures have been used to indicate the levels of problems within the area and these will also be revisited during the course of the project to measure the impact of Licensing.

Sefton will aim to agree a monitoring framework in consultation with local stakeholders. The suggested measures that we will seek to monitor across the licensing designations are listed below.

- The number of applications received against number of identified private rented sector
- The number of applications being processed (and the stages they are at)
- Time taken to process applications
- The number of licenced properties
- The number and outcome of any refused licence applications
- The number of appeals
- The number of prosecutions of landlords of operating unlicensed
- The number of prosecutions for breach of licence conditions
- The number of homelessness presentations from within and outside the designation area
- The number of homeless households placed in the PRS by the Local Authority within the designated areas
- Any impact on empty properties [possible displacement of landlords from the area]
- The number of landlord and tenant complaints with regards to ASB and property condition.

It will also be important to measure any possible effects of displacement into neighbouring areas. We will need to consider an appropriate suite of measures, but this could include monitoring:

- The number of, or growth in service requests from tenants of private landlords in these neighbouring areas about poor property conditions.
- Changes in levels of crime or ASB in neighbouring areas
- Changes in levels of deprivation in neighbouring areas

Mitigating Risks

Local authorities should carefully consider any potential negative economic impact that licensing may have on their area – particularly the risk of increased costs to landlords who are fully compliant with their obligations. It is also important for

local authorities to consider some of the possible effects of a making a designation and to include any risk assessment they may have carried out.

A risk analysis of introducing licensing schemes along with mitigating risks can be found at **Background document 3**.

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Agenda Item 11

Section 7 Consultation

Consultation is a key feature of the development of the proposals. Section 80 (9) of the Housing Act 2004 requires that before making a designation, the Local Authority is required to undertake a formal consultation process on the proposed implementation of the Selective and Additional (HMO) Licensing designations and take reasonable steps to consult with persons likely to be affected. This should include local residents, including tenants, landlords, managing agents and other members of the community who live or operate businesses or provide services within the proposed designation and neighbouring areas that may be affected.

Our engagement and consultation process will last for a period of 12 weeks, which will commence, subject to Cabinet Approval, in April 2017.

To provide an impartial consultation Sefton intends to commission an external consultant to undertake the consultation process.

Further information about the consultation process and how to get involved will be provided on Sefton's website and everyone who is likely to be directly affected by the proposals will be contacted and invited to participate in the consultation. The consultation will be widely promoted, including but not limited to, using the following media.

- We will supply a press release to local media
- Sefton Council website and social media
- We will contact landlords, letting and management agents who operate in and around the proposed area, inviting them to complete a questionnaire
- We will provide residents and business or services within the proposed area of Selective Licensing and surrounding area information on the proposed scheme and how to access the consultation process
- The consultation will be promoted at Sefton's landlord events and Forums to allow people to come along and discuss the licensing proposals. It will also give an opportunity for landlords to talk about the requirements that will be placed on them by the scheme, if it is approved.
- We will engage with neighbouring Local Authorities

Evaluation

Following the closure of the consultation period the responses will be evaluated and published on the Sefton Council's website. The responses will be considered and will inform officer recommendations to Members before making a final decision as to whether to proceed with Selective and Additional (HMO) Licensing.

Proposed timescales

Following the twelve-week public consultation, the Local Authority will carefully review all representations made. A report will then be submitted to Cabinet in September 2017 for Member consideration and decision.

If Cabinet agree the proposed designations for the purpose of Selective and Additional (HMO) Licensing, the Selective Licensing and Additional (HMO)

Licensing designations would become operative on 1 January 2018 with both schemes lasting for a period of five years. If Cabinet decide not to designate the area, Sefton could continue solely with the current reactive enforcement regime, linked with the more assertive promotion of Accreditation.

These timescales may be subject to change in the event of unforeseen circumstances.

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Appendix 1

Selective Licensing

Conditions

Agenda Item 11

Selective Licensing Conditions

1 Fit and Proper Person

1.1 The licence holder must at all times be a fit and proper person to be the licence holder. The licence holder must notify the Local Authority within 7 days of a finding by any court that the licence holder or any person involved in the management of the house has committed any of the matters identified at 1.1 (a) to (c) below. In deciding for the purposes of the Housing Act 2004 section (3) (a) or (c) whether a person is a fit and proper person to be a licence holder or the manager of the house, the local housing authority must have regard to any offences as follows;

- (a) Any offences involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 of the Sexual Offences Act 2003
- (b) Any unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with the carrying on of any business.
- (c) Any contravention of any provision of the law relating to housing or of landlord and tenant law.
- (d) Any person involved in the management of the property has sufficient level of competence to be so involved.
- (e) Any person involved in the management of the house is a fit and proper person to be so involved.
- (f) Provision of adequate management structures and funding arrangements.

Our licensing conditions will be amended to reflect any legislative changes to definition.

2 Mandatory Conditions – Schedule 4 of the Housing Act 2004

2.1 Gas

If gas is supplied to the property, the licence holder must provide to Sefton Council a Gas Safety Certificate issued within the previous 12 months at the time of application and thereafter annually or on demand.

2.2 Electrical Appliances

The licence holder must keep all electrical appliances supplied in a safe condition and must supply to Sefton Council on demand a declaration by him as to the safety of such appliances.

2.3 Furniture

The licence holder must ensure that furniture made available by him (or if he is not the landlord, by the landlord) in the property is in a safe condition. All upholstered furniture and covers and fillings of cushions and pillows should

comply with current fire safety legislation. A declaration as to the safety of such furniture must be provided to Sefton Council on demand.

2.4 Smoke Alarms

The licence holder must ensure that smoke alarms and carbon monoxide alarms are installed in the property in accordance with condition 2.5 to comply with The Smoke & Carbon Monoxide alarm (England) Regulations 2015 and keep each alarm in proper working order. The licence holder must supply Sefton Council, on demand, a declaration as to the condition and positioning of such alarms.

2.5 The Licence holder must ensure that:

- 2.5.1 A smoke alarm is installed on each story of the premises on which there is a room used wholly or partly as living accommodation (including a bathroom or lavatory); and
- 2.5.2 A carbon monoxide alarm is installed in any room which is used wholly or partly as living accommodation (including a bathroom or a lavatory) and contains a solid fuel burning combustion appliance.
- 2.5.3 The licence holder must ensure that all alarms are in proper working order at the commencement of any new tenancy or licence.

2.6 Terms of occupation

The licence holder must supply to the occupiers of the house a written statement of the terms on which they occupy the property (a suitable tenancy agreement).

2.7 Tenant references

The licence holder must demand references from persons who wish to occupy the house, prior to a tenancy being granted. The landlord should ensure that the occupier will be a suitable tenant. If there is a risk [eg due to previous ASB] that a tenant may cause a nuisance within the home or neighbourhood, that measures are put in place to mitigate those risks. The licence holder must retain all references obtained for the duration of the licence

3. Sefton Council Licensing Conditions

3.1 Tenancy Management

The licence holder will provide the tenant with an information pack containing the following documents:

- (a) A true copy of the licence to which these conditions apply;
- (b) A notice with the name, address, daytime and emergency contact number of the licence holder or managing agent; (*This information is also to be*

Agenda Item 11

provided to Sefton Council) Any changes in contact details should be provided to occupiers and Sefton Council within 7 days of the changes.

- (c) True copy of current gas safety certificate
- (d) True copy of current energy performance certificate (*Certificate must be provided to Sefton Council within 28 days on demand.*)
- (e) Statement of the terms of occupation
- (f) Details of arrangements for the storage and disposal of waste;
- (g) Tenants responsibilities in the storage and presenting of refuse for disposal.
- (h) Details explaining how the tenant can make a complaint in relation to matters concerning their occupation and how the licence holder/manager will deal with such, including the timescales for completion of repair works.
- (i) Where a deposit has been taken in connection with the tenant's occupation of the property, information on the prescribed form required by s213(5) Housing Act 2004. (*This information must be provided to Sefton Council within 28 days on demand.*)
- (j) A user manual/written instruction for the correct operation and setting of the fixed form of heating.

3.2 Property Management

- 3.2.1 The licence holder must ensure that any remedial works to rectify disrepair issues identified are undertaken within a reasonable period of time, and within the timescales notified to the occupiers under condition 3.1(h). The works must be carried out by competent and reputable persons.
- 3.2.2 The licence holder must ensure, insofar as reasonably possible, that emergency works necessary to protect the security of the property are undertaken within 24hrs of notification e.g. damage to windows/entrance points to the property.
- 3.2.3 Where Sefton Council has reasonable grounds for believing that the electrical installation may be in need of repair or upgrading, it may demand from the licence holder an Electrical Installation Condition Report carried out by a competent electrical engineer who is a member of one of the 6 current organisations authorised to self-certificate. Such reports should not be more than 5 years old.
- 3.2.4 Should the Electrical Installation Condition Report specify the installation to be unsatisfactory then the licence holder must ensure that the works necessary to bring it up to a satisfactory condition are completed as soon as possible but within a reasonable timescale depending upon the nature of the problem.
- 3.2.5 The licence holder must ensure that as well as the declaration and Mandatory condition of providing annual Gas Safe Certificate, landlords of a property also have further duties under the Gas Safety (Installation and use) Regulations 1998, whereby they are required to provide on-going maintenance of the gas installation Landlords/Licence holders should not assume that by carrying out annual gas safety checks will be sufficient to provide effective maintenance;

advice of a competent person should be sought. All such maintenance works to be carried out by a Gas Safe registered engineer.

- 3.2.6 As far as is reasonably practicable, the landlord/licence holder shall not allow the property to become overcrowded.
- 3.2.7 The licence holder must provide adequate facilities and amenities (such as toilets, baths, showers, washing and cooking facilities) as per the number of occupiers. All facilities and any equipment provided including cupboards, shelving or fittings etc. must be maintained in good repair and working order as far as is reasonably practicable.
- 3.2.8 The licence holder/manager shall take reasonable steps to ensure that the property is free from any pest infestation at the start of a tenancy and where necessary ensure that a treatment programme is carried out to eradicate the pest infestation. Record of such treatment programmes must be kept and provided to Sefton Council within 28 days on demand.

3.3 External areas, refuse & waste

The licence holder must ensure that:

- (a) The exterior of the property is maintained in a reasonable decorative order and state of repair;
- (b) At the commencement of a new tenancy any gardens, yards and other external areas within the curtilage of the house must be in a reasonably clean and tidy condition and free from rodent infestation, and
- (c) Suitable and adequate provision is made for storage of refuse generated in the property and that occupants use receptacles provided by Sefton Council for storage prior to collection. (wheeled bins or refuse sacks)
- (d) The wheeled bins or plastic refuse sacks (if wheeled bins are not provided) must not be presented for collection for a period of more than 12 hours prior to collection.
- (e) Any new occupant of the building is notified of the date of collection for the wheeled bins/refuse sacks.

3.4 Security

The licence holder must ensure that:

- (a) The security provisions for the access to the dwelling (including but not limited to locks, latches, deadbolts and entry systems) must be maintained in good working order at all times.
- (b) Where window locks are fitted, the licence holder will ensure that keys are provided to the relevant occupant.
- (c) Where a burglar alarm is fitted to the house, the licence holder must provide the occupant with instructions on how to operate the alarm and

Agenda Item 11

how to report a fault with the system and must inform the Local Authority of the key holder contact details.

- (d) Where previous occupants have not surrendered keys, the licence holder will arrange for a lock change to be undertaken, prior to new occupants moving in.
- (e) Where alley gates are installed to the rear of the licensed property, the licence holder must at the time of letting, provide all new tenants with the appropriate alley-gate key and replace any such keys prior to any tenancy starting.

3.5 Training

The Licence Holder and/or Manager shall undertake property management training courses where required to do so by Sefton Council.

3.6 Absence

The licence holder is required to have in place suitable emergency and other management arrangements in the event of their absence. The name and contact details of the licence holder and/or manager must be supplied to each occupier and must also be on display in a prominent place

3.7 Compliance Inspections

The licence holder must allow the Council to undertake compliance checks. Council Officers will give the licence holder at least 24 hrs notice of these checks and produce valid authorisation at the time of the visit.

3.8 Anti-Social Behaviour

The licence holder must:

- (a) Take reasonable and practical steps to reduce or prevent anti-social behaviour by persons occupying or visiting the house and the use of the premises for illegal purposes.
- (b) The licence holder must ensure that any tenancy agreement granted after the issue of this licence includes the following clause within the tenant's obligations:

“Nuisance and Anti-social Behaviour: Not to cause, or allow household members, or visitors to engage in anti-social behaviour, which means any conduct causing or capable of causing a nuisance or annoyance to the landlord, other occupiers, neighbours or people engaging in lawful activity within the locality”

The property must be regularly monitored between tenancies to ensure that it does not cause a nuisance to neighbours or other local residents.

- (c) Effectively address all problems of anti-social behaviour resulting from the conduct on the part of a tenant, occupiers, or visitors to the premises by

complying with the "ASB information for Landlords" pack or an equivalent process.

- (d) Provide on demand a written action plan to Sefton Council outlining procedures for dealing with anti-social behaviour. This must be reviewed periodically and submitted to the Council on demand.
- (e) Obtain tenant references prior to granting a tenancy as to previous tenancy conduct, including behaviour of the proposed occupier and household and be satisfied that the tenant is not likely to cause any anti-social behaviour.
- (f) Co-operate with Sefton Council, Merseyside Police and other agencies in resolving complaints of anti-social behaviour.
- (g) Undertake an investigation of any complaints of anti-social behaviour regarding their tenants. Written records of these will be required.
- (h) Provide the occupiers of the property with written confirmation detailing arrangements in place to report nuisance and anti-social behaviour.

3.9 HMOs

Licence Holders for premises that are 'Houses in Multiple Occupation' (HMOs) as defined in sections 254 and 257 of the Housing Act 2004, must comply with the following regulations and standards;

- i. *'The Licensing & Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006'* – Statutory Instrument (SI) N° 373, as amended by Regulation 12 of SI N° 1903:2007.
- ii. *'The Management of Houses in Multiple Occupation (England) Regulations 2006'* – SI N° 372: 2006
- iii. *'The Licensing & Management of Houses in Multiple occupation (Additional Provisions) (England) Regulations 2007'* – SI N° 1903
- iv. *'The Smoke and Carbon Monoxide Alarm (England) Regulations 2015'*
- v. *'Gas Safety (Installation & Use) Regulations 1998'*
- vi. *'The Furniture & Furnishings (Fire)(Safety) Regulations 1988'*
- vii. *'Electrical Equipment (Safety) Regulations 1994'*

The above standards and requirements are summarised in this authority's ['Approved Standards for Houses in Multiple Occupation'](#) [\[click to access\]](#)

Agenda Item 11

3.10 Variations

The licence holder must inform the Council, in writing, of any changes to the occupation, ownership or management or material changes to layout of the property, as listed below within 14 days of the change occurring:

- a) Changes in the number of persons to occupy the licensed premises
- b) Changes in the ownership of the property
- c) Licence holder change of address or contact telephone number
- d) Manager change of address or contact telephone number
- e) Change of manager
- f) Appointment of manager
- g) Changes to the layout, amenity provision or fire precautions.

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Appendix 2

Additional (HMO)

Licensing Conditions

Agenda Item 11

Additional (HMO) Licensing Conditions

1 Fit and Proper Person

1.1 The licence holder must at all times be a fit and proper person to be the licence holder. The licence holder must notify the Local Authority within 7 days of a finding by any court that the licence holder or any person involved in the management of the house has committed any of the matters identified at 1.1 (a) to (c) below. In deciding for the purposes of the Housing Act 2004 section (3) (a) or (c) whether a person is a fit and proper person to be a licence holder or the manager of the house, the local housing authority must have regard to any offences as follows;

- (a) Any offences involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 of the Sexual Offences Act 2003.
- (b) Any unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with the carrying on of any business.
- (c) Any contravention of any provision of the law relating to housing or of landlord and tenant law.
- (d) Any person involved in the management of the property has sufficient level of competence to be so involved.
- (e) Any person involved in the management of the house is a fit and proper person to be so involved.
- (f) Provision of adequate management structures and funding arrangements.

Our licensing conditions will be amended to reflect any legislative changes to definition.

2 Mandatory Conditions – Schedule 4 of the Housing Act 2004

2.1 Gas

If gas is supplied to the property, the licence holder must provide to Sefton Council a Gas Safety Certificate issued within the previous 12 months at the time of application and thereafter annually or on demand.

2.2 Electrical Appliances

The licence holder must keep all electrical appliances supplied in a safe condition and must supply to Sefton Council on demand a declaration by him as to the safety of such appliances.

2.3 Furniture

The licence holder must ensure that furniture made available by him (or if he is not the landlord, by the landlord) in the property is in a safe condition. All upholstered furniture and covers and fillings of cushions and pillows should comply with current fire safety legislation. A declaration as to the safety of such furniture must be provided to Sefton Council on demand.

2.4 Smoke Alarms

The licence holder must ensure that smoke alarms and carbon monoxide alarms are installed in the property in accordance with condition 2.5 to comply with The Smoke & Carbon Monoxide alarm (England) Regulations 2015 and keep each alarm in proper working order. The licence holder must supply Sefton Council, on demand, a declaration as to the condition and positioning of such alarms.

2.5 The Licence holder must ensure that:

- 2.5.1 A smoke alarm is installed on each story of the premises on which there is a room used wholly or partly as living accommodation (including a bathroom or lavatory); and
- 2.5.2 A carbon monoxide alarm is installed in any room which is used wholly or partly as living accommodation (including a bathroom or a lavatory) and contains a solid fuel burning combustion appliance.
- 2.5.3 The licence holder must ensure that all alarms are in proper working order at the commencement of any new tenancy or licence.

2.6 Terms of occupation

The licence holder must supply to the occupiers of the house a written statement of the terms on which they occupy the property (a suitable tenancy agreement).

3 Sefton Council Licensing Conditions

3.1 Tenancy Management

The licence holder will provide the tenant with an information pack containing the following documents:

- (a) A true copy of the licence to which these conditions apply.
- (b) A notice with the name, address, daytime and emergency contact number of the licence holder or managing agent (*this information is also to be provided to Sefton Council*). Any changes in contact details should be provided to occupiers and Sefton Council within 7 days of the changes.
- (c) True copy of current gas safety certificate.
- (d) True copy of the current Electrical Inspection Condition Report (EICR) that must not be more than 5 years old .

Agenda Item 11

- (e) True copy of current energy performance certificate where applicable. *(Certificate must be provided to Sefton Council within 28 days on demand).*
- (f) Statement of the terms of occupation.
- (g) Details of arrangements for the storage and disposal of waste.
- (h) Tenants responsibilities in the storage and presenting of refuse for disposal.
- (i) Details explaining how the tenant can make a complaint in relation to matters concerning their occupation and how the licence holder/manager will deal with such, including the timescales for completion of repair works.
- (j) Where a deposit has been taken in connection with the tenant's occupation of the property, information on the prescribed form required by s213(5) Housing Act 2004. *(This information must be provided to Sefton Council within 28 days on demand).*
- (k) A user manual/written instruction for the correct operation and setting of the fixed form of heating.

3.2 Property Management

- 3.2.1 The licence holder must ensure that any remedial works to rectify disrepair issues identified are undertaken within a reasonable period of time, and within the timescales notified to the occupiers under condition 3.1(i). The works must be carried out by competent and reputable persons.
- 3.2.2 The licence holder must ensure, insofar as reasonably possible, that emergency works necessary to protect the security of the property are undertaken within 24hrs of notification e.g. damage to windows/entrance points to the property.
- 3.2.3 The licence holder must provide on demand an Electrical Installation Condition Report (EICR) carried out by a competent electrical engineer who is a member of one of the 8 current organisations authorised to self-certificate. Such reports should not be more than 5 years old.
- 3.2.4 Should the Electrical Installation Condition Report specify the installation to be unsatisfactory then the licence holder must ensure that the works necessary to bring it up to a satisfactory condition are completed as soon as possible but within a reasonable timescale depending upon the nature of the problem.
- 3.2.5 The licence holder must ensure that as well as the declaration and Mandatory condition of providing annual Gas Safe Certificate, landlords of a property also have further duties under the Gas Safety (Installation and use) Regulations 1998, whereby they are required to provide on-going maintenance of the gas installation Landlords/Licence holders should not assume that by carrying out annual gas safety checks will be sufficient to provide effective maintenance; advice of a competent person should be sought. All such maintenance works to be carried out by a Gas Safe registered engineer.
- 3.2.6 As far as is reasonably practicable, the landlord/licence holder shall not allow the property to become overcrowded.

- 3.2.7 The licence holder must provide adequate facilities and amenities (such as toilets, baths, showers, washing and cooking facilities) as per the number of occupiers. All facilities and any equipment provided including cupboards, shelving or fittings etc. must be maintained in good repair and working order as far as is reasonably practicable.
- 3.2.8 The licence holder/manager shall take reasonable steps to ensure that the property is free from any pest infestation at the start of a tenancy and where necessary ensure that a treatment programme is carried out to eradicate the pest infestation. Record of such treatment programmes must be kept and provided to Sefton Council within 28 days on demand.

3.3 External areas, refuse & waste

The licence holder must ensure that:

- (a) The exterior of the property is maintained in a reasonable decorative order and state of repair;
- (b) At the commencement of a new tenancy any gardens, yards and other external areas within the curtilage of the house must be in a reasonably clean and tidy condition and free from rodent infestation, and
- (c) Suitable and adequate provision is made for storage of refuse generated in the property and that occupants use receptacles provided by Sefton Council for storage prior to collection (wheeled bins or refuse sacks).
- (d) The wheeled bins or plastic refuse sacks (if wheeled bins are not provided) must not be presented for collection for a period of more than 12 hours prior to collection.
- (e) Any new occupant of the building is notified of the date of collection for the wheeled bins/refuse sacks.

3.4 Security

The licence holder must ensure that:

- (a) The security provisions for the access to the dwelling (including but not limited to locks, latches, deadbolts and entry systems) must be maintained in good working order at all times.
- (b) Where window locks are fitted, the licence holder will ensure that keys are provided to the relevant occupant.
- (c) Where a burglar alarm is fitted to the house, the licence holder must provide the occupant with instructions on how to operate the alarm and how to report a fault with the system and must inform the Local Authority of the key holder contact details.
- (d) Where previous occupants have not surrendered keys, the licence holder will arrange for a lock change to be undertaken, prior to new occupants moving in.

Agenda Item 11

- (e) Where alley gates are installed to the rear of the licensed property, the licence holder must at the time of letting, provide all new tenants with the appropriate alley-gate key and replace any such keys prior to any tenancy starting.
- (f) All final exit doors must be provided with a secure lock. Any doors fitted with a lock, including final exit doors from the building or any that form part of the means of escape in the event of a fire, must be capable of being opened from the inside without the use of a key.

3.5 Training

The Licence Holder and/or Manager shall undertake property management training courses where required to do so by Sefton Council.

3.6 Absence

The licence holder is required to have in place suitable emergency and other management arrangements in the event of their absence. The name and contact details of the licence holder and/or manager must be supplied to each occupier and must also be on display in a prominent place

3.7 Compliance Inspections

The licence holder must allow the Council to undertake compliance checks. Sefton Council Officers will give the licence holder at least 24 hrs notice of these checks and produce valid authorisation at the time of the visit.

3.8 Anti-Social Behaviour

The licence holder must:

- (a) Take reasonable and practical steps to reduce or prevent anti-social behaviour by persons occupying or visiting the house and the use of the premises for illegal purposes.
- (b) The licence holder must ensure that any tenancy agreement granted after the issue of this licence includes the following clause within the tenant's obligations:

“Nuisance and Anti-social Behaviour: Not to cause, or allow household members, or visitors to engage in anti-social behaviour, which means any conduct causing or capable of causing a nuisance or annoyance to the landlord, other occupiers, neighbours or people engaging in lawful activity within the locality”

The property must be regularly monitored between tenancies to ensure that it does not cause a nuisance to neighbours or other local residents.

- (c) Provide new occupants with a tenancy agreement that includes clauses that allow the licence holder to take steps to tackle anti-social behaviour.
- (d) Effectively address all problems of anti-social behaviour resulting from the conduct on the part of a tenant, occupiers, or visitors to the premises by complying with the "ASB information for Landlords" pack or an equivalent process.
- (e) Provide on demand a written action plan to Sefton Council outlining procedures for dealing with anti-social behaviour. This must be reviewed periodically and submitted to the Council on demand.
- (f) Obtain tenant references prior to granting a tenancy as to previous tenancy conduct, including behaviour of the proposed occupier and household and be satisfied that the tenant is not likely to cause any anti-social behaviour. If there is a risk [eg due to previous ASB] that a tenant may cause a nuisance within the home or neighbourhood, that measures are put in place to mitigate those risks.
- (g) All references obtained must be retained for the duration of the licence.
- (h) Co-operate with Sefton Council, Merseyside Police and other agencies in resolving complaints of anti-social behaviour.
- (i) Undertake an investigation of any complaints of anti-social behaviour regarding their tenants. Written records of these will be required.
- (j) Provide the occupiers of the property with written confirmation detailing arrangements in place to report nuisance and anti-social behaviour.

3.9 HMOs

Licence Holders for premises that are 'Houses in Multiple Occupation' (HMOs) as defined in sections 254 and 257 of the Housing Act 2004, must comply with the following regulations and standards;

- i. *'The Licensing & Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006'* – Statutory Instrument (SI) N° 373, as amended by Regulation 12 of SI N° 1903:2007.
- ii. *'The Management of Houses in Multiple Occupation (England) Regulations 2006'* – SI N° 372: 2006

Agenda Item 11

- iii. *'The Licensing & Management of Houses in Multiple occupation (Additional Provisions) (England) Regulations 2007' – SI N° 1903*
- iv. *'The Smoke and Carbon Monoxide Alarm (England) Regulations 2015'*
- v. *'Gas Safety (Installation & Use) Regulations 1998'*
- vi. *'The Furniture & Furnishings (Fire)(Safety) Regulations 1988'*
- vii. *'Electrical Equipment (Safety) Regulations 1994'*

The above standards and requirements are summarised in this authority's 'Approved Standards for Houses in Multiple Occupation' [\[click to access\]](#)

3.10 Variations

The licence holder must inform the Local Authority, in writing, of any changes to the occupation, ownership or management, or material changes to layout of the property, as listed below within 14 days of the change occurring:

- a) Changes in the number of persons to occupy the licensed premises
- b) Changes in the ownership of the property
- c) Licence holder change of address or contact telephone number
- d) Manager change of address or contact telephone number
- e) Change of manager
- f) Appointment of manager
- g) Changes to the layout, amenity provision or fire precautions.

Report to: Leader of the Council **Date of Meeting:** 9th September 2016
 Cabinet 1st December 2016

Subject: Urgent Business: **Wards Affected:** ALL
 Addition to the Sefton
 Local Plan relating to
 Vacant Building
 Credits

Report of: Head of Regeneration
 and Housing

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

Exempt/Confidential No

Purpose/Summary

To inform Cabinet of a decision taken by the Leader of the Council as urgent business in respect of an addition to the Sefton Local Plan. This relates to the Government's reinstatement of the Vacant Building Credit.

Recommendation(s)

That the decision be noted.

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

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

Agenda Item 12

Reasons for the Recommendation:

To address issues raised by the Inspector where change is needed in order to make the Plan sound.

Alternative Options Considered and Rejected:

None. Unless these changes are approved, the Local Plan will be found 'unsound' and will not be able to be adopted.

What will it cost and how will it be financed?

(A) Revenue Costs

None

(B) Capital Costs

None

Implications:

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

Financial None
Legal The Leader of the Council has delegated authority to take urgent decisions on matters which fall within the Executive functions of the Cabinet, subject to any such decisions being reported to the next Cabinet meeting. Chapter 5 – "Matters Delegated to the Leader of the Council" paragraph 2 (September 2015) of the Council's constitution refers.
Human Resources None
Equality 1. No Equality Implication <input checked="" type="checkbox"/>
2. Equality Implications identified and mitigated <input type="checkbox"/>
3. Equality Implication identified and risk remains <input type="checkbox"/>

Impact of the Proposals on Service Delivery:

None

What consultations have taken place on the proposals and when?

The Head of Corporate Resources (FD4391/16) has been consulted and notes there are no direct financial implications arising from this report. It is however recognised that with the reinstatement of vacant building credit provision (an incentive to brownfield

development, including the reuse or redevelopment of empty and redundant buildings) any affordable housing contribution may be less than previously sought.

Head of Regulation and Compliance (LD 3674/16.) have been consulted and any comments have been incorporated into the report.

Implementation Date for the Decision

Already implemented following the decision of the Leader on 9th September 2016.

Contact Officer: Ingrid Berry, Team Leader, Planning Policy

Tel: 0151 934 3556

Email: Ingrid.berry@sefton.gov.uk

Background Papers:

The following papers are available for inspection on the Council website:

The Inspector's note relating to this matter is included in the Local Plan Examination Library <https://www.sefton.gov.uk/media/1110708/EX119-Note-re-Policy-HC1-and-Vacant-Building-Credit.pdf>.

Agenda Item 12

1. Background

- 1.1 Where a vacant building is brought back into any lawful use, or is demolished to be replaced by a new building, and the development requires the provision of affordable housing, recently introduced Government policy states the developer should be offered a financial credit equivalent to the existing gross floorspace of relevant vacant buildings. This is known as the Vacant Buildings Credit. Affordable housing contributions may only be sought for any increase in floorspace resulting from the development.
- 1.2 A Court of Appeal judgement^{1*} was handed down in May 2016 which related to residential conversions. The Court's decision was to uphold the Secretary of State's appeal. In essence this has led to the effective reinstatement of the Written Ministerial Statement dated 28 November 2014 and the associated Planning Practice Guidance on Planning Obligations (paragraph 21) dealing with vacant building credit.
- 1.3 At the Local Plan hearings in 2015 the Council acknowledged that if the above case were determined in the way that it has been, then the Council's position regarding vacant building credit provision would need to be added, and Policy HC1 'Affordable and special needs housing', would need to be redrafted.
- 1.4 The Inspector asked the Council to comment on the implications of this judgment for Policy HC1 and to propose appropriate amendments. The paragraphs below explain what the proposed amendments are and how these can be added to the Local Plan at this late stage.

2. Proposed Modifications

- 2.1 The following text needs to be added as a new part to Policy HC1 (Part 4A), and new paragraphs added to the Explanation to the policy (8.13A-C).

4A. Vacant Building Credit - Proposals that involve the re-use of a vacant building or where it is demolished and replaced by a new building, will receive a financial credit equivalent to the existing gross floorspace (of relevant vacant buildings) when calculating any affordable housing contributions.

8.13A The Vacant Building Credit is intended to offer an incentive to brownfield development, including the reuse or redevelopment of empty and redundant buildings. The existing floorspace of a vacant building will be credited against the floorspace of the new development. For example, where a building with a gross floorspace of 8,000 square metres is demolished as part of a proposed development with a gross floorspace of 10,000 square metres, any affordable housing contribution should be a fifth of what would normally be sought.

8.13B When assessing Vacant Building Credits the Council will consider the following:

¹ * Secretary of State for Communities and Local Government v West Berkshire District Council and Reading Borough Council C1/2015/2559; [2016] FWC A Civ 441.

- Whether the building has been made vacant for the sole purposes of re-development
- Whether the building is covered by a current or recently expired planning permission for the same or substantially the same development.

8.13C The Government's Planning Practice Guidance provides more detail on the operation of the Vacant Building Credit.

- 2.2 In order to comply with the tight timescales demanded by the Inspector in examining the Sefton Local Plan, the matter was dealt with as urgent business and approved by the Leader on 9th September 2016. The Inspector was informed that the Council would wish to add the above text in these circumstances and he has given his approval to this insertion accordingly.
- 2.3 This is the first opportunity for this matter to be brought to Cabinet despite the Leader approving the decision in September. This is because it was anticipated that there may be more issues that needed to be addressed in this way leading up to and during the reconvened hearings, and past practice has been to refer these to Cabinet in a single report.
- 2.4 In addition, the Leader also signed a Statement of Common Ground in respect of the Shorrocks Hill site (Local Plan site ref MN2.14A) which proposed a reduction in the indicative site capacity from 60 to 34 and a reduction in the size of the proposed public car park from 200 spaces to 100 spaces, this did not prove necessary. In the Inspector's note received on 21st November, the Inspector has indicated that he supports this change as reflecting the new evidence relating to this site, namely the ecological appraisal submitted by the site promoter and the fact that the Council has made a Tree Preservation Order to protect the trees on the site. Both would result in a substantial reduction in the scale of development. The Inspector concluded that "Removal of the inappropriate nightclub and paintballing activities, coupled with the provision of a car park and woodland which would take some pressure off the coast, are significant benefits. Overall this reduced scale allocation is sound".
- 2.4 Members of the public who had informed the Programme Officer that they wished to be advised of any updates relating to the preparation of the Local Plan were notified of the proposed additional text relating to the Vacant Building Credit on 28th September 2016, and given until 21st October 2016 to respond. One comment was received which the Inspector agreed to deal with through the 'written representations' process.
- 2.5 The matter was not discussed at the reconvened hearings on 1st – 2nd November 2016 and the Inspector's decision will be included in his final report when that is submitted to the Council.

3. Next stages

- 3.1 Following the reconvened hearings, the Inspector will decide whether any further Modifications are required in relation to the four sites considered at these hearings (these are all in Formby: land north and south of Formby Industrial Estate, land north of Liverpool Road, and land at Shorrocks Hill). If he does decide further

Agenda Item 12

Modifications are required, the Council will be informed and Cabinet will be asked to approve any new Modifications for consultation.

- 3.2 If he decides no further Modifications are required, the Council expects to receive his report by the end of the year, and will then be able to adopt the Local Plan.

Report to:	Cabinet Council	Date of Meeting:	1 December 2016 26 January 2017
Subject:	Programme of Meetings – 2017/18 Municipal Year	Wards Affected:	(All Wards);
Report of:	Head of Regulation and Compliance		
Is this a Key Decision?	No	Is it included in the Forward Plan?	No
Exempt/Confidential	No		

Purpose/Summary

To seek approval of a Programme of Meetings for the 2017/18 Municipal Year.

Recommendation(s)

Cabinet

That the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board for 2017/18 as set out in Annexes A and E of the report be approved; and

Council

That

1. the Programme of Meetings for the Council, Member Briefing Sessions; Regulatory Committees; Overview and Scrutiny Committees and Area Committees for 2017/18 as set out in Annexes B, C and D of the report be approved; and
2. the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board for 2017/18 as set out in Annexes A and E of the report be noted.

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		√	

Agenda Item 13

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

Reasons for the Recommendation:

To enable the business of the Council and its various Committees/bodies to be conducted during the 2017/18 Municipal Year.

Alternative Options Considered and Rejected:

None. The Council has to produce a timetable of meetings.

What will it cost and how will it be financed?

(A) Revenue Costs

None

(B) Capital Costs

None

Implications:

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

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:

The Programme of Meetings for 2017/18 will be published on the Council's website for the benefit of the residents of Sefton and the wider general public. This will raise awareness of the Council's political management system and allow the opportunity for the public to engage in the Council's democratic processes.

What consultations have taken place on the proposals and when?

The Head of Corporate Resources (FD /16) has been consulted and notes there are no direct financial implications arising from this report.

The Head of Regulation and Compliance (LD/16) is the author of this report and will also be the author of the report referred to in Paragraph 3 below.

Councillor Lappin, Cabinet Member – Regulatory, Compliance and Corporate Services, the Chief Executive, the Head of Communities and the Head of Health and Wellbeing have also been consulted.

Implementation Date for the Decision

In respect of the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board the implementation date will be upon the expiry of the call-in period of the minutes of the Cabinet meeting.

In respect of the Programme of Meetings for the Council, Member Briefing Sessions; Regulatory Committees; Overview and Scrutiny Committees and Area Committees; immediately following the Council meeting.

Contact Officer:

Tel: Tel: 0151 934 2068

Email: paul.fraser@sefton.gov.uk

Background Papers:

There are no background papers available for inspection

Agenda Item 13

1. Introduction/Background

1.1 The Council is required to establish a Programme of Meetings for the 2017/18 Municipal Year.

1.2 The following annexes are attached to the report:

- Annex A - Programme of Meetings for the Cabinet in 2017/18
- Annex B - Programme of Meetings for the Council, Members' Briefing Sessions and Regulatory Committees in 2017/18
- Annex C - Programme of Meetings for the Overview and Scrutiny Committees in 2017/18
- Annex D - Programme of Meetings for the Area Committees in 2017/18
- Annex E - Programme of Meetings for the Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board in 2017/18.

1.3 Similar to the arrangements put in place last year once the programme of meetings have been approved, an "in-house" diary will be produced for Members of the Council.

2. Programme of Meetings 2017/18

2.1 The key principles of the Programme of Meetings are as follows:

- Five Ordinary Council Meetings to be held every 8 weeks on a Thursday commencing at 6.30 p.m. plus the Budget Council Meeting to be held on 1 March 2018.
- Council will not meet on the same day as Cabinet.
- Members' Briefing Sessions to be held at 5.00 p.m. prior to the five Ordinary Council Meetings.
- No meetings will be held:
 - In the period between Christmas and New Year (Dec 2017/Jan 2018).
 - In April 2018 except for the meetings of the Planning Committee, Cabinet and Council.
- As far as possible no meetings will be held during the school half term holiday weeks.
- The venues for all meetings (other than Area Committees) alternate between Bootle and Southport Town Halls.
- Cabinet Meetings to be held on a Thursday at 10.00 a.m. The first meeting to be held on 25 May 2017.
- Planning Committee to meet every four weeks on a Wednesday, commencing at 6.30 p.m.
- Planning Visiting Panel to meet 2 days prior to each meeting of the Planning Committee to undertake site visits as agreed by the Committee.

- Each of the 4 Overview and Scrutiny Committees to meet bi monthly, 5 times during the year commencing at 6.30 p.m. – the main Overview and Scrutiny work will be done by the Working Groups to be established on an ad hoc basis.
- Special meeting of the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) to be held on 13 February 2018 to scrutinise the Cabinet budget process.
- Overview and Scrutiny Management Board to meet 5 times per year, commencing at 4.30 p.m.
- Licensing and Regulatory Committee to meet quarterly on a Monday commencing at 6.30 p.m.
- Meetings of the Licensing Sub-Committee to be convened as and when required.
- Audit and Governance Committee to meet every quarter (4 meetings per year) on a Wednesday commencing at 3.00 p.m. in order to meet statutory requirements etc.
- Pay and Grading Committee to be convened as and when required.
- Each Area Committee to meet quarterly and commence at 6.30 p.m. The meetings will be held at suitable venues across the Committee's geographical.
- Health and Wellbeing Board to meet 4 times per year.
- The dates for the Public Engagement and Consultation Panel, which are not public meetings are included in the Corporate Calendar.

3. Area Committees

- 3.1 Annex D sets out a recommended programme of Area Committee meetings for 2017/18. At the request of Cabinet, the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) has established a Working Group to review the findings of the public consultation exercise undertaken on the role of Area Committees, and the other issues set out in the report submitted to the Cabinet on 23 June 2016. A copy of this report can be obtained by using the link below:-

<http://modgov.sefton.gov.uk/moderngov/documents/s67494/Future%20of%20Area%20Committees.pdf>

It is anticipated that the Working Group will conclude its review by April 2017. If the Working Group's recommendation to cabinet and Council is to retain the Area Committees in their current format then the programme set out in Annex D could be adopted. If an alternative model of engaging members of the public in Council business is recommended then the programme of meetings set out in Annex D can be abandoned or revised as appropriate.

4. Calendar of Meetings

- 4.1 A copy of the Calendar of Meetings for 2017/18 and associated annexes are attached.

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SEFTON COUNCIL CALENDAR OF MEETINGS 2017/18

		MAY 2017
MON	1	BANK HOLIDAY
TUE	2	
WED	3	
THU	4	LIVERPOOL CITY REGION MAYORAL ELECTION
FRI	5	
SAT	6	
SUN	7	
MON	8	
TUE	9	
WED	10	
THU	11	6.00 ANNUAL COUNCIL (VENUE TO BE DETERMINED)
FRI	12	
SAT	13	
SUN	14	
MON	15	
TUE	16	6.30 ADJOURNED ANNUAL COUNCIL (B)
WED	17	
THU	18	
FRI	19	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	20	
SUN	21	
MON	22	
TUE	23	
WED	24	6.30 MANDATORY PLANNING COMMITTEE TRAINING SESSION (B)
THU	25	10.00 CABINET (B)
FRI	26	
SAT	27	
SUN	28	
MON	29	BANK HOLIDAY SCHOOL HALF-TERM HOLIDAY WEEK
TUE	30	
WED	31	

Agenda Item 13

JUNE 2017		
THU	1	
FRI	2	
SAT	3	
SUN	4	
MON	5	10.00 PLANNING VISITING PANEL (B)
TUE	6	
WED	7	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	8	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B)
FRI	9	
SAT	10	
SUN	11	
MON	12	
TUE	13	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (S) 6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) (S)
WED	14	2.00 HEALTH AND WELLBEING BOARD (B) 6.30 SOUTHPORT AREA COMMITTEE
THU	15	6.30 CENTRAL SEFTON AREA COMMITTEE
FRI	16	
SAT	17	
SUN	18	
MON	19	6.30 LICENSING AND REGULATORY (B)
TUE	20	6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES AND SAFEGUARDING) (S)
WED	21	
THU	22	10.00 CABINET (S)
FRI	23	
SAT	24	
SUN	25	
MON	26	
TUE	27	6.30 OVERVIEW AND SCRUTINY (ADULT SOCIAL CARE) (B)
WED	28	3.00 AUDIT AND GOVERNANCE (B)
THU	29	6.30 SOUTH SEFTON AREA COMMITTEE
FRI	30	

Agenda Item 13

JULY 2017		
SAT	1	
SUN	2	
MON	3	10.00 PLANNING VISITING PANEL (B)
TUE	4	6.30 OVERVIEW AND SCRUTINY (REGENERATION AND SKILLS) (B)
WED	5	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	6	
FRI	7	
SAT	8	
SUN	9	
MON	10	
TUE	11	
WED	12	
THU	13	5.00 MEMBERS' BRIEFING (S) 6.30 COUNCIL (S)
FRI	14	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	15	
SUN	16	
MON	17	
TUE	18	
WED	19	
THU	20	
FRI	21	
SAT	22	
SUN	23	
MON	24	
TUE	25	
WED	26	
THU	27	10.00 CABINET (B)
FRI	28	
SAT	29	
SUN	30	
MON	31	10.00 PLANNING VISITING PANEL (B)
JULY 2017		

Agenda Item 13

AUGUST 2017		
TUE	1	
WED	2	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	3	
FRI	4	
SAT	5	
SUN	6	
MON	7	
TUE	8	
WED	9	
THU	10	
FRI	11	
SAT	12	
SUN	13	
MON	14	
TUE	15	
WED	16	
THU	17	
FRI	18	
SAT	19	
SUN	20	
MON	21	
TUE	22	
WED	23	
THU	24	
FRI	25	
SAT	26	
SUN	27	
MON	28	BANK HOLIDAY
TUE	29	10.00 PLANNING VISITING PANEL (B)
WED	30	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	31	
AUGUST 2017		

Agenda Item 13

SEPTEMBER 2017		
FRI	1	
SAT	2	
SUN	3	
MON	4	
TUE	5	6.30 OVERVIEW AND SCRUTINY (ADULT SOCIAL CARE) (S)
WED	6	3.00 AUDIT AND GOVERNANCE (S) 6.30 SOUTH SEFTON AREA COMMITTEE
THU	7	10.00 CABINET (S)
FRI	8	
SAT	9	
SUN	10	
MON	11	6.30 LICENSING AND REGULATORY (S)
TUE	12	6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) (B)
WED	13	6.30 CENTRAL SEFTON AREA COMMITTEE
THU	14	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B)
FRI	15	
SAT	16	
SUN	17	
MON	18	
TUE	19	6.30 OVERVIEW AND SCRUTINY (REGENERATION AND SKILLS) (S)
WED	20	6.30 SOUTHPORT AREA COMMITTEE
THU	21	5.00 MEMBERS' BRIEFING (B) 6.30 COUNCIL (B)
FRI	22	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	23	
SUN	24	
MON	25	10.00 PLANNING VISITING PANEL (B)
TUE	26	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (B) 6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES AND SAFEGUARDING) (B)
WED	27	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	28	
FRI	29	
SAT	30	
SEPTEMBER 2017		

Agenda Item 13

OCTOBER 2017		
SUN	1	
MON	2	
TUE	3	
WED	4	2.00 HEALTH AND WELLBEING BOARD (B)
THU	5	10.00 CABINET (B)
FRI	6	
SAT	7	
SUN	8	
MON	9	
TUE	10	
WED	11	
THU	12	
FRI	13	
SAT	14	
SUN	15	
MON	16	10.00 PLANNING VISITING PANEL (B)
TUE	17	6.30 OVERVIEW AND SCRUTINY (ADULT SOCIAL CARE) (B)
WED	18	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	19	
FRI	20	
SAT	21	
SUN	22	
MON	23	SCHOOL HALF-TERM HOLIDAY WEEK
TUE	24	
WED	25	
THU	26	
FRI	27	
SAT	28	
SUN	29	
MON	30	
TUE	31	6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) (S)
OCTOBER 2017		

Agenda Item 13

NOVEMBER 2017		
WED	1	
THU	2	10.00 CABINET (S)
FRI	3	
SAT	4	
SUN	5	
MON	6	
TUE	7	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (B) 6.30 OVERVIEW AND SCRUTINY (REGENERATION AND SKILLS) (B)
WED	8	
THU	9	
FRI	10	
SAT	11	
SUN	12	REMEMBRANCE SUNDAY
MON	13	10.00 PLANNING VISITING PANEL (B)
TUE	14	6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES AND SDAFEGUARDING) (S)
WED	15	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	16	5.00 MEMBERS' BRIEFING (S) 6.30 COUNCIL (S)
FRI	17	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	18	
SUN	19	
MON	20	
TUE	21	
WED	22	
THU	23	
FRI	24	
SAT	25	
SUN	26	
MON	27	
TUE	28	
WED	29	2.00 HEALTH AND WELLBEING BOARD (B)
THU	30	
NOVEMBER 2017		

Agenda Item 13

DECEMBER 2017		
FRI	1	
SAT	2	
SUN	3	
MON	4	
TUE	5	
WED	6	3.00 AUDIT AND GOVERNANCE (B) 6.30 SOUTHPORT AREA COMMITTEE
THU	7	10.00 CABINET (B)
FRI	8	
SAT	9	
SUN	10	
MON	11	10.00 PLANNING VISITING PANEL (B)
TUE	12	
WED	13	2.00 HEALTH AND WELLBEING BOARD (B) 5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	14	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B)
FRI	15	
SAT	16	
SUN	17	
MON	18	
TUE	19	
WED	20	
THU	21	SCHOOL CHRISTMAS BREAK
FRI	22	COUNCIL OFFICES CLOSED
SAT	23	
SUN	24	
MON	25	CHRISTMAS DAY
TUE	26	BANK HOLIDAY
WED	27	COUNCIL OFFICES CLOSED
THU	28	COUNCIL OFFICES CLOSED
FRI	29	COUNCIL OFFICES CLOSED
SAT	30	
SUN	31	
DECEMBER 2017		

Agenda Item 13

JANUARY 2018		
MON	1	NEW YEAR'S DAY
TUE	2	
WED	3	
THU	4	6.30 CENTRAL SEFTON AREA COMMITTEE
FRI	5	
SAT	6	
SUN	7	
MON	8	10.00 PLANNING VISITING PANEL (B) 6.30 LICENSING AND REGULATORY (B)
TUE	9	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (S) 6.30 OVERVIEW AND SCRUTINY (ADULT SOCIAL CARE) (S)
WED	10	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	11	10.00 CABINET (S)
FRI	12	
SAT	13	
SUN	14	
MON	15	6.30 SOUTH SEFTON AREA COMMITTEE
TUE	16	6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) (B)
WED	17	
THU	18	
FRI	19	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	20	
SUN	21	
MON	22	
TUE	23	6.30 OVERVIEW AND SCRUTINY (REGENERATION AND SKILLS) (S)
WED	24	
THU	25	5.00 MEMBERS' BRIEFING (B) 6.30 COUNCIL (B)
FRI	26	
SAT	27	
SUN	28	
MON	29	
TUE	30	6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES AND SAFEGUARDING) (B)
WED	31	
JANUARY 2018		

Agenda Item 13

FEBRUARY 2018		
THU	1	10.00 CABINET (B)
FRI	2	
SAT	3	
SUN	4	
MON	5	10.00 PLANNING VISITING PANEL (B)
TUE	6	
WED	7	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	8	
FRI	9	
SAT	10	
SUN	11	
MON	12	SCHOOL HALF-TERM HOLIDAY WEEK
TUE	13	6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) BUDGET MEETING (B)
WED	14	
THU	15	10.00 CABINET (BUDGET) (S)
FRI	16	
SAT	17	
SUN	18	
MON	19	
TUE	20	
WED	21	
THU	22	
FRI	23	
SAT	24	
SUN	25	
MON	26	
TUE	27	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (B) 6.30 OVERVIEW AND SCRUTINY (ADULT SOCIAL CARE) (B)
WED	28	
FEBRUARY 2018		

Agenda Item 13

MARCH 2018		
THU	1	6.30 BUDGET COUNCIL (B)
FRI	2	
SAT	3	
SUN	4	
MON	5	10.00 PLANNING VISITING PANEL (B)
TUE	6	6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) (S)
WED	7	2.00 HEALTH AND WELLBEING BOARD (B) 5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	8	10.00 CABINET (B) 6.30 CENTRAL SEFTON AREA COMMITTEE
FRI	9	
SAT	10	
SUN	11	
MON	12	
TUE	13	6.30 OVERVIEW AND SCRUTINY (REGENERATION AND SKILLS) (B)
WED	14	6.30 SOUTH SEFTON AREA COMMITTEE
THU	15	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B)
FRI	16	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	17	
SUN	18	
MON	19	6.30 LICENSING AND REGULATORY (S)
TUE	20	6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES AND SAFEGUARDING) (S)
WED	21	3.00 AUDIT AND GOVERNANCE (S) 6.30 SOUTHPORT AREA COMMITTEE
THU	22	
FRI	23	
SAT	24	
SUN	25	
MON	26	SCHOOL SPRING HOLIDAY
TUE	27	10.00 PLANNING VISITING PANEL (B)
WED	28	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	29	
FRI	30	GOOD FRIDAY
SAT	31	
MARCH 2018		

Agenda Item 13

APRIL 2018		
SUN	1	EASTER SUNDAY
MON	2	EASTER MONDAY
TUE	3	
WED	4	
THU	5	10.00 CABINET (S)
FRI	6	
SAT	7	
SUN	8	
MON	9	
TUE	10	
WED	11	
THU	12	
FRI	13	
SAT	14	
SUN	15	
MON	16	
TUE	17	
WED	18	
THU	19	5.00 MEMBERS' BRIEFING (S) 6.30 COUNCIL (S)
FRI	20	
SAT	21	
SUN	22	
MON	23	10.00 PLANNING VISITING PANEL (B)
TUE	24	
WED	25	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	26	
FRI	27	
SAT	28	
SUN	29	
MON	30	
APRIL 2018		

Agenda Item 13

MAY 2018		
TUE	1	
WED	2	
THU	3	COUNCIL ELECTIONS
FRI	4	
SAT	5	
SUN	6	
MON	7	BANK HOLIDAY
TUE	8	
WED	9	
THU	10	6.00 ANNUAL COUNCIL (VENUE TO BE DETERMINED)
FRI	11	
SAT	12	
SUN	13	
MON	14	
TUE	15	6.30 ADJOURNED ANNUAL COUNCIL (B)
WED	16	
THU	17	
FRI	18	
SAT	19	
SUN	20	
MON	21	
TUE	22	
WED	23	
THU	24	
FRI	25	
SAT	26	
SUN	27	
MON	28	BANK HOLIDAY SCHOOL HALF-TERM HOLIDAY WEEK
TUE	29	
WED	30	
THU	31	
MAY 2018		

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ANNEX A
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF CABINET MEETINGS - 2017/2018

Meeting	Day	Time	Venue	2017								2018					
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
CABINET	Thur.	10.00 a.m.	B	25		27				5		7		1	8		
			S		22			7		2		11	15		5		

Key to Venues:

B - Bootle Town Hall

S - Southport Town Hall

ANNEX B
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF COUNCIL, MEMBERS' BRIEFING SESSIONS AND REGULATORY COMMITTEE MEETINGS ETC. - 2017/2018

Meeting	Day	Time	Venue	2017								2018						
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
COUNCIL	Thur.	6.30 p.m.	B	16←					21				25		1→		15↓ Tue	
			S	11↑ Tue			13				16					19		10°
MEMBERS' BRIEFING SESSIONS Prior to each Ordinary Council Meeting	Thur.	5.00 p.m.	B						21				25					
			S			13					16					18		
AUDIT AND GOVERNANCE COMMITTEE	Wed.	3.00 p.m.	B		28							6						
			S						6						21			
EALS (FOR PERSONNEL RES) - as and when required	Thur.	-																
NSING AND REGULATORY COMMITTEE	Mon.	6.30 p.m.	B		19								8					
			S						11							19		
LICENSING SUB-COMMITTEE - as and when required			B															
			S															
PLANNING COMMITTEE	Wed.	6.30 p.m.	B	↑24		5	30			18		13		7	28			
			S		7		2	27			15			10		7	25	
PLANNING VISITING PANEL	Mon	10.00 a.m.	B		5	3/31	29Tue	25	16	13	11	8	5	5 27 Tue	23			
PAY AND GRADING COMMITTEE – as and when required																		

↑ Annual Meeting 2017/18 - commences at 6.00 p.m. (Tuesday)
 ← Adjourned Annual Meeting - Appointment of Committees etc. for 2017/18
 → Budget Meeting
 †Mandatory Planning Committee

° Annual Meeting 2018/2019 - commences at 6.00 p.m. (Venue to be determined)
 ↓ Special Meeting - Appointment of Committees etc. for 2018/2019 (Tuesday)

ANNEX C
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF MEETINGS FOR OVERVIEW AND SCRUTINY COMMITTEES - 2017/2018
(All Tuesday)

Meeting	Venue	2017								2018				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
OVERVIEW AND SCRUTINY COMMITTEE (Adult Social Care) (6.30 p.m.) (Tue)	B		27				17					27		
	S					5				9				
OVERVIEW AND SCRUTINY COMMITTEE (Regulatory, Compliance and Corporate Services) (Tue) (6.30 p.m.)	B					12				16	*13			
	S		13				31					6		
OVERVIEW AND SCRUTINY COMMITTEE (Regeneration and Skills) (6.30 p.m.) (Tue)	B			4					7			13		
	S					19				23				
OVERVIEW AND SCRUTINY COMMITTEE (Children's Services Safeguarding) (6.30 p.m.) (Tue)	B					26				30				
	S		20						14			20		
OVERVIEW AND SCRUTINY MANAGEMENT BOARD (4.30 p.m.) (Tue)	B					26			7			27		
	S		13							9				

* Special meeting to consider Budget proposals.

ANNEX D
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF MEETINGS FOR AREA COMMITTEES 2017/2018

Meeting	Day	Time	Venue	2017								2018				
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
CENTRAL SEFTON	Wed/Thu	6.30 p.m.	TBC		15			13				4		8		
SOUTH SEFTON	Mon/Wed/Thu	6.30 p.m.	TBC		29			6				15		14		
SOUTHPORT	Wed	6.30 p.m.	TBC		14			20			6			20		

Venues:
 TBC – to be confirmed

ANNEX E
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF MEETINGS FOR PARTNERSHIP MEETINGS- 2017/2018

Meeting	Day	Time	Venue	2017								2018				
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
PUBLIC ENGAGEMENT AND CONSULTATION PANEL ^	Fri	10.00 a.m.	B	19		14		22		17		19		16		
			S													
SEFTON SAFER COMMUNITIES PARTNERSHIP	Thu	10.00 a.m.	B		8			14			14			15		
			S													
HEALTH AND WELLBEING BOARD	Wed.	2.00 p.m.	B		14				4	29				7		
			S													

^ Meetings video conferenced to Southport Town Hall

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