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Sefton Council



MEETING: OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY,
COMPLIANCE AND CORPORATE SERVICES)

DATE: 12th September 2017

TIME: 6.30 pm

VENUE: Committee Room, Town Hall Bootle

Member

Councillor
Cllr Susan Bradshaw (Chair)
Cllr Leslie Byrom C.B.E. (Vice-Chair)
Cllr Mike Booth
Cllr Linda Cluskey
Cllr Janet Grace
Cllr Simon Jamieson
Cllr Daniel Lewis
Cllr Bob McCann
Cllr Patrick McKinley
Cllr Robert Owens

Substitute

Councillor
Cllr Carla Thomas
Cllr Paula Murphy
Cllr Simon Shaw
Cllr Andy Dams
Cllr Michael Roche
Cllr Terry Jones
Cllr Sue McGuire
Cllr Maria Bennett
Cllr John Sayers
Cllr Diane Roscoe

COMMITTEE OFFICER: Paul Fraser, Senior Democratic Services Officer
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If you have any special needs that may require arrangements to facilitate your attendance at this meeting, please contact the Committee Officer named above, who will endeavour to assist.

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A G E N D A

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 the Previous Meeting (Pages 3 - 12)

Minutes of the meeting held on 13 June 2017

4. Agile Working - Potential Approach and Principles

Presentation by the Head of Corporate Resources

5. Area Committees Working Group Final Report TO FOLLOW

Report of the Head of Regulation and Compliance

6. Licensing/Child Sexual Exploitation Working Group Final Report (Pages 13 - 44)

Report of the Head of Regulation and Compliance

7. Work Programme 2017/18, Scrutiny Review Topics and Key Decision Forward Plan (Pages 45 - 64)

Report of the Head of Regulation and Compliance

8. Cabinet Member Report – May 2017 to August 2017 (Pages 65 - 84)

Report of the Head of Regulation and Compliance

THIS SET OF MINUTES IS NOT SUBJECT TO "CALL IN".

Overview
& Scrutiny



OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY, COMPLIANCE AND CORPORATE SERVICES)

MEETING HELD AT THE BIRKDALE ROOM, TOWN HALL,
SOUTHPORT
ON TUESDAY 13TH JUNE, 2017

PRESENT: Councillor Bradshaw (in the Chair)
Councillor Byrom (Vice-Chair)
Councillors Booth, Linda Cluskey, Grace, Jamieson,
Daniel Lewis, McCann and Sayers

ALSO PRESENT: Cllr Paulette Lappin

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors McKinley and Owens.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. MINUTES OF THE PREVIOUS MEETING

RESOLVED:

That the Minutes of the meeting held on 28 March 2017 be confirmed as a correct record.

4. ASSET MANAGEMENT AND THE ACCOMMODATION STRATEGY

The Committee was advised that due to officer unavailability it was recommended that consideration of the presentation from the Head of Corporate Resources on Asset Management and the Accommodation Strategy be deferred to the next meeting of the Committee.

RESOLVED:

That the presentation from the Head of Corporate Resources on Asset Management and the Accommodation Strategy be made to the next meeting of the Committee

5. ACCOMMODATION STRATEGY/AGILE WORKING WORKING GROUP

Further to Minute No. 7 (3) of 21 June 2016 the Committee considered the report of the Head of Regulation and Compliance that presented formally

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the final report of the Accommodation Strategy/Agile Working Working Group.

The report indicated that the Committee had established the Working Group to agree and confirm the approach to the delivery of the Council's Accommodation Strategy for the period 2016/17 to 2020 and the Working Group had met on numerous occasions to perform this task; and the Working Group's Final Report together with associated recommendations was attached to the report.

Councillor Pitt, the Lead Member of the Working Group was unavailable to attend the Committee but wished to place on record his thanks and appreciation to all Members of the Working Group for their commitment and contribution to the production of the Final Report.

Members asked questions/raised issues on the following matters:-

- The Final Report would help the Council with property, personnel and ICT issues associated with agile working
- The Final Report will help with the reduction in the Council's office portfolio and thereby reduce overheads and achieve savings

RESOLVED:-

That-

- (1) It be noted that the following activity has already commenced within the Council in respect of:-
 - Developing a bespoke agile working solution that is tailored to the Council's needs as part of the Public Sector Reform Project 'Asset Maximisation'; and
 - Engaging with Senior Management of the Council to ensure that buy-in to the project is maximised as this will be critical to delivering the required cultural change;
- (2) the contents of the Accommodation Strategy/Agile Working Group Final report and recommendations be supported and accordingly, the Head of Corporate Resources be requested to implement the following recommendations:-
 - (a) Mobilise an Implementation Team across the following key disciplines in order to support project delivery:-
 - Property
 - Human Resources
 - ICT
 - Communications / Transformation;

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- (b) Develop systems to address the business storage requirements to facilitate a paper-less/paper-lite office and support business transformation;
 - (c) Develop as part of the Asset Maximisation Programme, a full business case taking account of the financial and non-financial benefits for each proposal;
 - (d) Develop a Communications Plan that can be disseminated throughout the Council;
 - (e) Develop a policy and create protocols and engagement with the workforce to ensure operational discipline;
 - (f) Continue to work with and monitor progress in service areas that have already adopted elements of Agile Working;
 - (g) Consider the development of a demonstration area (mock-up of accommodation) that can trial the proposals made and encourage staff to embrace a new way of working;
 - (h) Investigate training for managerial staff in changes of management style required for the new method of working and supervision thereof; and
 - (i) Identify areas of benefit / improvement from other corporate environments to:-
 - Continue to explore experience of other organisations including Local Authorities
 - Monitor / Measure / Adapt - baseline how we work now and review once Agile Working is implemented; and
- (3) the Head of Corporate Resources be requested to submit a monitoring report to the meeting of the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Resources to be held on 16 January 2018, setting out progress made against each of the recommendations set out in the report and that thereafter, monitoring reports be submitted to the Committee on a six monthly basis.

6. UPDATE ON UNIVERSAL CREDIT AND FULL SERVICE SEFTON M.B.C

The Committee considered the report of the Head of Corporate Resources that set out progress in rolling out Universal Credit (UC) in Sefton; updating on Department for Work and Pensions (DWP) new funding arrangement for Full Service due to commence in Sefton Jobcentre Plus

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offices in October 2017; and UC implementation locally and the support arrangements that would be introduced to support Sefton residents claiming UC.

The report indicated that UC helped ensure customers were better off in work than they were on benefits; that UC provided support to help people prepare for work, move into work or earn more; and that UC was a means-tested benefit that was intended to replace all of the following means-tested benefits (that top up existing income) with a single monthly payment and that the benefits and tax credits that fall within scope of the UC were:

- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Income Support
- Child Tax Credits
- Working Tax Credits
- Housing Benefit for working age.

The report provided details on the revised timescales of the UC national roll-out; that in Sefton, UC Live Service was introduced in Job Centre Plus (JCP) offices for single newly out-of-work people from 30th June 2014 and that this was expanded to couples from 28th July 2014 and rolled out to families from January 2015; that as at March 2017, there were 4,155 UC claims in Sefton, of which 1,124 were claiming council tax reduction (CTR) with the Council; and the work undertaken to implement UC in Sefton relating to the Council's Benefits Service Back Office, the Council's One Stop Shops and Personal Budgeting Support by the Citizen's Advice Bureau.

The report also provided details on the award by the Council of 208 UC customers with a discretionary housing payment; work undertaken with partners and key stakeholders such as Private Landlord Forums and Registered Social Landlords; UC Benefit Service workload for Live Service; and UC Benefit Service operational issues raised with DWP.

The report concluded by detailing that the UC Full Service was due to commence in Sefton Jobcentre Plus offices in October 2017 and that the Full Service would form part of the DWP's digital solution and that customers would use this solution for claiming and maintaining their UC claim online; that this would bring about a cultural and behavioural shift for claimants as the transition to monthly payments and direct payment of housing costs required them to be responsible for managing their money and paying their bills; and that the move to UC Full Service also meant that UC was delivered predominately via self-serve using the internet and that some claimants would need help with this.

Members asked questions/raised issues on the following matters:-

- The resistance by claimants to using the new online service – Based on the age profile of current UC claimants evidence had

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shown that generally, new and younger claimants were more knowledgeable in making their claims. However, from October 2017 when all claims were to be made online it was anticipated that lots more help and support would be required for claimants; and the DWP would provide a telephone help line service as part of this process for claimants without the skills or support to make their claim online

- A “friendly” easy access online application form was required – So far Council staff had only seen a demonstration of the DWP digital system for Full Service and Council staff would have to be trained to use it. The Council would continue to regularly feedback to the DWP any problems encountered by claimants
- It was noted that disability assessments and interviews would still be required outside of the online claims process
- Regarding personal budgeting how had claimants coped with the change from fortnightly to monthly payments? – There had been problems and Citizens Advice Sefton had been helping claimants with personal budgeting support. Council colleagues administering the in the Emergency Limited Assistance Scheme have also reported an increase in requests for support.
- Have any suggested changes been made to the DWP for the UC service? – Yes, issues and suggestions have been raised in relation to operational procedures causing the Council issues when dealing with Council Tax support claims
- How was assistance give to claimants with disabilities or language issues? – Language Line, translation services, Easy read, home visits and allowing the use of claimant representatives were some of the processes used; and improvements to possible further assistance would be identified via training
- Concern was raised about the direct payment of rent to claimants rather than landlords – The DWP have arrangements in place for alternative payment arrangements in some situations, such as claimants with addiction problems, a history of rent arrears.

RESOLVED: That:-

- (1) the report updating on Universal Credit and Full Service in Sefton be noted; and
- (2) the Head of Corporate Resources be requested to submit an update report on the Full Service roll-out in Sefton Job Centre Plus offices to the meeting of the Committee to be held on 16 January 2018.

7. DISCRETIONARY RELIEF FOR BUSINESS RATES FOLLOWING THE REVALUATION OF 2017

The Committee considered the report of the Head of Corporate Resources on the Discretionary Rate Relief for Business Rates following the Revaluation of 2017; that detailed the process of adopting the powers

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provided by the Government for distributing Business Rates Locally Administered Discretionary Revaluation relief and setting out guidance for the award of relief to organisations that have had a significant increase in their Business Rates liability consequential from the Government's revaluation effective from 2017; and providing details of other Government announcements regarding discretionary rate relief for Local Newspapers, Public Houses and small businesses ('Support to Small Business') encountering a large increase in Business Rates.

The report indicated that the Government determined to revalue Business Rates properties taking effect from 2017 based on 2015 values; that the review was not intended to raise additional revenue, but rather to update rental values for properties and that it was therefore intended to be 'fiscally neutral' nationally. However regionally and at an individual taxpayer level the effect varied, such that some Business Rate payers had encountered significant increases and decreases and that a system of transitional relief applied such that the gains and losses to individual taxpayers were limited in any one year and introduced over a five year period; the Government had recently determined that Local Authorities could also make available additional discretionary relief to properties affected by significant increases in their Business Rates via a £300m fund which it had introduced for this purpose and announced as part of the Spring Budget ;and that Sefton's allocation of the Government funding for discretionary rate relief was expected to be £945,838 spread across the next 4 years.

Attached as Appendix A to the report was the draft guidance in respect of the Locally Administered Discretionary Revaluation Relief scheme that was to be considered by Cabinet on 27 July 2017.

Members asked questions/raised issues on the following matters:-

- Would there be similar schemes across the Liverpool City Region?
– The Government's broad view on the parameters for applicants was that the formula for grant allocations related solely to increases for those properties with a rateable value of less than £200,000 with an increase of 12.5% or more. There is a requirement to consult major Precepting Authorities(Merseyside Fire and Rescue Service and Merseyside Police and Crime Commissioner) and the Combined Authority regarding the scheme.
- Supporting Small Business Relief - It is likely that in the region of 53 businesses are affected in Sefton and we have already contacted them to provide advice about this scheme and will be contacting them again as and when the Government provides more information about the scheme. Should any ratepayer subsequently be successful in challenging their new rateable value, due to a mistake made by the Valuation Office Agency when compiling the rating list, the level of any discretionary rate relief provided by the Council would be adjusted accordingly.
- How the Council's Revenue Service liaised with the Planning and Licensing Services to be advised of changes to properties. There is

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an effective process in place for the sharing of information to support Business Rate maximisation, identifying new properties and changes in use etc.

RESOLVED: That

- (1) the draft guidance in respect of the Locally Administered Discretionary Revaluation Relief scheme to be considered by Cabinet on 27 July 2017 be noted;
- (2) It be noted that the Council will be asked to adopt a scheme at their meeting on 21 September 2017 and utilise its powers under Section 47 of the Local Government Finance Act 1988 to apply this relief;
- (3) It be noted that the Cabinet Member - Regulatory, Compliance and Corporate Services will be asked to utilise powers under Section 47 of the Local Government Finance Act to support Public Houses under the terms of the relief introduced by Government in the 2017 Spring Budget (to be subsequently detailed in relevant Government guidance);
- (4) It be noted that the Cabinet Member - Regulatory, Compliance and Corporate Services will be asked to utilise powers under Section 47 of the Local Government Finance Act to provide "Supporting Small Business Rate Relief" under the terms of the relief introduced by Government in the 2017 Spring Budget (to be subsequently detailed in relevant Government guidance); and
- (5) It be noted that that the Cabinet Member - Regulatory, Compliance and Corporate Services will be asked to utilise powers under Section 47 of the Local Government Finance Act to provide "Local Newspaper Relief" under the terms of the relief for Local Newspapers introduced by Government in the March 2016 Budget and subsequent consultation from 1 April 2017.

8. WORK PROGRAMME 2017/18, SCRUTINY REVIEW TOPICS AND KEY DECISION FORWARD PLAN

The Committee considered the report of the Head of Regulation and Compliance that sought the views of the Committee on the draft Work Programme for 2017/18, the identification of potential topics for scrutiny reviews to be undertaken by a Working Group appointed by the Committee and the identification of any items for pre-scrutiny scrutiny by the Committee from the Key Decision Forward Plan.

Councillor Bradshaw, Chair of the Committee, referred to the on-going Area Committees Working Group and indicated that following his selection as Mayor, Councillor Robinson was no longer a member of the Working Group. In order to keep the political balance on the Working Group,

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Councillor Bradshaw suggested the nomination of a Labour Member to serve on the Working Group.

RESOLVED: That

- (1) The Work Programme for 2017/18, as set out in Appendix 1 to the report, be approved;
- (2) the establishment of a Working Group to review the topic of “Digital Inclusion” be approved;
- (3) following the conclusion of the Digital Inclusion Working Group a Working Group be established to review the topic of the Council’s Ethical Business Practices;
- (4) the Head of Regulation and Compliance be requested to contact Members to seek their interest in serving on the Working Group referred to in (2) above;
- (5) Councillor Byrom be appointed to serve on the Area Committees Working Group

9. CABINET MEMBER REPORT - 1 FEBRUARY 2017 TO MAY 2017

The Committee considered the report of the Head of Regulation and Compliance that included the most recent report from the Cabinet Member – Regulatory, Compliance and Corporate Services.

Councillor Lappin, Cabinet Member – Regulatory, Compliance and Corporate Services presented her report and drew attention, in particular, to the following issues:-

- The continuation of the roll-out of the Pre-paid cards system
- The work of the Council’s Procurement Team
- The work of the Council’s Pay and Grading Team
- Asset disposal
- Councillor Robinson’s selection as Sefton’s Mayor for 2017/18

Councillor Lappin referred particularly to the outstanding work undertaken by the Council’s Electoral Services Team in administering the Liverpool City Region Mayoral election and the snap General Election.

Members of the Committee asked questions on the following topics:-

- The securing of discretionary discount on surface water drainage charges for schools.
- When would the wind turbine on the Eco Centre be fixed and operational? – Jill Coule, Head of Regulation and Compliance indicated that she would provide an answer to this question

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2017

- The commercial acquisition of the Strand shopping centre, Bootle; and when would details of the acquisition be made public? - Jill Coule, Head of Regulation and Compliance indicated that there was a commitment to produce a public report on this issue but due to the current commercially sensitive nature of the acquisition no specific date could yet be given

RESOLVED: That

- (1) the update report from the Cabinet Member – Regulatory, Compliance and Corporate Services be noted;
- (2) Councillor Lappin be thanked for her attendance at the meeting; and
- (3) the Committee places on record its appreciation of the outstanding work undertaken by the Council's Electoral Services Team in administering the Liverpool City Region Mayoral election and the snap General Election.

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Report to:	Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services)	Date of Meeting:	12 September 2017
	Overview and Scrutiny Committee (Children's Services and Safeguarding)		26 September 2017
	Cabinet		5 October 2017
Subject:	Licensing/Child Sexual Exploitation Working Group Final Report	Wards Affected:	(All Wards);
Report of:	Head of Regulation and Compliance		
Is this a Key Decision?	Yes	Is it included in the Forward Plan?	Yes
Exempt/Confidential	No		

Purpose/Summary

To present formally the final report of the Licensing/Child Sexual Exploitation Working Group.

Recommendations:

Overview and Scrutiny Committee (Regulatory Compliance and Corporate Services and Overview and Scrutiny Committee (Children's Services and Safeguarding)

That Cabinet be recommended to:-

- (1) request Sefton's Members of Parliament to lobby the Home Secretary to strengthen the existing Legislation regarding personal licences to Include:-
 - a) A national data base of personal licences
 - b) A fit and proper persons test
 - c) In particular provision to allow a Council to defer determination of a personal licence where the Individual is currently involved in a Police Child Sexual Exploitation investigation where a licenced premises is central to those investigations;
- (2) request Sefton's Members of Parliament to lobby the Secretary of State for Education to ensure that Care Providers who offer residential

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placements for 16 – 18 year old children and young people are inspected by a regulatory body;

- (3) in order to raise awareness of Child Sexual Exploitation issues with Sefton parents, request the Head of Schools and Families to promote the Child Sexual Exploitation e-learning tool with all schools and governing bodies and with a request that school e-newsletters contain a hyperlink to the e-learning tool;
- (4) Rather than the Merseyside local authorities dealing with licensing/CSE issues in a piecemeal or individual way, the Liverpool City Region be contacted to seek the adoption of pan-Merseyside standardised policies particularly bearing in mind the cross boundary nature of taxi/private hire journeys; and
- (5) request that the Head of Regulation and Compliance and the Head of Children's Social Care submit a joint monitoring report to the meeting of the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Resources) and the Overview and Scrutiny Committee (Children's Services and Safeguarding) to be held on 16 and 30 January 2018 respectively, setting out progress made against each of the recommendations set out in the report and that thereafter, monitoring reports be submitted to the Committees on a six monthly basis.

Cabinet

That:-

- (1) Sefton's Members of Parliament be requested to lobby the Home Secretary to strengthen the existing Legislation regarding personal licences to Include:-
 - a) A national data base of personal licences
 - b) A fit and proper persons test
 - c) In particular provision to allow a Council to defer determination of a personal licence where the Individual is currently involved in a Police Child Sexual Exploitation investigation where a licenced premises is central to those investigations;
- (2) Sefton's Members of Parliament be requested to lobby the Secretary of State for Education to ensure that Care Providers who offer residential placements for 16 – 18 year old children and young people are inspected by a regulatory body;
- (3) in order to raise awareness of Child Sexual Exploitation issues with Sefton parents, the Head of Schools and Families promote the Child Sexual Exploitation e-learning tool with all schools and governing bodies and with a request that school e-newsletters contain a hyperlink to the e-learning tool;
- (4) Rather than the Merseyside local authorities dealing with licensing/CSE

issues in a piecemeal or individual way, the Liverpool City Region be contacted to seek the adoption of pan-Merseyside standardised policies particularly bearing in mind the cross boundary nature of taxi/private hire journeys; and

- (5) the Head of Regulation and Compliance and the Head of Children’s Social Care submit a joint monitoring report to the meeting of the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Resources) and the Overview and Scrutiny Committee (Children’s Services and Safeguarding) to be held on 16 and 30 January 2018 respectively, setting out progress made against each of the recommendations set out in the report and that thereafter, monitoring reports be submitted to the Committees on a six monthly basis.

Reasons for the Recommendation:

The Working Group has made a number of recommendations that require approval by the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services), the Overview and Scrutiny Committee (Children’s Services and Safeguarding) and the Cabinet.

Alternative Options Considered and Rejected:

No alternative options were considered. The Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) established the Working Group to review the topic of Licensing/Child Sexual Exploitation and the Working Group has performed this task.

What will it cost and how will it be financed?

(A) Revenue Costs

There are no financial implications arising for the Council as a direct result of this report. The implementation of recommendations that result in efficiency savings and any necessary financial investment will be the subject of separate reports.

(B) Capital Costs

There are no financial implications arising for the Council as a direct result of this report. The implementation of recommendations that result in efficiency savings and any necessary financial investment will be the subject of separate reports.

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"/>

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

Contribution to the Council's Core Purpose

Protect the most vulnerable:

The terms of reference and objectives of the Working Group were selected to:-

- review the Council's legal and safeguarding position in relation to the issue of any licence following allegations of child sexual exploitation;
- consider whether all relevant pathways, methods of referral are sound with respect to escalation of CSE referrals;
- ensure that key sectors are informed, aware of how to raise concerns concerning CSE; and
- liaise with the Home Office and lobby for legislative change should the need arise.

The Working Group's recommendations have been formulated with the aim of strengthening the existing Legislation regarding personal licences issued under the Licensing Act 2003; to ensure that Care Providers who offer residential placements for 16 – 18 year old children and young people are inspected by a regulatory body; and to make parents/guardians in Sefton aware of an online learning tool that amongst other things, provides them with a valuable source of information to learn the signs and indicators of when a child might be being exploited. It is anticipated that the recommendations will help to protect the most vulnerable in Sefton.

Facilitate confident and resilient communities:

The Working Group's recommendation to make parents/guardians in Sefton aware of an online learning tool to learn the signs and indicators of when a child might be being exploited will create the capacity and motivation for parents/guardians to get involved and create an environment in which they are less reliant on public sector support.

Commission, broker and provide core services: Not applicable

Place – leadership and influencer: Not applicable

Drivers of change and reform: Not applicable

Facilitate sustainable economic prosperity: Not applicable

Greater income for social investment: Not applicable

Cleaner Greener: Not applicable

Impact of the Proposals on Service Delivery:

What consultations have taken place on the proposals and when?

The Head of Corporate Resources (FD 4727/17/17) has been involved throughout the review work.

The Head of Regulation and Compliance (LD 4011/17) has been consulted and has no comments to add to the report.

Implementation Date for the Decision

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

Contact Officer: Paul Fraser

Tel: 0151 934 2068

Email: paul.fraser@sefton.gov.uk

Background Papers:

There are no background papers available for inspection

Introduction/Background

At its meeting held on 21 June 2016 the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) approved the establishment of a Joint Working Group to review the topic of Licensing/Child Sexual Exploitation with the following objectives:-

To review the Council’s legal and safeguarding position in relation to the issue of any licence following allegations of child sexual exploitation;

To consider whether all relevant pathways, methods of referral are sound with respect to escalation of CSE referrals;

To ensure that key sectors are informed, aware of how to raise concerns concerning CSE; and

To liaise with the Home Office and lobby for legislative change should the need arise

Accordingly, the Working Group has met on numerous occasions to undertake such review and its Final Report, together with associated recommendations, is attached.

The Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services), the Overview and Scrutiny Committee (Children’s Services and Safeguarding) and the Cabinet are requested to support the contents of the Working Group Final Report and approve the recommendations contained therein.

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**OVERVIEW AND SCRUTINY COMMITTEE
(REGULATORY, COMPLIANCE AND CORPORATE SERVICES)**



Licensing Act 2003



**LICENSING/CHILD SEXUAL EXPLOITATION WORKING GROUP
FINAL REPORT
SEPTEMBER 2017**

Overview
& Scrutiny



Overview & Scrutiny



**'Valuing
Improvement'**

www.sefton.gov.uk
scrutiny@sefton.gov.uk

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LEAD MEMBER'S INTRODUCTION

I am very pleased to introduce this Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) Licensing/Child Sexual Exploitation Working Group report.

The Working Group adhered to its established terms of reference and objectives (see paragraph 2 below) in interviewing witnesses and its drafting of recommendations.

I wish to thank all those people who gave up their valuable time to be interviewed by the Working Group. The input and expertise of interviewees greatly helped the Working Group in the formulation of its recommendations. Finally, I am extremely grateful to my fellow cross-party Working Group Members for their commitment and their ideas and contributions.



Councillor Dave Robinson
Lead Member, Licensing/Child Sexual
Exploitation Working Group



1.0 BACKGROUND

- 1.1 At its meeting held on 21 June 2016 the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) approved the establishment of a Joint Working Group, with members of the Overview and Scrutiny Committee (Children’s Services and Safeguarding), to review the topic of Licensing/Child Sexual Exploitation.
- 1.2 Councillors Bradshaw, Keith, Brenda O’Brien, Robinson and Thomas and Mrs. Sandra Cain, an Associate Member of the Overview and Scrutiny Committee (Children’s Services and Safeguarding) were appointed to serve on the Working Group.
- 1.3 At the first meeting of the Working Group Councillor Robinson was appointed Lead Member. Details of Working Group meetings are set out below:-

Date	Activity
29.09.16	Scoping Document approved Background reading material identified
2.11.16	Working Group received presentation from Kara Haskayne, Service Manager, Safeguarding Children - Independent Reviewing and DCI Gayle Rooney on Child Sexual Exploitation Selection of witnesses approved
25.10.16	Consideration of documentation regarding agile working
6.12.16	Interview Key Witnesses – Michael Hearty, Merseyside Police Licensing Sergeant Andrew Naisbitt, former Trading Standards and Licensing Manager Kevin Coady, Principal Licensing Officer
8.12.16	Interview Key Witness – Peter Yates, Service Manager, Corporate Parenting
27.04.17	Site visit to Multi-Agency Safeguarding Hub
May 17	Final Report and Recommendations signed off by Working Group Members via email

2.0 TERMS OF REFERENCE AND OBJECTIVES

- 2.1 The Terms of Reference and Objectives of the Working Group were approved as part of the scoping exercise at the first meeting and are set out below.
- 2.2 Terms of Reference and Objectives
- 2.2.1 To review the Council’s legal and safeguarding position in relation to the issue of any licence following allegations of child sexual exploitation;
- 2.2.2 To consider whether all relevant pathways, methods of referral are sound with respect to escalation of CSE referrals;
- 2.2.3 To ensure that key sectors are informed, aware of how to raise



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concerns concerning CSE; and

- 2.2.4 To liaise with the Home Office and lobby for legislative change should the need arise

3.0 METHODS OF ENQUIRY

- 3.1 Literature Review
- 3.2 Legislation Review and Legal Opinion
- 3.3 Critically assess current protocols
- 3.4 Assess Case Studies – Rotherham and others
- 3.5 Compare / contrast permissive -v- restrictive licensing regimes and the concept of fit and proper person

4.0 PRESENTATION/KEY WITNESSES

Members of the Working Group gathered evidence through various methods, including presentations, briefings and receiving reports. Evidence was also obtained when Members had the opportunity to interview key witnesses, various Officers and Partners.

Paragraphs 4.1 to 4.3 provide a summary of the points raised in presentations/discussions held with key witnesses who had been invited to attend Working Group meetings.

4.1 PRESENTATION FROM KARA HASKAYNE, SERVICE MANAGER, SAFEGUARDING CHILDREN - INDEPENDENT REVIEWING AND DCI GAYLE ROONEY, MERSEYSIDE POLICE

- 4.1.1 Ms. Haskayne/DCI Rooney identified:-

The definition of CSE as follows:-

‘Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs or alcohol, cigarettes, affections, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child’s immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment/gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and



intimidation are common, involvement in exploitative relationships are characterised in the main by the child or young person's limited availability of choice resulting from their social / economic and /or emotional vulnerability.'

Safeguarding Children from Sexual Exploitation (DFE 2009:9)

National lessons learned to date;
Signs that a child may be exploited;
How agencies were advised to refer their concerns regarding CSE;
Multi agency actions undertaken to safeguard the child and disrupt and prosecute offenders;
Specific actions regarding CSE and licensing; and
Feedback received from the Ofsted Inspection that showed that a highly effective multi-agency strategy had resulted in innovative practice to safeguard children from CSE.

A copy of the presentation can be viewed [here](#)

Following the presentation Working Group Members commented/asked questions as follows to Kara Haskayne, DCI Gayle Rooney and Terry Wood, Environment and Licensing Manager :-

- 4.1.2 How many CSE successful prosecutions had there been? – DCI Gayle Rooney. An example of a successful prosecution was given. Furthermore, the Police cyber-crime unit was now expanding and this would help to gather information to improve the prospect of successful prosecutions
- 4.1.3 Information was sought on Child Abduction Warning Notices – Kara Haskayne. Child Abduction Warning Notices were formerly known as Harbourers' Warnings. They could be issued against individuals who were suspected of grooming children by stating that they had no permission to associate with the named child and that if they did so they could be arrested under the Child Abduction Act 1984 and Children Act 1989. They could be a useful tool for parents because they required a statement from the person(s) with parental responsibility for the child. This was important if a parent identified a risk, but your child insisted that the person was a legitimate 'friend' or 'boy/girlfriend'. A problem with Child Abduction Warning Notices was that the police were able to issue them for children up to the age of 18 only if they were in the care of the local authority. At the moment they could only be issued to children up to the age of 16 if they were living at home. The Council and several other organisations were lobbying the Government to amend the legislation to ensure that notices could be served for all children up to the age of 18

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- 4.1.4 A member indicated that they worked in a Community Centre and that a “7 Minute Briefing” (that provided information on various current safeguarding children topics) would be very helpful for staff – Kara Haskayne. This could be arranged
- 4.1.5 Information was sought on action plans for child victims of CSE who were 16 or 17 years of age – Kara Haskayne. Information was provided on the close working relationship with parents/carers; each child being allocated a social worker; “Catch 22” involvement in the process; the identification of the person with the best relationship with the victim to be the victim’s key worker; the gathering of evidence; and the multi-agency approach adopted
- 4.1.6 What happens if a child continually goes missing and refuses to cooperate with the authorities and it is known that the child frequents a particular property continually? - DCI Gayle Rooney. Targeted disruption activity is undertaken at the property and we have the power to use a Closing Order.
Kara Haskayne. Meetings would be held about the address and Independent Return Interviews would be undertaken with the child to identify and deal with any harm the child had suffered, to understand and try to address the reasons why the child or young person ran away, to help the child feel safe and understand that they had options to prevent repeat instances of them running away [and] provide them with information on how to stay safe if they ran away again, including helpline numbers
- 4.1.7 What happens if a child is very young and their parent or family member is the abuser? – Kara Haskayne. This is not classed as CSE but as child abuse. Nonetheless the issue would be reported and dealt with
- 4.1.8 Are statistics available on the numbers of CSE referrals made by the licensed taxi trade? – Kara Haskayne. Taxi drivers make referrals to Merseyside Police who review the information and in turn make CSE referrals to the Multi-Agency Safeguarding Hub. Analysis of the statistics would be sought from Merseyside Police and reported to the Local Safeguarding Children’s Board in September 2017. Furthermore statistics relating to CSE were reported to Cabinet on a regular basis and were included in an annual report
- 4.1.9 How sure are we that all out of borough children coming into Sefton are known to the Council? – Kara Haskayne. Since 2014 annual meetings had been held with all children’s homes operators and representatives; and we are notified by children’s homes when out of borough children arrive. We are confident as a Council that we know of all out of borough children coming into Sefton to either



children's homes or fostering agencies

- 4.1.10 Out of borough children (as victims) could still be contacted via social media – Kara Haskayne. On arrival the child completes documentation. A pan-Merseyside protocol is in place and when CSE of a child is known it is immediately referred to MACSE and staff from the child's home authority have to attend the MACSE meeting
- 4.1.11 Are we confident that if an organised group (targeting children from a CSE perspective) was operating in Sefton that we would know about it? – Kara Haskayne. We have all the systems and processes in place but there was always more work to be done; and unfortunately we could never say it wouldn't happen in Sefton. Members of the community would pick up on CSE behaviour before the Police or the Council and therefore more work was required to engage with our local communities to give them the confidence to report CSE
- 4.1.12 Were all taxi operating firms on board with the CSE proposals contained in the Taxi Licensing Handbook? – Terry Wood. Yes and all drivers were issued with the Handbook and were made aware of the CSE elements
- 4.1.13 Was there any training given to the hotel industry? – Terry Wood. There was no statutory provision to do this. KH referred to correspondence between the Chief Executive and the Home Office that identified a conflict between the statutory requirements of the Licensing Act 2003 and the prevention of CSE
- 4.1.14 Following the complaints made against the Police in respect of the raid on Sir Cliff Richard's home and the now dropped allegations of indecent assault against a youth, would this hinder the prospect of people reporting incidents of CSE? – Kara Haskayne. It was understandable that this may happen. Following reports of abuse by Jimmy Saville lots more referrals were made citing incidents of historical abuse
- 4.1.15 A member referred to a CVS training session on CSE that they had attended and that she was concerned at the lack of input from the Faith Sector. Accordingly, she had spoken to a number of faith organisations on the matter and would continue to do so – Kara Haskayne. We work closely with the Diocese and Archdiocese and both had a CSE point of contact and associated action plans. Inter-faith group meetings had also been attended to promote the issue of CSE. This has also been discussed with Safeguarding Leads for the Diocese and Archdiocese who have indicated that and they will raise the at an all-Faith Merseyside Meeting to discuss with other

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non-Christian faith leads. Feedback will be reported to the Local Safeguarding Children's Board Child Sexual Exploitation Group in September 2017

- 4.1.16 Was CSE information available in other languages? – Kara Haskayne. We have access to Beacon Language Service who support translation during 1:1 work. The need for leaflets to be translated will be raised with the Local Safeguarding Children's Board Business Manager and Merseyside Police in connection with the translation of the 'Listen to my Story' Merseyside CSE website.
- 4.1.17 What would happen if a child victim had a learning disability? – Kara Haskayne. The case would be discussed with colleagues in Children's Social Care

4.2 LICENSING REGIME – WITNESS INTERVIEWS MICHAEL HEARTY, MERSEYSIDE POLICE LICENSING SERGEANT ANDREW NAISBITT, FORMER TRADING STANDARDS AND LICENSING MANAGER KEVIN COADY, PRINCIPAL LICENSING OFFICER

Michael Hearty, Merseyside Police Licensing Sergeant, Andrew Naisbitt, former Trading Standards and Licensing Manager and Kevin Coady, Principal Licensing Officer were present at the meeting of the Working Group at the same time and responded to the following questions as part of a general discussion.

4.2.1 **Do you consider that the licensing framework actually evaluates the people involved in these 'tempting' industries or does it just make them comply with various requirements?**

- It was acknowledged that each application was taken on its individual merits and that the licensing framework forced applicants to comply with various requirements; although an element of evaluation was undertaken by checking an applicant's past history. Furthermore, the Head of Children's Social Care was consulted on certain licensing applications and could advise and make recommendations on safeguarding issues.
- Discussion was also held on the distinction between applications relating to the taxicab and private hire trade and those relating to alcohol related licences. A restrictive fit and proper person test was adopted for taxicab/private hire licences whilst a permissive test was adopted for alcohol related licences. This meant that so long as the applicant complied with the following 4 conditions, then a licence must be granted by the Council:-
 1. Must be aged 18 or over;
 2. That no personal licence held by them has been forfeited



- within the period of five years before making the application;
3. That they possess an accredited licensing qualification; and,
 4. That they have not been convicted of any relevant or foreign offence.

(From 6 April 2017 a further condition has been added, namely, to ensure that the applicant has a right to work in the UK)

- However, discussion took place on a recent personal licence application that had been refused by the Licensing Sub-Committee; the applicant met the 4 conditions but various counsel advice had been sought and the Sub-Committee were persuaded by the position presented by the opinion of one of those counsels – that a mandatory duty may be vitiated where there are public policy considerations to justify the same. The Sub-Committee considered that they had an over-arching duty to the public as a whole – which is far greater than the applicant's need for a personal licence. The Sub-Committee considered that their duty to protect children from harm outweighed their duty to comply with s.120 of the Licensing Act 2003; accordingly, the Sub-Committee had been mindful of the applicant's job prospects but it did not feel that the lack of a personal licence would hinder the applicant unduly. That being the case, the application was refused. This case also generated correspondence between the Chief Executive and Theresa May, the then Home Secretary. The Chief Executive sought the Home Secretary's views on how the existing regulations could be strengthened to include:-
 - A national data base of personal licences
 - A fit and proper persons test
 - In particular provision to allow a council to defer determination of a personal licence where the individual is currently involved in a police CSE investigation where licenced premises is central to those investigations
- A holding response was received from Karen Bradley MP, Minister for Preventing Abuse, Exploitation and Crime indicating that while it is not Government policy to comment on specific cases, she had asked her officials to look into the legislative point raised and to consult the police and licensing authority representatives, including Sefton's licensing officers, for views about the best way to address this matter; but to date no further correspondence had been received despite a follow up letter from the Chief Executive
- It was acknowledged that the fit and proper person test was deliberately removed by Government in respect of alcohol licences and replaced with the 4 conditions; but that with regard to safeguarding issues a balance of probability test should be used; and that lots of deregulation was being

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introduced but not in the safeguarding field. **It was agreed that licensing should not be considered in isolation and that more regulation and accreditation was required and that it was right for Government to be made aware of this**

- It was noted that Liverpool City Council had organised a one-day voluntary CSE awareness scheme for Security Industry Authority regulated door staff.
- Concern was expressed at some activities associated with underage events at which alcohol was not served. Often young people turned up to the events drunk and were then refused admission. This then generated the problem of young people being drunk and roaming round town/city centres leaving them in a vulnerable position. It was agreed that lots of young people would drink alcohol at home, with the consent of their parents, before they left to attend underage events. The success of campaigns and controls on the retail off-licence sector clamping down on underage sales may have contributed to younger people drinking at home. The safeguarding position regarding parents allowing their children to consume alcohol was a difficult one to address. If it was believed that there was a real problem and issues of neglect arose then the local authority would take appropriate action. Finally, if the Police found young people intoxicated then they would return them home and try to find out where they obtained the alcohol.
- Reference was made to a House of Lords Select Committee currently reviewing the Licensing Act 2013. Although the issue of CSE was not contained in the Select Committee's brief, the Council had made a submission on the same lines as the Chief Executive to the Home Secretary.
- In response to a question as to how do we determine who is a fit and proper person in respect of taxis it was indicated that the process was bureaucratic and time consuming; and that the applicant had the right of appeal if refused a licence. On those occasions where a licence was refused on fit and proper grounds, the Council very rarely lost appeal cases in the Magistrates Court.

4.2.2 **Do you think we could/should have a 'fit and proper' test for the individuals or not – what would be the pros and cons of that?**

- As the law stands at present we can't adopt a fit and proper person test in accordance with the terms of the Licensing Act 2003; as mentioned earlier there was a distinct difference between the permissive and restrictive licensing regimes; and the view was that the Licensing Act 2003 was geared up



towards the licensed trade. It was agreed that lobbying of the Government should be undertaken for the introduction of a fit and proper person test in relation to Licensing Act 2003 applications

- A question was asked that once an applicant had received their Disclosure and Barring Service (DBS) clearance, did such clearance stay with them for life. Yes. A further question was asked whether we could make applicants renew their DBS on safeguarding grounds. Not without a change in legislation in relation to the Licensing Act 2003. However, the taxi/private hire trade had to renew DBS every three years. It was noted that the Government changed the legislation last year, in respect of personal licences, to remove the need to renew after 10 years. This as the Government wanted to reduce red tape for the industry.
- The Council had stronger controls in respect of Premises Licences. Reviews of such licences could be sought but without hard evidence or concerns it was difficult to provide a strong case for revocation to the Licensing Sub-Committee

4.2.3 **What do you see as the strengths and benefits and weaknesses and dis-benefits of the current system?**

- Aspects of this question were partly discussed as part of question 2 above.
- The great weakness was that the permissive nature of the Licensing Act 2003 meant that strong evidence was required to refuse applications; that the legislation was geared up to favour the licensed trade; and the view was that the system was too deregulatory. It would be helpful if we could use the balance of probability test in respect of Licensing Act 2003 matters to reduce the risks of CSE and improve safeguarding issues
- A strength was that the police and local authorities could use Closing Orders to shut down problem premises.

4.2.4 **How would you describe the relationship between the licensed industries, those who operate in the licensed industries and children who might be vulnerable to being tempted by the lures of those industries?**

- It was considered that there was a disconnect.
- The vast majority of operators were responsible and complied with all training requirements; and welcomed conditions such as CCTV installation in premises and compliance with the “Knock Back” scheme for example. However, no specific training was required to be undertaken

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with regard to CSE as was the case with the taxi/private hire trade. Furthermore, evidence had shown that CSE issues had been identified by the taxi/private hire trade and this could be deemed a success. Raising awareness of CSE in all licensed trades was essential; and to achieve this aim, the Home Office could be lobbied to add a CSE module to the existing nationally accredited training certificate for Personal Licence applicants. It was agreed that the Working Group could adopt a recommendation seeking Licensing Act 2003 applicants for Personal Licences to complete a CSE module as part of the Home Office accredited national training certificate scheme.

- Rather than the Merseyside local authorities dealing with licensing/CSE issues in a piecemeal or individual way, it was suggested that the Liverpool City Region could be contacted to seek the adoption of a pan-Merseyside standardised policy to the problem, particularly bearing in mind the cross boundary nature of taxi/private hire journeys
- Could we use e-learning packages for the licensed trade? – the big licensed operators would probably agree but this may meet some resistance from smaller operators

4.2.5 **What other/more safeguarding could be/should be done?**

- By raising awareness of CSE not only by the Council but by all partner agencies such as the Police, Sefton CVS, Merseyside Fire and Rescue Service etc.
- it was confirmed following a question that if a Personal Licence holder had been convicted of a relevant offence then the Police would contact the local authority about it; and that an information sharing scheme was in place between the Police and the Council. However the Courts, upon convicting an offender, may not know that he/she held a Personal Licence and therefore the Police would not be notified in this regard. This was a loophole in the system. It was noted that at present only the Courts could revoke a personal licence.

4.3 LOOKED AFTER CHILDREN – WITNESS INTERVIEW PETER YATES, SERVICE MANAGER, CORPORATE PARENTING

The Working Group interviewed Peter Yates, Service Manager, Corporate Parenting and raised the following issues:-

- #### 4.3.1 **How do we ensure that looked after children are not exposed to CSE and reduce the risk for those that have been identified at risk of CSE?**



As of 9 December 2016 Sefton has 467 looked after children (LAC); and the primary way to ensure that LAC are not exposed to CSE and reduce the risk for those that have been identified at risk of CSE is to make sure that we provide the children with a sense of belonging and permanency and that they have a good emotional attachment. Good placement decisions ensure security and continuity. A significant decision facing Sefton as the corporate parent is whether we place children locally or further afield. Children are rarely placed further afield unless it is absolutely necessary to remove the child from risk. However, this is not without its problems because children can sometimes run away and return alone over long distances and this can also increase exposure to risk.

The Sefton Multi Agency Child Sexual Exploitation (MACSE) Panel is used to understand and minimise risks.

4.3.2 If a child is identified at being at risk and have been involved in unhealthy peer relationships or gangs then what steps are taken to combat this?

The MACSE is used, all risks are considered by the panel and actions are agreed to minimise the risk and the agency responsible for each action.

4.3.3 Is social media monitored?

Yes it is but this often difficult to do. Colleagues in Regulation and Compliance have had success in getting various posts removed from Facebook.

4.3.4 What procedures are in place if a child continually absconds from their placement?

We would look at preventative measures and maybe use an external placement or a residential resource with the aim of cutting negative links. There is a very clear policy around children who are missing and the actions to be taken. A strategy meeting may consider a secure placement if the risk are very concerning, however this would only be used if we felt that it was the only way to protect the child; and the use of such placements require court orders. We would continually work with the young person and their carers to reduce the risk; and the child's social worker would work with agencies such as Catch 22 who provide return interviews and support to children on such issues.

4.3.5 Do we have enough resources to ensure the safety of LAC?

Yes we do, LAC are prioritised, re external placements can be

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costly, so we would constantly review to ensure that the child's needs are being met and it is the most appropriate placement for them.

4.3.6 **How far away would we send LAC to external placements?**

We always avoid placing LAC children away from their local communities when possible. Children are rarely placed more than 100 miles away. On occasion placements more than 100 miles away have been used but this is due to the specialist nature of the placement and always to meet the child's needs.

4.3.7 **Where are Sefton's 476 LAC?**

10% in residential care, 60 to 70% in foster care and 20% with parents.

4.3.8 **How many out of borough LAC are in private care homes?**

On average about 210 children who are in the care of another LA. Some are very high risk children due to CSE issues from their original local authority area and we work closely with their LA to ensure they are safe.

Some of Sefton's LAC are placed in residential homes but rarely in the same ones as out of borough children if we have concerns about the operation of a home we would discuss the matter with our Contracts and Monitoring Team so that they could assess its standards.

4.3.9 **What powers of regulation do we have over children's homes?**

The Council has no statutory powers over children's homes. We do have a Designated Officer who will become involved if there are safeguarding concerns in relation to staff members; Independent Returns Home Officers are also employed and they support children in the homes who are reported missing. The Council works closely with Ofsted, who regulate and inspect children's homes, we have been successful in the closure of three homes that did not meet the required standards. We use the North West Commissioning Framework to ensure quality assured standards in the homes.

4.3.10 **Could a private children's home provider open a home in Sefton without notifying the local authority?**

We work very closely with our planning colleagues on this matter, looking at risk factors in communities which may impact on



children. We consider that we already have a very high number of out of borough LAC in Sefton. Sefton is concerned that it cannot provide the resources to ensure these private homes are safe. Sefton cannot stop applications for planning permission being submitted and these will need to be determined in accordance with planning policy and on their individual merits. Furthermore, we do not currently have a planning policy regarding such homes.

It was agreed – that the Head of Regulation and Compliance investigate whether a planning policy could be introduced to stop or restrict the establishment of further private residential care homes for LAC in Sefton.

(NOTE: following an investigation into the above matter by the Head of Regulation and Compliance it was established that no such planning policy could be introduced)

4.3.11 **What training and support do we offer to our foster carers and residential workers to ensure they understand the signs of CSE and can support young people in their care?**

We provide supervision and encourage work to promote attachment with the placement family; training is provided on the role family contact plays within the placement; and training is provided to foster carers regarding e-safety, social media and CSE issues. The aim is to achieve an overall sense of belonging for the child so that they invest in the carers looking after them and remain safe.

4.3.12 **Are the training courses managed?**

Yes, very carefully. Mandatory training is provided as part of the foster carer core offer and courses are updated on an annual basis.

4.3.13 **Can we ensure that staff in private homes are trained to the same standards?**

Yes. Multi-agency training is provided and this includes CSE awareness issues; training courses are run every six weeks at Ainsdale Corporate Learning Centre. Furthermore, meetings are held on a frequent basis with private care home representatives. This is very important because children in private care homes are at a much greater risk than Sefton's LAC. Finally, it was stated that it was the responsibility of the private children's home to undertake a compatibility risk assessment of the children they accepted to ensure that they can manage their needs.

4.3.14 **Can we have a say on what out of borough LAC come into Sefton?**



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No, we have no statutory powers in this respect. When we become aware of problems we use MACSE plans and when children are considered to be unsafe this is passed on immediately to the originating out of borough Director of Children's Services. Following a question as to whether it would be helpful to have such a statutory power it was indicated that this was a dilemma – as the Council could potentially have the direct responsibility for an additional 210 out of borough LAC but with no control or funding for such children. As mentioned previously, it was suggested that it would be helpful if the opening of further private homes could be restricted through the planning process, as Sefton was at optimum capacity in this regard from a safeguarding point of view. The Council has however been influential in getting a notification system in place so that we are aware of all the Out of Borough children in Sefton.

It was agreed – that further reflection on the issue of gaining statutory influence of out of borough LAC coming into Sefton be reflected upon as a potential recommendation of the Working Group.

4.3.15 **How do we ensure that private providers and independent fostering agencies understand the signs of CSE, are familiar with Sefton's procedures and support the young people in their care?**

In terms of the Council's expectations when a Sefton child is placed in with a private provider we draw up a contract to include the identification of CSE risks, the child's care plan and mitigating factors.. This contracting process ensures that the child's exposure to CSE risks is minimised. There is also a performance management framework in place and data in relation to CSE is analysed and quarterly update reports are submitted to Cabinet.

The Lead Member, Councillor Robinson referred to an e-learning course for parents to assess the risks of CSE.

It was agreed - that the Head of Children's Social Care be requested to promote the e-learning course to all foster parents and carers.

5. SITE VISIT TO MULTI-AGENCY SAFEGUARDING HUB (MASH)

The Working Group undertook a visit to the Multi-Agency Safeguarding Hub (MASH) on 28 April 2017 and considered a briefing note that provided background information on MASH. The briefing note advised that Serious Case Reviews and inspections had highlighted concerns about agencies



sharing information when children are at risk; that the MASH was a government backed approach that has been further endorsed in the MUNRO review of child protection; that the MASH offers a confidential information sharing service that has representation from statutory agencies as a minimum; and that each MASH is governed by an Information Sharing Agreement so that professionals are clear of expectations.

The main aim of the MASH is:-

- to enable timely, well informed decision making that leads to early help;
- to enable agencies to collate a multi-agency chronology that forms the basis for decision making;
- to use a risk assessment form to grade referrals to determine priority for actions and which agency is best placed to respond; and
- to enable the least intrusive approach to be taken by the agency deemed most appropriate. Most importantly, children should not fall between agencies without any support service.

This concept supports the golden thread running through the Children's Social Care Service re-design of right intervention, at the right time with least changes of workers. The briefing note indicated that Sefton has a vision for MASH that encompasses a strong operational focus; and that Sefton recognises that professional relationships are critical. As such co-location, good interagency communication and the opportunity for multi-agency professionals to undertake joint visits within the community will be key features of the Sefton MASH design.

The briefing note also identified the key drivers for change, namely:-

- Vulnerable children get a better service;
- Agencies co-located e.g. police, health, Early Intervention and Prevention, Children's Social Care, Probation = better relationships, improved understanding of each other's professional role, and improved information sharing on a need to know basis;
- Early intervention by least intrusive service (early help);
- Repeat incidents identified and a problem solving approach initiated;
- Professionals have a central point for advice and access to information from a range of agencies; and
- Quicker, better informed decision making

With regard to Governance arrangements the briefing note indicated that the Director of Social Care and Health was responsible for the MASH, discharged through the Head of Children's Social Care; and that the Local Safeguarding Children's Board provides governance to the MASH.

Sefton have achieved/will achieve the MASH proposals above by the adoption of an agreed governance structure, the creation of a draft performance

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framework to measure how much we are doing (this will need to be populated as cases are progressed through the MASH), developing operational procedures and processes to support the MASH and marketing the MASH.

The briefing note concluded by detailing that phase one of Sefton's MASH had commenced on 24 February 2014; and that representatives from Children's Social Care, Early Intervention, Merseyside Police, Health and Merseyside Probation (virtual member) will process referrals on Domestic Abuse, Child Sexual Exploitation and Child Protection.

The Working Group also received a presentation from Julie Bucknall, Nicola Driscoll, Ellie Fairgrive and Emma Murphy on the working of the MASH Team regarding:-

- The Sefton Local Safeguarding Children's Board Partnership system to address child sexual exploitation concerns
- Child sexual exploitation referrals for the period 1 January to 20 April 2017
- How the MASH Team engage with schools/parents to raise awareness of child sexual exploitation issues
- The five types of child sexual exploitation grooming models, namely, boyfriend/girlfriend model, party model, on-line model, friendship model and groups and gangs model
- Ofsted involvement in the regulation of private children's homes

As a result of the presentation the Working Group resolved that the Head of Schools and Families be requested to promote the Child Sexual Exploitation e-learning tool with all schools and governing bodies and with a request that school e-newsletters contain a hyperlink to the e-learning tool.

6. RECOMMENDATIONS

6.1 Licensing Act 2003 – Issue of a Personal Licence

There is a conflict between the statutory requirements of the Licensing Act 2003 (LA03) and the prevention of Child Sexual Exploitation in that the permissive process for granting a Personal Licence differs to that applied to applications for Premises Licences.

There is a statutory duty set out within the Licensing Act 2003 for Responsible Authorities to be informed of Premises Licence applications, enabling relevant checks to be undertaken. In Sefton the Safeguarding Children Unit represents the 'Responsible Body for protecting children from harm' and is informed of all Premises Licence applications, so checks can be undertaken regarding any safeguarding issues, including any involvement in Child Sexual Exploitation concerns. Merseyside Police are also consulted in their capacity as a Responsible Authority. If any concerns are identified, objections to the Premises Licence application can be made



to the Licensing and Regulatory Committee with regard to any of the 4 Licensing Objectives. With regard to Child Sexual Exploitation concerns, objections can be made by the Responsible Body for Safeguarding Children, the Safeguarding Children Unit and Merseyside Police regarding the following Licensing Objectives:

- Prevention of Crime and Disorder
- Public Safety
- Protection of children from harm

The Licensing and Regulatory Committee has a statutory duty to consider such objections when making their decision whether or not to grant the Premises Licence.

However, with regard to Personal Licence applications, the legislation (Section 120 LA03) requires that the Local Authority must grant a Personal Licence if it appears to it that:

- (a) The applicant is aged 18 or over
- (b) The applicant possesses a licensing qualification or is a person of a prescribed description,
- (c) No personal licence held by the applicant has been forfeited in the period of five years ending with the day the application was made, and
- (d) The applicant has not been convicted of any relevant offence or any foreign offence.

(From 6 April 2017 a further condition has been added, namely, to ensure that the applicant has a right to work in the UK). There is no ability to undertake Responsible Authority Checks. In the event that requirements (a) – (d) are met Merseyside Police are not permitted to express any objections to a Personal Licence application. The Safeguarding Children Unit is not permitted to be informed of Personal Licence applications, as this is a permissive process if all the requirements outlined above are met, even in the case where the applicant, or a member of their family, is currently being investigated with regard to child sexual exploitation. Merseyside Police are not able to express any objection to the application if the individual has not been convicted of an offence, despite the fact that they may be undertaking a Child Sexual Exploitation investigation regarding the individual at the time of the application.

The Chief Executive for Sefton Council and Merseyside Police Chief Constable have previously written to the Home Office, drawing to their urgent attention the conflict between the statutory requirements of the Licensing Act 2003 (LA03) and the prevention of Child Sexual Exploitation. A formal response from the Home Office as to how this matter is to be addressed remains to be received.

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RECOMMENDATION

That Sefton's Members of Parliament be requested to lobby the Home Secretary to strengthen the existing Legislation regarding personal licences to Include:-

- a) A national data base of personal licences
- b) A fit and proper persons test
- c) In particular provision to allow a Council to defer determination of a personal licence where the Individual is currently involved in a Police Child Sexual Exploitation investigation where a licenced premises is central to those investigations

6.2 16-18 year old Non-Regulated Care Provision

Not all Care Providers who offer residential placements for 16 – 18 year old young people are inspected by a regulatory body. Local Authorities across the NW region have processes in place to gain assurance in relation to the provision of care and support provided by those establishments that fall outside of Ofsted's regulatory regime. However it would provide clarity and consistent standards across England if all residential placements providing care and supported accommodation for 16 – 18 year olds fell within a national regulatory scheme. A [letter](#) from Lisa Pascoe, Ofsted's Deputy Director, Social Care Policy dated 4 May 2017 to all Directors of Children's Services provides clarity on this issue; and in particular, paragraphs 9 and 11 as detailed below:-

Accommodation for young people aged over 16

9. This remains an area of challenge and fluidity. A provider can provide accommodation for young people over the age of 16 without registration. If they provide care and accommodation then they should be registered. However, the level of care provided is not specified in the Care Standards Act 2000 and clearly some young people as they move into independent living require some level of support in order to make the transition. This level of care usually reduces over time and does not include the provision of meals, medication, personal care etc. The young people are free to come and go as they wish. Staff may be present for parts of the day and even overnight for security reasons but are not providing direct care. These are unregulated settings and can operate without registration. However, providers who accommodate young people under the age of 16 are then operating an unregistered setting and therefore operating illegally;

11. The challenge is that it is the needs of the young people which determines the requirement of registration and not the model, and therefore it is not



possible to define with any certainty that a setting will never require registration.”

RECOMMENDATION

That Sefton’s Members of Parliament be requested to lobby the Secretary of State for Education to ensure that all residential placements for 16 – 18 year olds, whether care or supported accommodation are inspected by a national regulatory body.

6.3 Keep them safe: an interactive Child Sexual Exploitation learning tool

Keep them safe is a free online learning tool from Pace and Virtual College which has been accessed by more than 29,000 parents and professionals (as of March 2016).

The course is aimed at parents and the 20-30 minute e-learning training course is a valuable source of information to:

- find out more about child sexual exploitation
- learn the signs and indicators of when a child might be being exploited
- understand the impact child sexual exploitation can have on families
- know what to do if you suspect a child might be at risk of this abuse

RECOMMENDATION

In order to raise awareness of Child Sexual Exploitation issues with Sefton parents the Head of Schools and Families be requested to promote the Child Sexual Exploitation e-learning tool with all schools and governing bodies and with a request that school e-newsletters contain a hyperlink to the e-learning tool.

6.4 Pan-Merseyside Standardised Policy

RECOMMENDATION

Rather than the Merseyside local authorities dealing with licensing/CSE issues in a piecemeal or individual way, the Liverpool City Region be contacted to seek the adoption of pan-Merseyside standardised policies particularly bearing in mind the cross boundary nature of taxi/private hire journeys

7. DOCUMENTATION CONSIDERED BY THE WORKING GROUP

- 7.1 Care Quality Commission document “Not Seen, Not Heard - A review of the arrangements for child safeguarding and health care for looked after children in England [click here](#)

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- 7.2 Taxicab Licensing Handbook and Partnership Pathway documentation [click here](#)
- 7.3 report considered by Cabinet on 10 March 2016 on Child Sexual Exploitation Post Rotherham [click here](#)
- 7.4 relevant sections relating to Licensing/CSE from the recent Ofsted inspection report into Children's Services in Sefton [click here](#)
- 7.5 revised Guidance issued under section 182 of the Licensing Act 2003 [click here](#)
- 7.6 Alexis Jay report - Independent Inquiry into Child Sexual Exploitation in Rotherham (1997 – 2013) [click here](#)
- 7.7 report considered by the Licensing and Regulatory Committee on 26 September 2016 on the implications of the recent review into the South Ribble Taxi Licensing Service [click here](#)
- 7.8 correspondence between the Chief Executive and the former Home Secretary regarding the issue of a personal licence [click here](#)
- 7.9 'Time to listen' – a joined up response to child sexual exploitation and missing children [click here](#)



8. ACKNOWLEDGEMENTS AND THANKS

In producing this report on licensing/child sexual exploitation acknowledgements and thanks are attributed to the following individuals for their time and input:-

- Kara Haskayne, Service Manager, Safeguarding Children - Independent Reviewing
- DCI Gayle Rooney, Merseyside Police
- Michael Hearty, Merseyside Police Licensing Sergeant
- Andrew Naisbitt, former Trading Standards and Licensing Manager
- Kevin Coady, Principal Licensing Officer
- Peter Yates, Service Manager, Corporate Parenting
- Julie Bucknall, Nicola Driscoll, Ellie Fairgrave and Emma Murphy from the Multi-Agency Safeguarding Hub

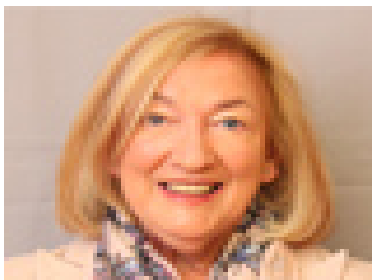
Thanks must also go to the Members of the Working Group who have worked hard and dedicated a great deal of time to this review, namely:-



Councillor Dave Robinson, Lead Member, Licensing/CSE Working Group



Councillor Sue Bradshaw



Councillor Pat Keith



Councillor Brenda O'Brien



Councillor Carla Thomas

Mrs Sandra Cain

Agenda Item 6

For further information please contact:-

Paul Fraser

Senior Democratic Services Officer

Telephone: 0151 934 2068

E-Mail: paul.fraser@sefton.gov.uk

Sefton Council 

**Overview
& Scrutiny**



Agenda Item 7

Report to:	Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services)	Date of Meeting:	12 September 2017
Subject:	Work Programme 2017/18, Scrutiny Review Topics and Key Decision Forward Plan		
Report of:	Head of Regulation and Compliance	Wards Affected:	(All Wards);
Portfolio:	Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

Summary:

To update the Committee on the draft Work Programme for 2017/18, topics for scrutiny reviews to be undertaken by a Working Group(s) appointed by the Committee and identify any items for pre-scrutiny by the Committee from the Key Decision Forward Plan.

Recommendation:

That:-

- (1) the Work Programme for 2017/18, as set out in Appendix 1 to the report, be considered, along with the suggested additional items as detailed in paragraph 1.2 of the report;
- (2) it be noted that the commencement of the Digital Inclusion Working Group will be deferred until November 2017;
- (3) Councillors Bradshaw, Linda Cluskey and Daniel Lewis be appointed to serve on the Digital Inclusion Working Group; and
- (4) the Committee considers items for pre-scrutiny from the Key Decision Forward Plan as set out in Appendix 2 to the report, which fall under the remit of the Committee and any agreed items be included in the Work Programme referred to in (1) above.

Reasons for the Recommendation(s):

The determination of the Work Programme containing items to be considered during the Municipal Year 2017/18 and the identification of scrutiny review topics demonstrates that the work of the Overview and Scrutiny 'adds value' to the Council.

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The pre-scrutiny process assists effective decision making by examining issues before the Cabinet Member or Cabinet make formal decisions.

Alternative Options Considered and Rejected: (including any Risk Implications)

No alternative options have been considered as the Overview and Scrutiny Committee needs to approve its Work Programme and identify scrutiny review topics.

What will it cost and how will it be financed?

There are no direct financial implications arising from this report. Any financial implications arising from the consideration of a key decision or relating to a recommendation arising from a Working Group review will be reported to Members at the appropriate time.

(A) Revenue Costs – see above

(B) Capital Costs – see above

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets): None
Legal Implications: None
Equality Implications: There are no equality implications.

Contribution to the Council's Core Purpose:

Protect the most vulnerable: None directly applicable to this report but reference in the Work Programme to the approval of, and monitoring of recommendations contained in the Licensing/Child Sexual Exploitation Working Group Final Report will help to protect vulnerable members of Sefton's communities.
Facilitate confident and resilient communities: None directly applicable to this report but reference in the Work Programme to the approval of, and monitoring of a recommendation contained in the Licensing/Child Sexual Exploitation Working Group Final report to make parents/guardians in Sefton aware of an online learning tool to learn the signs and indicators of when a child might be being exploited will create the capacity and motivation for parents/guardians to get involved and create an environment in which they are less reliant on public sector support.
Commission, broker and provide core services: None directly applicable to this report but reference in the Work Programme to the presentation on the update on the Commissioning and the Procurement Policy will raise awareness of associated issues with Members.
Place – leadership and influencer: None directly applicable to this report.
Drivers of change and reform: None directly applicable to this report but reference in

the Work Programme to the submission of the report updating on the implementation of recommendations contained in the Customer Experience of Claiming Council Administered Benefits and Financial Support Final Report will play a key role in leading change and reform to improve outcomes for Sefton residents.

Facilitate sustainable economic prosperity: None directly applicable to this report but as mentioned above reference in the Work Programme to the submission of the report updating on the implementation of recommendations contained in the Customer Experience of Claiming Council Administered Benefits and Financial Support Final Report will play a key role in leading change and reform to improve financial outcomes for Sefton residents

Greater income for social investment: None directly applicable to this report but reference in the Work Programme to the approval of, and monitoring of recommendations contained in the Accommodation Strategy/Agile Working Working Group Final Report will help the Council develop a commercial nature regarding its Asset and Property Maximisation option that the Council identified, via a Budget Planning Assumption, that £3.3m revenue costs would be saved within the medium term financial plan period 2017/18 to 2019/20.

Cleaner Greener: None directly applicable to this report but reference in the Work Programme to the submission of the report on Air Quality Monitoring will raise awareness of associated issues with Members.

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD4770/17.) and Head of Regulation and Compliance (LD4054/17) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

Not applicable

Implementation Date for the Decision

Immediately following the Committee meeting.

Contact Officer:	Paul Fraser
Telephone Number:	0151 934 2068
Email Address:	Paul.fraser@sefton.gov.uk

Appendices:

The following appendices are attached to this report:

- Overview and Scrutiny Committee Work Programme for 2017/18
- Latest Key Decision Forward Plan items relating to this Overview and Scrutiny Committee

Background Papers:

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There are no background papers available for inspection.

Introduction/Background

1. WORK PROGRAMME 2017/18

- 1.1 The Committee at its last meeting held on 13 June 2017 approved a Work Programme of items to be submitted to the Committee for consideration during the Municipal Year 2017/18 and the Work Programme is set out in **Appendix 1** to the report. The programme has been produced in liaison with the appropriate Heads of Service, whose roles fall under the remit of the Committee.
- 1.2 Since the last meeting of the Committee the Chair, Councillor Bradshaw and Councillor Lappin, Cabinet Member, have met with the Head of Regulation and Compliance and the Head of Corporate Resources and the following additional issues have been identified for inclusion in the Work Programme:-

Reports

- Environmental Services – report about the service option to reduce the structure by £500k and to consider the different ways of working that this has necessitated. It is recommended that this report be considered at the 31 October 2017 meeting
- Business Continuity - It is recommended that this report be considered at the 6 March 2018 meeting
- Social Media Use and Effectiveness – Presentation – It is recommended that this be made to the Committee at the 31 October 2017 meeting

Presentation/Training

Financial Reports and Terminology. It is recommended that this presentation/training be held at the 31 October 2017 meeting

It is recommended that the above issues be included in the Work Programme.

- 1.3 Members are also requested to consider whether there are any other items that they wish the Committee to consider, that fall within the terms of reference of the Committee. The Work Programme will be submitted to each meeting of the Committee during 2017/18 and updated, as appropriate.

2. SCRUTINY REVIEW TOPICS 2017/18

- 2.1 At its meeting held on 13 June 2017 the Committee agreed to the establishment of a Working Group to review the topic of “Digital Inclusion”; and that following the completion of this review a Working Group be established to review the topic of the Council’s Ethical Business Practices.
- 2.2 Committee Members have been contacted seeking their willingness to serve on the Digital Inclusion Working Group; and the following Members have agreed:-

Councillor Bradshaw

Councillor Linda Cluskey

Councillor Daniel Lewis (but can only attend evening meetings)

Following consultation with the Head of Corporate Resources it is recommended that the commencement of the Digital Inclusion Working Group be deferred until November 2017. This is to enable the objectives of the ICT Development Programme to be progressed and thereafter be included in the Working Group's Scoping Document.

2.3 It is recommended that Members of the Committee give further consideration to serving on the Digital Inclusion Working Group.

2.4 Two Working Groups previously established by this Committee relating to Licensing/Child Sexual Exploitation and Area Committees have now completed their reviews and their Final Reports are elsewhere on the agenda for the meeting.

3. PRE-SCRUTINY OF ITEMS IN THE KEY DECISION FORWARD PLAN

3.1 Members may request to pre-scrutinise items from the Key Decision Forward Plan which fall under the remit (terms of reference) of this Committee. The Forward Plan which is updated each month, sets out the list of items to be submitted to the Cabinet for consideration during the next four month period.

3.2 The pre-scrutiny process assists effective decision making by examining issues before the Cabinet Member or Cabinet make formal decisions.

3.3 The Overview and Scrutiny Management Board has requested that only those key decisions that fall under the remit of each Overview and Scrutiny Committee should be included on the agenda for consideration.

3.4 The latest Forward Plan is attached at **Appendix 2** for this purpose. For ease of identification, items listed on the Forward Plan for the first time appear as shaded.

3.5 Should Members require further information in relation to any item on the Key Decision Forward Plan, would they please contact the relevant Officer named against the item in the Plan, prior to the Meeting.

3.6 The Committee is invited to consider items for pre-scrutiny from the Key Decision Forward Plan as set out in **Appendix 2** to the report, which fall under the remit of the Committee and any agreed items be included in the Work Programme referred to in (1) above.

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APPENDIX 1

OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY, COMPLIANCE AND CORPORATE SERVICES)

WORK PROGRAMME 2017/18

	13 JUNE 17	12 SEPTEMBER 17	31 OCTOBER 17	16 JANUARY 18	13 FEBRUARY 18 (BUDGET MEETING)	6 MARCH 18
Cabinet Member Update Report	x	x	x	x		x
Work Programme Update	x	x	x	x		x
Service Operational Reports:						
Review of the Council Tax Reduction Scheme				x		
Disposal of Surplus Council Owned Land						x
Enforcement Agents – Code of Conduct		x				
Scrutiny Review Progress Reports:						
Universal Credit and Full Service Sefton Council	x			x		
Air Quality Monitoring		x				
Disciplinary and Grievance Procedures and Sickness Absence Monitoring			x			
Customer Experience of Claiming Council Administered Benefits and Financial Support				x		
Area Committees Working Group		x				x

APPENDIX 1

Licensing/Child Sexual Exploitation Working Group		x				x
Accommodation Strategy/Agile Working Group	x			x		
Discretionary Relief for Business Rates following the Revaluation of 2017	x					
Financial Scrutiny:						
Budget Savings Options Proposals				x	x	
Update On Listed Budget Savings Performance and Forecast on Council Tax and Business Rates Collection		x	x		x	
Presentations						
Financial Management across the Council					x	
The arvato Contract						x
Update on Commissioning and the Procurement Policy			x			
Asset Management and the Accommodation Strategy		x				



SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 OCTOBER 2017 - 31 JANUARY 2018

This Forward Plan sets out the details of the key decisions which the Cabinet, individual Cabinet Members or Officers expect to take during the next four month period. The Plan is rolled forward every month and is available to the public at least 28 days before the beginning of each month.

A Key Decision is defined in the Council's Constitution as:

1. 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;
2. 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

As a matter of local choice, the Forward Plan also includes the details of any significant issues to be initially considered by the Executive Cabinet and submitted to the Full Council for approval.

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each Key Decision, within the time period indicated.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a Key Decision may not be taken, unless:

- it is published in the Forward Plan;
- 5 clear days have lapsed since the publication of the Forward Plan; and
- if the decision is to be taken at a meeting of the Cabinet, 5 clear days notice of the meeting has been given.

The law and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in the Forward Plan in accordance with Rule 26 (General Exception) and Rule 28 (Special Urgency) of the Access to Information Procedure Rules.

Copies of the following documents may be inspected at the Town Hall, Oriel Road, Bootle L20 7AE or accessed from the Council's website: www.sefton.gov.uk

- Council Constitution
- Forward Plan
- Reports on the Key Decisions to be taken
- Other documents relating to the proposed decision may be submitted to the decision making meeting and these too will be made available by the contact officer named in the Plan
- The minutes for each Key Decision, which will normally be published within 5 working days after having been made

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APPENDIX 2

Some reports to be considered by the Cabinet/Council may contain exempt information and will not be made available to the public. The specific reasons (Paragraph No(s)) why such reports are exempt are detailed in the Plan and the Paragraph No(s) and descriptions are set out below:-

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the Authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or b) to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
8. Information falling within paragraph 3 above is not exempt information by virtue of that paragraph if it is required to be registered under—
 - (a) the Companies Act 1985;
 - (b) the Friendly Societies Act 1974;
 - (c) the Friendly Societies Act 1992;
 - (d) the Industrial and Provident Societies Acts 1965 to 1978;
 - (e) the Building Societies Act 1986; or
 - (f) the Charities Act 1993.
9. Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992
10. Information which—
 - (a) falls within any of paragraphs 1 to 7 above; and
 - (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above, is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Members of the public are welcome to attend meetings of the Cabinet and Council which are held at the Town Hall, Oriel Road, Bootle or the Town Hall, Lord Street, Southport. The dates and times of the meetings are published on www.sefton.gov.uk or you may contact the Democratic Services Section on telephone number 0151 934 2068.

NOTE:

For ease of identification, items listed within the document for the first time will appear shaded.

Margaret Carney
Chief Executive

APPENDIX 2

FORWARD PLAN INDEX OF ITEMS

Item Heading	Officer Contact
Southport Town Centre - Townscape Heritage Lottery Application	Daniel Byron daniel.byron@sefton.gov.uk
Tender for Park & Ride Bus Service	Dave Marrin dave.marrin@sefton.gov.uk Tel: 0151 934 4295
Parking Enforcement Contract	Dave Marrin dave.marrin@sefton.gov.uk Tel: 0151 934 4295
Licensing/Child Sexual Exploitation Working Group Final Report	Paul Fraser paul.fraser@sefton.gov.uk Tel: 0151 934 2068
Area Committees Working Group	Paul Fraser paul.fraser@sefton.gov.uk Tel: 0151 934 2068
Revenue and Capital Budget Plan 2017/18 - 2019/20	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104
Revenue and Capital Budget Plan 2017/18 - 2019/20	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104
Provision of Agency Staff	Lynda Mitchell Lynda.mitchell@sefton.gov.uk
Revenue and Capital Budget Plan 2017/18 – 2019/20	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104
Revenue and Capital Budget Plan 2017/18 – 2019/20	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Southport Town Centre - Townscape Heritage Lottery Application To seek approval from Cabinet to resubmit the Stage 1 application (of a 2 stage process) to the Heritage Lottery Fund (HLF) for the Townscape Heritage (TH) funding stream for Southport Town Centre including Lord Street and the Promenade Conservation Areas.			
Decision Maker	Cabinet			
Decision Expected	5 Oct 2017			
Key Decision Criteria	Financial	Yes	Community Impact	Yes

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Exempt Report	Open
Wards Affected	Dukes
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services
Persons/Organisations to be Consulted	Phil Cresswell Stuart Barnes Paula Lowrey Daren Veidman
Method(s) of Consultation	Meetings, emails and reports
List of Background Documents to be Considered by Decision-maker	Southport Town Centre
Contact Officer(s) details	Daniel Byron daniel.byron@sefton.gov.uk

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Tender for Park & Ride Bus Service Tender for provision of park and ride bus service from 1.4.18 to 31.3.23			
Decision Maker	Cabinet			
Decision Expected	5 Oct 2017			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	None			
Method(s) of Consultation	None			
List of Background Documents to be Considered by Decision-maker	Tender for Park & Ride Bus Service			

APPENDIX 2

Contact Officer(s) details	Dave Marrin dave.marrin@sefton.gov.uk Tel: 0151 934 4295
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SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Parking Enforcement Contract The contract for Parking Enforcement expires on the 31 March 2018 and the tender process for the period 1 April 2018 to 31 March 2023 needs to be commenced			
Decision Maker	Cabinet			
Decision Expected	5 Oct 2017 14 August 2017 Decision due date for Cabinet changed from 07/09/2017 to 05/10/2017. Reason: To enable Cabinet to give further consideration to all contract options			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Not applicable			
Method(s) of Consultation	Not applicable			
List of Background Documents to be Considered by Decision-maker	Parking Enforcement Contract			
Contact Officer(s) details	Dave Marrin dave.marrin@sefton.gov.uk Tel: 0151 934 4295			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Licensing/Child Sexual Exploitation Working Group Final Report To submit the findings of the Licensing/Child Sexual
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	Exploitation Working Group			
Decision Maker	Cabinet			
Decision Expected	5 Oct 2017			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Director of Social Care and Health; Merseyside Police			
Method(s) of Consultation	Meetings and witness interviews			
List of Background Documents to be Considered by Decision-maker	Licensing/Child Sexual Exploitation Working Group Final Report			
Contact Officer(s) details	Paul Fraser paul.fraser@sefton.gov.uk Tel: 0151 934 2068			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Area Committees Working Group To submit the findings of the review undertaken by the Area Committees Working Group
Decision Maker	Cabinet
Decision Expected	5 Oct 2017 24 February 2017 Decision due date for Cabinet changed from 09/03/2017 to 06/04/2017. Reason: The Working Group is still deliberating on its Final Report 27 March 2017 Decision due date for Cabinet changed from 06/04/2017 to 22/06/2017. Reason: The Working Group is still deliberating on its recommendations 19 May 2017 Decision due date for Cabinet changed from

APPENDIX 2

	22/06/2017 to 27/07/2017. Reason: The Working Group is still deliberating on its recommendations			
	26 June 2017 Decision due date for Cabinet changed from 27/07/2017 to 05/10/2017. Reason: The Working Group is still deliberating on its recommendations			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet Member - Regulatory, Compliance and Corporate Services, Director of Corporate Resources, Head of Strategic Support, Head of Communities, Local Advisory Group Members and Parish Council representatives serving on Area Committees			
Method(s) of Consultation	Meetings, witness interviews			
List of Background Documents to be Considered by Decision-maker	Area Committees Working Group			
Contact Officer(s) details	Paul Fraser paul.fraser@sefton.gov.uk Tel: 0151 934 2068			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Revenue and Capital Budget Plan 2017/18 - 2019/20 To consider any issues required for the monitoring, reporting and amendment of the revenue and capital financial plans for 2017/18 - 2019/20, including Government grants, financial pressures and service changes.			
Decision Maker	Cabinet			
Decision Expected	5 Oct 2017			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			

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Wards Affected	All Wards
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Unions, Staff, relevant external organisations as appropriate.
Method(s) of Consultation	Individual budget saving amendments will be subject to appropriate consultation (where appropriate) - internal and external to the Council.
List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Plan 2017/18 - 2019/20
Contact Officer(s) details	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Revenue and Capital Budget Plan 2017/18 - 2019/20 To consider any issues required for the monitoring, reporting and amendment of the revenue and capital financial plans for 2017/18 - 2019/20, including Government grants, financial pressures and service changes.			
Decision Maker	Cabinet			
Decision Expected	2 Nov 2017			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Unions, Staff, relevant external organisations as appropriate.			
Method(s) of Consultation	Individual budget saving amendments will be subject to appropriate consultation (where appropriate) - internal and external to the Council.			

APPENDIX 2

List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Plan 2017/18 - 2019/20
Contact Officer(s) details	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Provision of Agency Staff The Current Framework for the Provision of Agency Staff is due to expire on 31 January 2018. Halton Council are leading on a Pre-Procurement exercise for the Liverpool City Region, with all members participating in the options appraisal and market review to identify the best solution available as an alternative consideration to conducting a new tender process. This will minimise duplication of seeking competition from the supply market and remove unnecessary resource and process costs for both Council's and suppliers, whilst fully complying with the EU Public Contract Regulations. Approval will be sought for the Council to access the most economically advantageous Framework for the provision of Agency Workers in compliance with both EU Public Contract Regulations and the Contacts Procedure Rules of the Council.</p>			
Decision Maker	Cabinet			
Decision Expected	2 Nov 2017			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Head of Corporate Resources and the Liverpool City Region			
Method(s) of Consultation	Meetings, emails and reports from current Contractor			
List of Background Documents to be Considered by Decision-maker	Provision of Agency Staff			

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APPENDIX 2

Contact Officer(s) details	Lynda Mitchell Lynda.mitchell@sefton.gov.uk
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SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Revenue and Capital Budget Plan 2017/18 – 2019/20 To consider any issues required for the preparation, monitoring, reporting and amendment of the revenue & capital financial plans for 2017/18 – 2019/20, including Government grants, financial pressures and service changes.			
Decision Maker	Cabinet			
Decision Expected	7 Dec 2017			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Unions, Staff, relevant external organisations, as appropriate.			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to appropriate consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Plan 2017/18 – 2019/20			
Contact Officer(s) details	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Revenue and Capital Budget Plan 2017/18 – 2019/20 To consider any issues required for the preparation, monitoring, reporting and amendment of the revenue &			
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	capital financial plans for 2017/18 – 2019/20, including Government grants, financial pressures and service changes.			
Decision Maker	Cabinet			
Decision Expected	11 Jan 2018			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, unions, staff, relevant external organisations, as appropriate.			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to appropriate consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Plan 2017/18 – 2019/20			
Contact Officer(s) details	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Revenue and Capital Budget Plan 2017/18 – 2019/20 To consider any issues required for the preparation, monitoring, reporting and amendment of the revenue & capital financial plans for 2017/18 – 2019/20, including Government grants, financial pressures and service changes.
Decision Maker	Cabinet
Decision Expected	11 Jan 2018

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Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, unions, staff, relevant external organisations, as appropriate.			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to appropriate consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Plan 2017/18 – 2019/20			
Contact Officer(s) details	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104			

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Report to:	Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services)	Date of Meeting:	12 September 2017
Subject:	Cabinet Member Report – May 2017 to August 2017		
Report of:	Head of Regulation and Compliance	Wards Affected:	All
Cabinet Portfolio:	Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

Summary:

To submit the Cabinet Member - Regulatory, Compliance and Corporate Services report relating to the remit of the Overview and Scrutiny Committee.

Recommendation:

That the Cabinet Member - Regulatory, Compliance and Corporate Services report relating to the remit of the Overview and Scrutiny Committee be noted.

Reasons for the Recommendation:

In order to keep Overview and Scrutiny Members informed, the Overview and Scrutiny Management Board has agreed for relevant Cabinet Member Reports to be submitted to appropriate Overview and Scrutiny Committees.

Alternative Options Considered and Rejected:

No alternative options have been considered because the Overview and Scrutiny Management Board has agreed for relevant Cabinet Member Reports to be submitted to appropriate Overview and Scrutiny Committees.

What will it cost and how will it be financed?

Any financial implications associated with the Cabinet Member report which are referred to in this update are contained within the respective reports.

(A) **Revenue Costs** – see above

(B) **Capital Costs** – see above

Implications of the Proposals:

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Resource Implications (Financial, IT, Staffing and Assets):
Legal Implications:
Equality Implications: There are no equality implications.

Contribution to the Council's Core Purpose:

Protect the most vulnerable: None directly applicable to this report. The Cabinet Member update provides information on activity within Councillor Lappin's portfolio during a previous two/three month period. Any reports relevant to her portfolio considered by the Cabinet, Cabinet Member or Committees during this period would contain information as to how such reports contributed to the Council's Core Purpose.
Facilitate confident and resilient communities: As above
Commission, broker and provide core services: As above
Place – leadership and influencer: As above
Drivers of change and reform: As above
Facilitate sustainable economic prosperity: As above
Greater income for social investment: As above
Cleaner Greener: As above

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Cabinet Member Update Report is not subject to FD/LD consultation. Any specific financial and legal implications associated with any subsequent reports arising from the attached Cabinet Member update report will be included in those reports as appropriate

(B) External Consultations

Not applicable

Implementation Date for the Decision

Immediately following the Committee meeting.

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Contact Officer:	Paul Fraser
Telephone Number:	0151 934 2068
Email Address:	paul.fraser@sefton.gov.uk

Appendices:

The following appendix is attached to this report:

Cabinet Member - (Regulatory, Compliance and Corporate Services) update report

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1 In order to keep Overview and Scrutiny Members informed, the Overview and Scrutiny Management Board has agreed for relevant Cabinet Member Reports to be submitted to appropriate Overview and Scrutiny Committees.
- 1.2 Attached to this report, for information, is the most recent Cabinet Member report for the Regulatory, Compliance and Corporate Services portfolio

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CABINET MEMBER UPDATE REPORT Overview & Scrutiny		
Councillor	Portfolio	Date
Cllr Lappin	Regulatory, Compliance and Corporate Services	May to August 2017

CORPORATE SUPPORT SERVICES

Strategic Support

The team’s priority focus continues to be on the Public Sector Reform projects, with the management and control of the projects and providing support to the project sponsors. As expected with the scale and variety of these projects coupled with the sponsors day to day priorities this has been a challenging period. In particular work has focused on the wide reaching change associated with multi-agency working that is now in a key stage, recruitment of the new leadership and management team.

Plans and approaches continue to be developed using the team’s past experiences and lessons learned. A number of project risk and assurance reviews are commencing. There are constant and proactive actions being taken to ensure targets are met, or mitigated or escalated to the Programme Board for appropriate action.

Organisational Development is critical to the success of the programme and a number of initiatives are active including Make Every Contact Count, OD Champions and a Commissioning Academy.

The Communications Team played a key role in the success of the Open Golf Championship. Record crowds attended the event, generating millions of pounds for the local economy along with global media coverage - putting Sefton on the world stage. The launch of the ‘Hole in One’ artwork outside The Atkinson received coverage across the UK and featured on Sky Sports News and BBC Radio Merseyside. Cabinet Member interviews to promote the borough through the Open Golf took place with the BBC, ITV Granada, BBC Radio Merseyside and other filming opportunities were facilitated across the borough from overseas television networks. The Summer of Golf interactive golf village in Southport was publicised and encouraged thousands of people to visit it.

A campaign to promote the 30 hours free childcare allowance has resulted in more than 3,000 visits to the website and over 500 then obtaining a code, giving us the lead in Merseyside. The team is also making a valuable contribution to the channel shift agenda and has focused efforts on several areas where the Council receives a significant number of calls/face to face enquiries. Communications messages to drive traffic to relevant pages has resulted in more people self-serving for reporting highways damage, bulky items and signing up for e-billing. A branded website and a suite of marketing materials have also been developed for the Food Hygiene Team to help them promote their activities to local businesses, contributing to incremental revenue. Work on a multi-agency Beachsafe campaign has also helped to reduce the numbers of calls about Anti-Social Behaviour and environmental damage across the coast. The team has also supported Sefton Adult Community Learning Service with new branding guidelines, a suite of digital marketing materials and several printed booklets and prospectuses, as well as developing their Gov.Uk pages. This work has helped reduce printing costs.

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Case Officer/Support Team continues to lead a number of key projects, including:

Adult Social Care Day Care Modernisation - The building phase of the modernisation programme is now completed with the two main facilities (Morningson Road and Dunningbridge Road) now completed and re-opened. Dunningbridge Road Centre re-opened on 31st July 2017 and service users have settled well into the redesigned facilities. Both premises now offer an excellent environment from which to deliver modernised day services to the most complex service users. The service has also worked with Sefton New Directions to co-produce the new service specification, which to help make the Council's adopted model a reality. The final phase of this project will see the new specification rolled out to other commissioned providers.

Pre-Paid Cards - Work continues in rolling out the Pre-paid Card service for Social Care Direct Payment Recipients. More than 500 cards are now in operation and the team is aiming to transfer the approximately 240 remaining recipients by the end of March 2018, delivering a safer, more convenient and less bureaucratic service for recipients and the Council.

Adult Social Care Domiciliary Care Services - In June 2017 Cabinet approved the joint commissioning of new Domiciliary Care Services with Knowsley Borough Council. The new specification for the new services, which will be more outcome-focused and enabling in delivery, is being jointly developed by Sefton, Knowsley and Liverpool Councils, with a view to the same specification ultimately operating across the three boroughs. Following open procurement the services will come into effect in May 2018.

Adult Social Care Market Oversight Exercise - The work jointly commissioned by the Council and the two Sefton CCGs to gain a better understanding of costs and pressures within the local care home, domiciliary care and supported living markets is nearing completion. This has resulted in a series of recommendations from the independent company (Red Quadrant) undertaking the work. These recommendations will, amongst other things, help inform Council proposals and decisions on fees for the period of the current Medium Term Financial Plan (MTFP). As the proposed fee increases would require expenditure beyond that allowed for within the MTFP, the matter will be subject to further Cabinet consideration in September 2017.

The Performance and Intelligence Team continues to support the compilation, validation and presentation of scheduled performance management reports and 'ad-hoc' data/information/intelligence requests and to support the Framework for Change Programme, in particular the Public Sector Reform projects, by providing support with data analysis and information presentation/visualisation.

The service has led on the collection, processing, validation and analysis of Education data for all Sefton Primary schools (including EYFSP, Phonics Y1 & Y2 resits, KS1 and KS2 assessments); updating quarterly data for Crime & ASB; producing Sefton Child Poverty mapping, data analysis and mapping to support the reconfiguration of health visiting/school nursing services; completing the Public Health sexual health needs assessment; and completing the submission of statutory returns for ASC and CSC. The Service has also been extensively involved in supporting the recent 'spot check' of the Turnaround Families Programme undertaken by the DCLG, which involved collection, validation and presentation of data from the Council's Early Help Services and other key partner agencies including the DWP and Merseyside Police.

Having led on the development of "agile working" solutions for Adult and Children's Social Care, piloting more than 130 portable devices, the service is now involved in the further roll-out another approximately 210 devices across ASC and CSC Services over the coming months. The business benefits that will be realised from the introduction of smarter, agile ways of working include efficiencies in time, money and the security of service user information, with an opportunity to reduce office accommodation and unnecessary travel.

The service has been working with colleagues from Corporate Finance, Payments & Billing, Adult Social Care and Arvato to streamline financial payment systems and in the last quarter payments to Shared Lives and Residential and Nursing providers direct from the ContrOCC system have commenced. This removes some steps from the process, helps ensure greater accuracy between the data in the Adult Social Care system and payments made, and enable further developments in payments and other communications with providers.

The service continues to lead the implementation of the 'Manage My Requests' (CaseWork) case management software, which will provide the secure platform for managing and reporting on all of the Council's Freedom of Information Act requests, Environmental Information Regulations requests, personal information requests, public record requests and law enforcement agency requests for disclosure of client information, plus the capturing, managing and reporting on customer complaints, representations and feedback across the Council. The system is now live and a number of training sessions have already been run to support user configuration and training on the application of exemptions for FOI and SARs requests. Work has now begun to scope the implementation of the 'Complaints Management' functionality, which will provide the 'tools' required for capturing, managing and reporting on complaints and feedback across the entire Council, enabling the organisation to adhere to relevant regulations, improve service levels and enhance customer experience.

The service continues to support the Council in responding to comments, compliments complaints and others representations. Since April 2017 more than 90 ASC representations have been received of which 41 were ASC Complaints. Since April the Council has received 80 representations relating to Children's Services (including 42 complaints directed under the Children Act). Since April 2017 the service has responded to 108 Access to Files requests and disclosure requests. 95 of these related to Children's Social Care and 13 to Adult Social Care. In the same period the service has co-ordinated the responses to 149 Freedom of Information requests.

In the first quarter of 2017/18 the service has supported a concerted effort to increase the number of Independent Visitors and Advocates for Children Looked After. These volunteers' recruits play a crucial part in befriending a child or young person and helping them to develop meaningful, long term relationships with adults, make informed decisions about their lives, engage in fun activities that build their confidence and self-esteem and them to speak up for themselves and get their views and feelings heard. A programme of marketing, recruitment and training for new volunteers wanting to be involved in independent visiting or advocacy has been delivered and we now have 19 Independent Visitors who are matched to young people 15 Advocates who are matched to young people (34 in total), with a further 10 advocates and independent visitors who have been trained and previously matched awaiting a new match and 8 new volunteers who have been recruited in the last quarter.

The Procurement Team continues to assist and advise on procurement activity across the whole Council and has over 80 procurement exercises at differing stages on the current work plan. Many of these are complex procurement exercises that exceed the OJEU procurement thresholds, examples of which include:

- Passenger Transport Framework Agreement
- Domiciliary Care Collaborative contract
- Young Carers Contract
- Occupational Health Services
- Transport Consultancy Services
- Merseyside Collaborative contract for Election Printing
- Dynamic Purchasing System for Residential Substance Misuse Rehabilitation
- Street Lighting Maintenance
- Toxicology Testing
- Winter Service Contract
- Procurement of Fleet, Machinery & Equipment for Green Infrastructure Integrated Land Management

The Review of Procurement Processes, Rules and Guidance, and associated Action Plan, has now been completed. Updated Contract Procedure Rules were agreed by Audit and Governance in June and approved by Council in July 2017 and roll-out of the CPR e-learning programme to all relevant staff is progressing well.

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Finance

2016/17 Statement of Accounts

The Council's draft Statement of Accounts was completed on 1st June. The draft document was presented to the June Audit and Governance meeting so that Members would have time to review it in advance of the September meeting, where the formal Accounts (approved by the external auditors, Ernst & Young) will need to be considered and approved by the Committee. Members have been given the opportunity to submit any questions they have in advance and a briefing by officers will also be provided prior to the meeting.

Ernst & Young started their review of the Accounts on 12th June, with the majority of their work being completed within four weeks. To date they haven't reported any significant items.

Budget Monitoring Process

There has been an improvement in the budget monitoring process to enable the most up to date figures to be reported to Cabinet. A report on the June position was considered by Cabinet on 27th July. This indicates a current forecast deficit outturn position of £1.295m.

Medium Term Financial Plan (MTFP) - 2017/18 to 2019/20

A report on the MTFP was considered by Cabinet on 27th July. This provided updated information on funding assumptions and savings proposals. Future member reports will include further updates and potential remedial action to ensure financial sustainability is maintained and a balanced budget can be delivered for 2018/19 and 2019/20.

School Budgets - Financial risk to Council

When a school closes, amalgamates or becomes an Academy it legally closes, even if a successor school opens on the same site. In some instances there is a danger that schools may close with a deficit which could then fall on the local authority or the successor school dependent on the EFA rules on this applicable at the time.

As a result any future school closure or "forced" academy conversion which involves a school in a deficit position will become a financial risk to the Council's current MTFP process.

To help protect the local authority against any future financial risk from schools closing with financial deficits, finance staff are working proactively with the Head of Schools & Families to ensure that intervention strategies are implemented early with individual schools which have potential financial difficulties in their three year financial plans.

The Finance team will also provide a quarterly update report highlighting the financial standing of all maintained schools to the Cabinet Member for Children's Services and the Cabinet Member Regulatory, Compliance and Corporate Services. This will provide Members have an oversight of the financial landscape of all Sefton schools along with an early warning of any potential issues that could be brought to the attention of Members / Council in the future.

ICT

STRATEGY

The Council is finalising a new ICT Strategy, and is also defining new policies & standards for the ICT service; this activity will be completed in December 2017.

INFRASTRUCTURE

ICT is supporting a number of the Framework for Change / Public Sector Reform projects, most notably Asset Maximisation (via agile working) and the Early Intervention & Prevention community base programme.

The full testing of the second data centre has been completed successfully and is now operational.

AGILE WORKING

Indicative costing has been completed for the agile working requirements for the Framework for Change projects; we now await the outcome of the user profile survey to determine which council officers have been identified as agile workers, at which point costings will be firmed up and investment made in appropriate end user devices and communications software.

New end user devices are being tested and reviewed in order to identify cost-effective equipment for staff which will further enable agile working.

Revenues Service:

On 29 June 2017 the DCLG published the annual statement of collection performance for Council Tax and Business Rates for 2016-17 for all Councils in England. Key highlights are:-

- Sefton are the top performing Metropolitan authority in the country for business Rates Collection in 2016-17
- Sefton are the top performing authority in the Liverpool City Region for both Council Tax and Business Rates.

Business rates collection: The table below compares performance to our nearest neighbours in in the Liverpool City Region.

	2015-16	2016-17
Sefton	99.3	99.3
Knowsley	98.7	98.4
Halton	96.9	97.6
Wirral	97.2	97.6
Liverpool	97.0	97.2
St Helens	95.8	96.2

Council Tax Collection: The table below compares performance to our nearest neighbours in the Liverpool City Region.

	2015-16	2016-17
Sefton	96.2	96.3
St Helens	95.3	95.6
Wirral	95.3	95.4
Knowsley	94.9	95.3
Halton	95.2	95.0
Liverpool	94.5	94.4

The biggest challenge remains those on low incomes who no longer received full support for their Council Tax. Work continues to analyse the impact of Council Tax Reduction Scheme on debt; and to review recovery strategies with particular regard to the most vulnerable.

Internal Audit

The Internal Audit Plan is now 18% completed, with work having been completed in the period in the following areas:

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Area	Audit Opinion
Corporate Governance	Moderate
PSR10 – Contract Review	Negligible
Larkfield Primary School	Good
Lydiate Primary School	Good
The Atkinson – ICT systems	Moderate
Carbon Reduction Commitment	Minor

Responsible officers have given assurance that the recommendations made in the reports will be implemented within reasonable timescales. Follow up audit work will be undertaken so as to substantiate this.

Health and Safety

An improved Health and Safety SLA package has been developed and offered to the Council's schools. 54 of the 113 Local Authority schools, 8 academies and 2 colleges have signed up. Income generated to date totals £28,225. Work has also been ongoing to review and update the Health and Safety standards and guidance in relation to building safety, which is in particularly sharp focus following the Grenfell Tower tragedy.

Insurance

Following Cabinet approval for the one year extension of the insurance arrangements, work is underway to prepare the relevant information for submission to insurers. A meeting will take place with the Council's brokers in September to discuss the revised premiums received from insurers ahead of the commencement of the extension on 18 September 2017.

Risk and Resilience

In light of recent events such as Grenfell Tower tragedy and the Manchester and London terror attacks, the team is concentrating on appraising the arrangements for managing the response and recovery effort if such an event was to happen in Sefton.

PERSONNEL DEPARTMENT

Operational Issues

Advice and support continues to be provided to various service areas where the impact of funding streams is affecting staff. Consultation is taking place with staff and the trade unions in this regard.

Various reviews and restructures across the organisation are continuing relative to budget savings/Public Sector Reform projects. These are the subject of trade union consultation. Preparatory briefings to the trade unions have taken place on the number of projects being formed to formulate the budget going forward.

The Department continues to have a full programme of work in respect of disciplinary, grievance and dignity at work issues. Support to service areas in respect of staffing reviews/restructures is being provided, together with advice and support in the management of sickness absence cases that are cause for concern and complex staffing matters.

A number of Senior Management posts are currently being recruited to and policy work continues on such matters as workforce reporting.

Pay and Grading Team

Job evaluation continues relative to all Council and School posts for new or revised roles. Job evaluations are also conducted relative to any operational and service reviews to maximise efficiencies as part of restructuring exercises across the Council as a consequence of budgetary pressures. Regrading applications and regrading appeals are processed in-line with the Council protocol.

Management of the Matrix contract relative to the recruitment of all Agency Workers continues including the production of management information.

Team members are involved in service reviews and work to support transformational issues associated with the budget proposals and potential changes to service delivery. Of the three team members one is involved with the EIP2 project and one on the EIP3 project.

Project work continues such as the management of sickness absence, including production of reports, analysis and management data and implementing training courses.

The Team was working with officers from the Legal section with regard to equal pay claims submitted against Sefton New Directions Ltd. These claims have now been struck out by the Tribunal Judge.

Establishment Control, Pensions, Payroll and HR Transactional Services

Regular Client meetings are continuing with the objective of improving processes and data quality. The Council and Arvato are currently mapping all the recruitment processes to ensure consistency. These processes will be built into the upgraded ResourceLink detailed below so all users can see where each individual record is up to, which should alleviate queries and phone calls.

A working Group has been set up with Arvato to introduce workflow to help recruitment, transactional HR, payroll and pension processes. The first process being reviewed is staff terminations, voluntary resignations and retirements only at this time. A project plan has been received from Arvato with timescales and actions to be agreed. A solution has been built and once tested and agreed it will be rolled out across the Council. The Working Group is looking at the best way to handle other reasons for leaving e.g. dismissal, redundancy etc. and how these will be managed.

There are 2 other processes which are being looked at to be put into workflow and they are changes to hours and extensions to temporary arrangements.

The Pensions Officer is continuing to work closely with the Transformation team and Personnel Officers to provide redundancy/pension information when required.

The Establishment Control Panel is now embedded and occurs every 2 weeks, to consider requests to release vacancies and approve any changes to the Establishment held in ResourceLink. All changes to the Establishment are being mapped by the Council and Arvato to ensure correct procedures are followed.

The Government have proposed and agreed changes to exit payments for public sector staff and further clarification is required as to how this will be implemented. Further guidance is still not available.

The Council had to apply auto-enrolment legislation on 1 April 2013 and as part of this process applied transition arrangements to a certain group of staff. Transition is ending 30 September 2017 and affected staff will be written to and put into their relevant pension scheme from 1 October 2017.

There are various TUPE transfers in process as follows:

- SMASH to Addaction - 1 October 2017
- South Sefton 6th Form College to Hugh Baird - 1 August 2017
- Stanley High to an Academy - 1 September 2017

Occupational Health

The number of referrals (195) to the HU from Sefton employees only between 01/05/17 and 31/07/17 is an increase of 9% when compared with the same period last year.

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The main reasons for referrals within this period are stress and mental health (40.0%) and musculoskeletal problems (26.1%). The majority of referrals are from schools (47.7%), Locality Services - Provision (17.9%) and Adult Social Care (7.2%).

The Health Unit has also been invited to assist with Sefton Workforce Health Group which is part of EIP3. To date there have been 2 meetings with a further one scheduled for 8 August. The foundations for the Group and what it needs to explore have been identified. Future progress will be reported.

The tender exercise for the renewal of Occupational Health contracts has commenced with initial assessments being carried out. There is more work to undertake but this should be complete by September 2017 at which time the Cabinet Member and Head of Service will be asked to authorise the outcome.

Workforce Learning and Development (CLC)

Training/eLearning

The Corporate Learning Centre continues to design, develop and deliver accredited training courses across the workforce. A further two courses were recently approved for Badge of Excellence programme approval; these include Communicating with Children and Further Excel (Microsoft).

We have developed Private fostering eLearning for the Children's Social Care workforce and are planning to roll this out across the City Region. Following business sign-off the eLearning will be submitted for Badge of Excellence programme approval.

First Aid Accreditation

We continue to deliver accredited First Aid courses to both internal staff and organisations across the private, voluntary and VCF sector. We have now introduced a 1 day Emergency Paediatric First Aid course for infants and children in need of First Aid; the course content includes CPR and controlling bleeding.

Apprenticeships

We are now promoting and accessing the Apprenticeship levy and have established a pool of lead training providers. Schools have been briefed and communication disseminated on the apprenticeship levy including governance arrangements. Next steps are to work with Heads of Service/Managers to deliver briefing sessions to staff to raise awareness of apprenticeships.

Website

We are preparing to launch a new website late August 2017. The new website will act as an essential marketing tool and will streamline how customers, both internal and external, access services.

Procurement

We have initiated two procurement exercises to support the continued development and growth of the service. This includes the identification of Quasafe approved trainers to deliver First Aid training and a Health and Safety Programme.

Korn Ferry Hay

The Corporate Learning Centre has been working with Korn Ferry Hay, Strategic Support and SLB to develop an OD champion's network to support the development and implementation of OD across the organisation.

Disposals

The Council undertakes a pro-active programme of property disposals to both rationalise the portfolio to remove unproductive assets and realise capital receipts. This process assists in the reduction of revenue costs and raises capital which contributes to the funding of the Council's capital Programme.

The current specific actions of note are as follows:

- The sale of the Maghull Library site has completed.
- The re development of the sites for Aintree Library and Beach Road School are well under way with Adactus.
- The housing development undertaken by One Vision Housing at Sandbrook Way Ainsdale is close to completion.
- The sale of Sefton Resource Centre at Kilnyard Road in Crosby to One Vision Housing Limited has completed.
- The sale of the land at Senate Business Park to enable the construction of a manufacturing facility for a blue chip Company has completed.
- The sale of land at Ashcroft Street Bootle by way of a long Lease to a community based organisation is close to completion
- The sale of the freehold of the site of the former Stand Park public house in Litherland has been agreed to enable the development of 14 houses
- A preferred bidder for the sale of Vine House has been appointed following a selection process and the matter reported to Cabinet
- Negotiations for the sale of the Council's freehold interest in Heron House Crosby and St Anne's House Bootle under way.
- Instructions for the disposal of derelict land at Pacific Road, Bootle with the Legal Department to complete.
- Letting of vacant retail units at Oriel Road and Irlam Road with the Legal Department to complete.

Cyclical Compliance and Maintenance Work

- Statutory testing and inspection works continue to be carried out in accordance with the defined cyclic timescales, day-to-day responsive maintenance works also continue to be undertaken as necessary.
- Concerted efforts are being made to increase the level of planned preventative works in order to try and prolong the lifespan of building elements and reduce the overall building maintenance cost burden.
- Major planned work proposals are however in abeyance pending funding considerations.
- Proposals for major planned maintenance intervention requirements in 2018/19 are presently being identified and prioritised.

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Energy Initiatives

- The Energy and Environmental team continues the management of energy purchase contracts having extended the option on the current electricity contract for 12 months but also reviewing the possibility of an OJEU for a Liverpool City Region (LCR) wide procurement exercise. It will also be reviewing the gas framework contract to see if there are any viable options before autumn 2017.
- The team have secured a discretionary discount on surface water drainage charges for schools. A total of 15%, or ~£127K, for maintained schools for 2017/18 rising to 50%, or ~£425K, for 2018/19.
- Water deregulation started on the 1st April 2017, however procurement has been delayed until the market is ready to accommodate buyers. Again the team is considering a joint LCR procurement.
- Due to staff shortages the team has been unable to update its Carbon Management Plan, however it is hopeful to be able to address this towards the end of 2017.
- The ECO Centre education facility continues to be popular, operating at full capacity this summer with local schools, the team sought funding from United Utilities and working with Air quality colleagues to create an interactive educational tool.
- Extensions of two additional 50KW Solar PV arrays at Dunes and Bootle Leisure Centres have recently been finished.
- To support the affordable warmth team and demands on the service from residents the Home Energy Conservation Act (HECA) update report has been delayed in favour of developing a Statement of Intent for using Energy Company funding for local insulation programmes. The HECA report will be produced for the summer of 2017.

Capital

Committed capital programme projects are continuing, in particular:

- Works to remodel and refurbish the Mornington Road centre, part of the Adult Social Care reorganisation programme have now been completed. Similar works at the Dunningbridge Road centre will be completed at the end of May.
- Following completion of the ASC reorganisation programme a number of former centres will become redundant and these will be considered for mothballing or demolition as appropriate.
- The project to extend Thornton Crematorium and renew the cremator is complete other than for the final works following delivery of the new cremators.
- Proposals for the 2nd Phase works which will rationalise toilet and staff accommodation are in development for commencement in June 2017.
- Works have started on site for the extension Norwood CP School for an additional form entry at the school. Completion is programmed for December 2017.
- Works have started on site to reinforce the electrical infrastructure network at Meols Cop High School.
- Tenders have been invited for the phase 3 remodelling works at Great Crosby School. Works are programmed to start early July 2017.
- Design works are taking place for works to provide an additional classroom at Linaker School Southport. Works are programmed to start on site in July 2017.

Regeneration

The Building and Property Services are supporting the Head of Regeneration and Housing in the identification and development of regeneration initiatives providing input on Valuation, feasibility and cost across a number of potential projects.

REGULATION & COMPLIANCE

Corporate Legal Services

The number of prosecutions that resulted in convictions during May, June and July (to present) are as follows:

- 21 Education offences – truancy and holidays
- 31 Littering offences
- 1 dog fouling offence which attracted a £440.00 fine plus £44.00 victim surcharge and £142.00 costs = £626.00 in total.
- 2 dangerous dogs offences attracting the following penalties:
 - Guilty plea in person - £420 fine, £250 costs, £42 victim surcharge, £25 compensation = total £737.00 (28 days to pay and collection order attached). Contingent destruction order - dog must be neutered, on lead and muzzle at all times in public places.
 - Proven in absence, £150.00 fine, £142.00 costs, £30.00 victim surcharge = Total £322.00. 28 days to pay and collection order attached.
- 1 housing standards offence – controlling / managing a house of multiple occupation without a licence attracting a fine in the sum of £1000.00 plus £100.00 victim surcharge, 947.86 costs = £2047.86 in total.

In addition team have also advised in the implementation of two Public Space Protection Orders in relation to Dog Control and Ticket Touting for the Open Golf.

We have concluded a successful settlement of a Statutory Challenge to the Local Plan.

We have assisted the Council in a two-day Employment Tribunal case which was heard on 3 and 4 July 2017 in the Liverpool ET.

We have drafted and are negotiating various settlement agreements for Schools within the Authority. We have 11 'live agreements' which all have a termination date during the Summer Term.

We are advising on four academy transfers. This includes assisting with drafting the commercial transfer agreements and on the information and consultation requirements for the Schools.

We are advising on the transfer of South Sefton College to Hugh Baird, which also includes assisting with drafting the commercial transfer agreements and on the information and consultation requirements for South Sefton College.

We are supporting the Project Team in respect of the forthcoming Arvarto transfer.

We are supporting colleagues in Procurement and Commissioning on the employment and pension aspects of various outsource arrangements.

We continue to be very busy dealing with an increase in the number of care proceedings cases and have presented our first application to the High Court to authorise the deprivation of liberty of a young person.

Environmental Health and Trading Standards

1. Following approval by Council on 13 July, a new Public Space Protection Order - Dog Control is now enforceable across the whole of the borough under the Anti-Social Behaviour Crime and Policing Act 2014. This order came about following detailed consultation and requires.

- Dogs to be kept on a lead within defined picnic sites and family areas in parks.
- Dogs to be kept on a lead within **Page 79**ds and footways.

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Dogs to be kept on a lead within all cemeteries and crematoria.

- Dogs to be placed on a lead when directed by an authorised officer to prevent a nuisance or behaviour by the dog likely to cause annoyance or disturbance to members of the public.
- Failure to remove your dog's fouling forthwith.
- Restrict the number of dogs that can be walked by one person to a maximum of 6 dogs on or off the lead.
- Prohibit dogs from entering enclosed playgrounds.
- Prohibit dogs from entering marked or fenced sports pitches during specified times.

The order last for 3 years and offenders will be issued a £75 fixed penalty notice for non-compliance. Information notices will be displayed across the borough to raise awareness, together with publication on the Council websites and social media. Local community and volunteer groups have also been informed.

2. A local business man Stephen Quinn based in Seaforth has recently been prosecuted at South Sefton Magistrates Court. Mr Quinn was found guilty of fly-tipping into vacant premises on Gray Street, Bootle. He pleaded not guilty but was found guilty by the court and fined, including costs, £2500.

Trading Standards

3. A successful prosecution over the illegal importation of puppies from Hungary resulting in fines and costs totalling £3,996. This is the 3rd individual prosecuted out of a group of 5 Hungarian nationals currently living in the Southport area. The defendants circumvented the controls in place to protect the UK from rabies. Importing 7 puppies from Hungary that were too young to have been vaccinated and selling via websites for over £800 each. Officers seized the puppies under Rabies legislation, which were later rehomed via a dogs charity. The final 2 defendants are due to face trial in September.
4. Officers working with Merseyside Police enforced the Public Space Protection Order – Prevention of Ticket Touting during the Open Golf championship to tackle ticket touting. Over the 4 days of competition dispersal powers were used on 6 individuals who were told to leave the area (these were mainly individuals known to the police as touts but there was no evidence of them selling tickets). The police issued 1 fixed penalty notice to an individual who did not heed earlier warnings to leave the area. There was little evidence to support the information before the event that ticket touting would be a major concern.
5. A Crosby newsagent pleaded guilty to the underage sale of cigarettes and was handed down fines and costs totalling £1107.

Environmental Health – Commercial

Sefton participated in this year's Food Safety Week in July which was aimed at cutting food waste. With the support of Comms several messages were released on social media dispelling some of the freezing 'myths' that are preventing people from using their freezers to make food go further.

The Food Team have started to charge new and existing businesses for advice and support on food safety and food standards and how best to secure legal compliance. The charges will recover the costs of officer time and runs complementary to the Food law Enforcement Service.

Taxi Licensing will be producing a register of vehicles that are suitable or standard wheelchair access as a result of changes to guidance around the Equalities Act... Officers have been working with the trade since April to identify suitable vehicles and the register should be launched in September.

Democratic Services

The **Overview and Scrutiny Committee (Adult Social Care and Health)** has established a Working Group to consider Residential and Care Homes. The Working Group has met on eight occasions to date and Councillor Linda Cluskey is the Lead Member. Witness interviews have taken place with the Care Quality Commission, Sefton Pensioners Advocacy Centre, Age Concern, the Care Homes Association and a Provider who has achieved an "Outstanding" rating from the Care Quality Commission. A briefing report from Healthwatch Sefton and a written submission from the Sefton Clinical Commissioning Groups have also been considered by the Working Group. Site visits to various residential and care homes to gather information have been carried out. The Working Group is currently awaiting the outcome of the independent consultant's report that will ultimately result in a decision on care home fees and recommendations from the Working Group are anticipated after that report becomes available.

The **Overview and Scrutiny Committee (Children's Services and Safeguarding)** has agreed to establish one Working Group to review Children and Adolescent Mental Health Service (CAMHS). The Working Group met on 8 September 2016 and Councillor Hands was appointed Lead Member of the Working Group. The Working Group agreed the scope for the review and have reviewed the service specification and drafted questions to ask of the Clinical Commissioning Groups as the Commissioner of CAMHS. Various representatives from the groups identified in the scope have been interviewed. An advert was also published in the free Newspapers across the Borough inviting service users to share views and experiences. The Working Group has two outstanding witnesses to interview. The Working Group is still deliberating and it is the intention that an interim report will be submitted to the Committee in September/November 2017.

The Committee had received a request from the Overview and Scrutiny Committee (Regulation, Compliance and Corporate Services) to establish a Joint Working Group to consider Child Sexual Exploitation and the Committee nominated Members to serve on the Working Group. Please see the update under O&S Committee (Regulation, Compliance and Corporate Services) below.

The **Overview and Scrutiny Committee (Regeneration and Skills)** had last year agreed to establish three Working Groups to consider the following issues:-

- Peer Review Working Group - The Working Group's Final Report was approved by the Committee and Cabinet at their meetings held on 4 and 27 July 2017 respectively
- Parks and Greenspaces - It is anticipated that the Working Group's Final Report will be considered by Committee and Cabinet at their meetings to be held on 19 September and 5 October respectively.
- VCF Review - Deliberations are on-going into the feasibility of commencing a review on this topic

The Committee met on 4 July 2017 and approved its Work Programme for 2017/18 and approved Economic Strategy as a potential Working Group review topic.

The **Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services)** had last year agreed to establish three Working Groups to look at the following issues:-

- Accommodation Strategy/Agile Working - The Working Group's Final Report was approved by the Committee and Cabinet at their meetings held on 13 and 22 June 2017 respectively
- Licensing/Child Sexual Exploitation (a joint Working Group with Members of the Overview and Scrutiny Committee (Children's Services and Safeguarding);
- an examination of the operation of Area Committees - The Working Group's Final Reports on the above two issues will be considered by Committee and Cabinet at their meetings to be held on 12 September and 5 October respectively.

The Committee met on 13 June 2017 and approved its Work Programme for 2017/18 and approved Digital Inclusion as a Working Group review topic.

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The **Overview and Scrutiny Management Board** will hold its first meeting of the Municipal Year on 26 September 2017. The Board has previously established an Early Intervention and Prevention Working Group, comprised of four Chairs/Vice-Chairs from the Council's Overview and Scrutiny Committees. Councillor Page is the Lead Member. The Working Group has met on seven occasions to date, including receiving information and discussing the scope for the review. Working Group Members have attended a meeting of the Multi-Agency Working Group to sit in on a presentation on Transforming Public Services in Wigan and to meet with potential witnesses for the review. Members have also visited the Light for Life Premises, Southport and the recently opened Life Rooms, Southport. Members have also attended a meeting of the Early Intervention and Prevention Overarching Programme Board to meet with potential witnesses for the review. The next meeting of the Working Group is anticipated during September 2017 and work is anticipated to conclude during the autumn.

Admission Appeals

In addition to the provision of administrative support for meetings of the Council, Cabinet, and Committees, the Section has also organised and clerked **school admission appeal hearings** involving 34 applications for 6 Secondary schools and 106 applications for 44 Primary schools during the period from 20 May to 1 August 2017.

In addition arrangements were made for a further 38 appeals to be heard during this period, which were subsequently withdrawn.

Civic and Mayoral Services

VC Paving Stone

On Friday 8th September, Sefton will be unveiling the 2nd VC Paving Stone for Harold Ackroyd at a special ceremony to be held at Southport War Memorial at 11.00am, the Mayor of Sefton will be in attendance as well as members of Harold Ackroyd's Family.

Citizens 4 Good Award

On Wednesday 30th August at 5.00pm at Bootle Town Hall, the Mayor's Office in conjunction with Sefton CVS will be holding the first Citizens 4 Good Awards, this is a scheme by where people are given the opportunity to nominate a citizen of Sefton who has done a good turn or deed for someone else, the deadline for nominations was Friday 11th August 2017.

CORONERS

- In the process of securing a contract with i-gene for deceased persons to undergo a digital (CT scan) autopsy rather than a traditional invasive post mortem. Will not be suitable for all cases but will be much less traumatic for bereaved relatives.

REGISTRARS

- 2 new venues are applying for a licence for marriage/civil partnerships - Bold Hotel and Oaklea Barn in Lydiate.
- Pollution Control in conjunction with colleagues at the Eco Centre are developing an educational module to raise the awareness of primary school children in relation to air quality. The module will be delivered to 10 primary schools in the first wave and initially be targeted at schools in South Sefton located close to the Authority's Air Quality Management Areas.
- Sefton participated in this year's Food Safety Week in July which was aimed at cutting food waste. With the support of Comms several messages were released on social media dispelling some of the freezing 'myths' that are preventing people from using their freezers to make food go further.

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- The Food Team have started to charge new and existing businesses for advice and support on food safety and food standards and how best to secure legal compliance. The charges will recover the costs of officer time and runs complementary to the Food law Enforcement Service.
- Taxi Licensing will be producing a register of vehicles that are suitable or standard wheelchair access as a result of changes to guidance around the Equalities Act... Officers have been working with the trade since April to identify suitable vehicles and the register should be launched in September.

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