

Overview
& Scrutiny



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

DATE: Tuesday 31st October, 2017

TIME: 6.30 pm

VENUE: Birkdale Room, Town Hall, Southport

Member

Councillor
Councillor Bradshaw (Chair)
Councillor Byrom (Vice-Chair)
Councillor Booth
Councillor Cluskey
Councillor Grace
Councillor Jamieson
Councillor Lewis
Councillor McCann
Councillor McKinley
Councillor Owens

Substitute

Councillor
Councillor Thomas
Councillor Murphy
Councillor Shaw
Councillor Dams
Councillor Roche
Councillor Jones
Councillor McGuire
Councillor Bennett
Councillor John Sayers
Councillor Roscoe

COMMITTEE OFFICER: Paul Fraser
Senior Democratic Services Officer
Telephone: 0151 934 2068
Fax:
E-mail: paul.fraser@sefton.gov.uk

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

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

This page is intentionally left blank.

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 5 - 16)

Minutes of the meeting held on 12 September 2017
- 4. Environmental Services Restructure - Presentation**

To receive a presentation from the Head of Regulation and Compliance on the service option to reduce the Environmental Service structure by £500k and the considerations given to the different ways of working that this has necessitated
- 5. Financial Reports and Terminology - Presentation**

To receive a presentation from the Head of Corporate Resources
- 6. Social Media Use and Effectiveness - Presentation**

To receive a presentation from the Corporate Communications Manager
- 7. Commissioning and the Procurement Policy - Presentation**

To receive a presentation from the Head of Commissioning Support and Business Intelligence
- 8. Revenue and Capital Budget Update 2017/18** (Pages 17 - 30)

Report of the Head of Corporate Resources
- 9. Levels of Disciplinary, Grievance and Sickness** (Pages 31 - 42)

Report of the Head of Corporate Resources
- 10. Call-In Procedure** (Pages 43 - 50)

Report of the Head of Regulation and Compliance

- 11. Work Programme 2017/18, Scrutiny Review Topics and Key Decision Forward Plan** (Pages 51 - 70)

Report of the Head of Regulation and Compliance

- 12. Cabinet Member Report – August 2017 to October 2017** (Pages 71 - 90)

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 COMMITTEE ROOM, TOWN HALL BOOTLE ON TUESDAY 12TH SEPTEMBER, 2017

PRESENT: Councillor Bradshaw (in the Chair)
Councillor Byrom (Vice-Chair)
Councillors Booth, Linda Cluskey, Grace, Jamieson,
McKinley, Owens and McGuire

ALSO PRESENT: Councillors Lappin, Maher and Thomas

10. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Daniel Lewis and McCann.

11. DECLARATIONS OF INTEREST

No declarations of interest were received.

12. MINUTES OF THE PREVIOUS MEETING

RESOLVED:

That the Minutes of the meeting held on 13 June 2017 be confirmed as a correct record.

13. CODE OF PRACTICE FOR ENFORCEMENT AGENT SERVICES

Further to Minute No. 13 of 13 September 2016 the Committee considered the report of the Head of Corporate Resources that reviewed how well the Enforcement Agent's Code of Practice was meeting its objectives in terms of fairness and effectiveness; and seeking any comments about the Code of Practice for consideration by the Cabinet Member - Regulatory, Compliance and Corporate Services.

The report indicated that the Code of Practice that was attached as an Appendix to the report, outlined the way that Enforcement Agents working on behalf of Sefton Council should conduct themselves; that new legislation relating to the Tribunal Courts and Enforcement Act 2007 came into force from 6 April 2014 and Sefton Council's Code of Practice for Enforcement Agent Services was revised to reflect those changes; and that the Ministry of Justice had promised a staged process review of the bailiff reforms one year, three years and, if necessary, five years after they came into force. However, the outcome of the one year review had not been published and it was unclear if further reviews would take place.

Regarding the identification of mental health issues and vulnerability the report described how enforcement agent staff, both office based and field

Agenda Item 3

OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY,
COMPLIANCE AND CORPORATE SERVICES) - TUESDAY 12TH
SEPTEMBER, 2017

agents, underwent extensive training on vulnerability and that they all received welfare training and were issued with guidelines from organisations such as MIND and the Royal College of Psychiatrists on how to identify potential mental health issues. Staff were also taught questions and techniques with trigger words that may identify a person with mental health issues. Cases were referred to in-house specialist welfare advisors who would undertake further sensitive enquiries, liaise with the Council and where appropriate would signpost to specialist advice agencies.

The report also indicated that during the period 1 August 2016 to 31 July 2017 Sefton sent 15,544 cases to Enforcement Agent companies (10,466 relating to Revenues Services and 5098 relating to Parking Services); that 801 potentially vulnerable cases were identified (646 relating to Revenues Services and 155 relating to Parking Services); and that the Revenues Service put a marker on those cases which had been returned to the Council relating to vulnerability issues and would review the vulnerability status on a regular basis and check if the status had changed.

The report also detailed that as part of its performance monitoring activity the Council required regular reports (each quarter) from the Enforcement Agent companies detailing the nature of feedback from their customers, whether it was a complaint, comment or compliment together with outcomes; and that there were 30 Revenues Service and 13 Parking Services complaints against Enforcement Agent action that were received and investigated by the companies themselves.

The report concluded by detailing initiatives by Revenue Service and Enforcement Agents.

Members asked questions/made comments on the following issues:-

- Reference was made to the figures in the table contained in paragraph 3.4.1 of the report relating to the number of complaints received by Enforcement Agent companies

RESOLVED:

That the report on the Code of Practice for Enforcement Agent Services be noted.

14. AGILE WORKING - POTENTIAL APPROACH AND PRINCIPLES

The Committee received a presentation from Stephan Van Arendsen, Head of Corporate Resources on Agile Working - Potential Approach and Principles.

Mr. Van Arendsen provided information on the following:-

- Agile working, amongst other things, was the ability for an individual to work flexibly in variable locations, that enabled the completion of

Agenda Item 3

OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY,
COMPLIANCE AND CORPORATE SERVICES) - TUESDAY 12TH
SEPTEMBER, 2017

duties in the most efficient and effective manner possible; that in order to facilitate this the appropriate policies, processes and technology were required; and that savings that would be realised by the adoption of agile working

- In a Sefton context and in keeping with the Sefton 2030 Vision and the Framework for Change, agile working would be a key enabler to the successful delivery of a number of projects; and would provide the opportunity to work differently and required the business requirements to be defined in order that the appropriate solutions could be provided. A substantial cultural change was required to embrace new ways of working to allow the Council to work smarter, to make staff more productive and to become a more agile workforce
- The key objectives of agile working would be to support the delivery of the Council's 2030 vision; that it was a key enabler in the Framework for Change - PSR 8 – Asset Maximisation, ICT and Digital and Early Intervention and Prevention (EIP) projects and would improve the customer interface of the Council; to contribute to the financial and environmental sustainability of the Council there needed to be a demonstrable financial case to support the investment; and that It could support the efficient use of (expensive) space and deliver the ICT capability to enable an agile workforce to work productively in more than one location
- Agile working has multiple benefits and should not be considered solely in the context of reducing the accommodation footprint as It offered the freedom to work in the optimum location (for the employee and the customer) making the best use of time and resources and that it utilised technology to its best advantage
- How agile working worked which included the Business defining its requirements and the evaluation of the technology and accommodation solutions to demonstrate how requirements can be met and savings delivered. Document sharing would be made easier via remodelled digital storage and accessibility (archiving policy); HR Policies would need to be reviewed and adapted; and work etiquette and building management policy and protocols introduced (depersonalisation of desks/clear desk)
- Work currently underway including the recent Accommodation Strategy Working Group review; ICT transformation requirements currently being defined which could maximise potential; ICT User Groups were being; that gains could be made without some ICT development; and the defining requirements for immediate projects e.g. EIP and Merton House decant and business case
- The next steps which included the Overview and Scrutiny Working Group findings supporting the process; the defining of business requirements on key projects that supported operational and financial business case (EIP and Merton House); the identification of what can be delivered pre and post ICT transformation; the development of ICT transformation business case; confirmation that the approach should be developed and embedded across the

Agenda Item 3

OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY,
COMPLIANCE AND CORPORATE SERVICES) - TUESDAY 12TH
SEPTEMBER, 2017

Council; and the refining of user groups and the identification of building and infrastructure needs

- Examples of agile working would be Teams working together in assigned clusters or zones; workstations set up for particular user groups to maintain synergies; ratios (proposed) of 0.75 and 0.5 used i.e. one desk per 1.3 people or one desk for two people; existing furniture will be graded and retained if practicable; colleagues who occupied a desk 100% the time would still be required to maintain a clear desk at all times; and ICT hardware, software and infrastructure being key to the success of rolling out an agile and lean hot-desk environment

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

- Consultation with staff seeking their views on home working and the development of home working patterns
- The involvement of trades unions in revised HR policies associated with agile working
- To ensure staff don't feel isolated from their colleagues whilst home working a system should be introduced to enable effective dialogue and communication amongst team members
- Performance management issues related to home working
- The cultural change associated with home working

RESOLVED:

That Mr. Van Arendsen be thanked for his informative presentation.

15. AREA COMMITTEES WORKING GROUP FINAL REPORT

Further to Minute No. 15 (2) of 13 September 2016 the Committee considered the report of the Head of Regulation and Compliance that presented formally the final report of the Area Committees Working Group.

The Working Group was established with the following Terms of Reference and Objectives:-

- Review the findings of the public consultation exercise undertaken on the role of Area Committees, and the other issues set out in the report submitted to the Cabinet on 23 June 2016
- Review modern methods of engagement between councils and their councillors and councillors and their communities, including the operation of community forums by other local authorities, the use of social media and guidance on its use
- To consider whether a programme of communication training for members should be developed with particular emphasis on the social media aspects of modern communication in their role as 'Community Champions'

Agenda Item 3

OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) - TUESDAY 12TH SEPTEMBER, 2017

- Review ways of communicating information about councillors' expenditure in their wards and associated decision making processes
- To consider whether a system of escalation for the public where a councillor cannot be contacted, does not respond to contact or does not make themselves available for surgeries etc. can be developed
- To consider whether methods for citizens to formally engage with its Council are made as simple and effective as possible through the provisions within the Council Constitution for petitions, questions attendance at meetings etc.
- To consider how section 106 and Community Infrastructure Levy funding would be spent in a revised Area Committee structure
- To consider the remit of Area Committees

The Working Group met on numerous occasions to undertake such review and its Final Report was attached as an appendix to the report. At its final meeting the Working Group considered submissions from Councillors Jamieson, McGuire and Thomas and such submissions are detailed in paragraph 6 and Appendix 3 of the Final Report. The Working Group recommended that the Overview and Scrutiny Committee consider the submissions detailed in paragraph 6 and Appendix 3 and determine the most appropriate course of action thereon.

Councillor Carla Thomas, Lead Member of the Working Group presented the Working Group's Final Report to the Committee.

Members of the Committee asked questions/made comments on the following issues:-

- It was acknowledged that all three Area Committees were different and that some worked better than others; that Southport Area Committee operated well and that the Final Report reflected this; that the frequency of Area Committee meetings may need to be increased; disagreement was made to the statement "Bearing in mind the generally negative comments of witnesses to the current structure" contained in Councillor Thomas's preamble to her recommendation on page 79 of the Final Report; that there was no need for change regarding Southport Area Committee; that Area Committees should be better publicised; and that a one size fits all approach should not be adopted and that Southport Area Committee should remain in its current form
- Concern was expressed about recommendation (3) C made by Councillor Thomas relating to complaints from constituents about elected Members as there was no evidence that such a recommendation was required; concern was expressed about recommendation (3) E made by Councillor Thomas relating to any Ward budget over £10,000 not spent at the end of the Municipal Year being transferred to the Cabinet Member – Communities and Housing for inclusion in the Community Transition Fund. It was

Agenda Item 3

OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY,
COMPLIANCE AND CORPORATE SERVICES) - TUESDAY 12TH
SEPTEMBER, 2017

suggested that on occasions funding needed to be rolled over to other years to fund larger schemes such as pedestrian crossings; that it was clear from witness evidence that South Sefton and Central Sefton Area Committees were not functioning well and it was suggested that these areas could look at alternative structures; however, Southport Area Committee does work well, was established via a local referendum and should be retained

- The Area Committee system was a pillar of the governance modernisation proposals in 1999, but that it was time to modernise
- Three options had been proposed by political parties and it was clear that a consensus would not be reached on a common recommendation

RESOLVED:

That the Working Group's Final Report be referred to Cabinet with a request that Cabinet select an option as detailed in paragraph 6 and Appendix 3 of the Final Report.

16. LICENSING/CHILD SEXUAL EXPLOITATION WORKING GROUP FINAL REPORT

Further to Minute No. 7 (4) of 21 June 2016 the Committee considered the report of the Head of Regulation and Compliance that presented formally the final report of the Licensing/Child Sexual Exploitation Working Group.

The Working Group (that was a joint Working Group with Members of the Overview and Scrutiny Committee (Children's Services and Safeguarding)) was established with the following Terms of Reference and 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
- To liaise with the Home Office and lobby for legislative change should the need arise

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

Members of the Committee asked questions/made comments on the following issues:-

Agenda Item 3

OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) - TUESDAY 12TH SEPTEMBER, 2017

- From a reputational point of view for the Council it was very important that the risks associated with child sexual exploitation were minimised

RESOLVED:

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 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.

Agenda Item 3

OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) - TUESDAY 12TH SEPTEMBER, 2017

17. 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 updated 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 seeking the identification of any items for pre-scrutiny from the Key Decision Forward Plan.

At its last meeting the Committee agreed to establish a Digital Inclusion Working Group. 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.

RESOLVED: That

- (1) the Work Programme for 2017/18, as set out in Appendix 1 to the report be approved and the following additional items be included in the Work Programme:-
 - 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 – report to be considered at the 31 October 2017 meeting
 - Business Continuity - report to be considered at the 6 March 2018 meeting
 - Social Media Use and Effectiveness – Presentation – to be made to the Committee at the 31 October 2017 meeting
 - Financial Reports and Terminology - presentation/training to be made at the 31 October 2017 meeting;
- (2) it be noted that the commencement of the Digital Inclusion Working Group will be deferred until November 2017; and
- (3) Councillors Bradshaw, Linda Cluskey, Daniel Lewis, McKinley and Michael O'Brien together with a representative of Sefton CVS be appointed to serve on the Digital Inclusion Working Group.

18. CABINET MEMBER REPORT – MAY 2017 TO AUGUST 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.

Agenda Item 3

OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) - TUESDAY 12TH SEPTEMBER, 2017

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

- Adult Social Care Day Care modernisation
- Pre-paid cards for social care direct payment recipients
- The financial risk to the Council posed by deficits in school budgets
- Agile working proposals
- Revenues Service and Sefton being the top performing Metropolitan authority in the country for business Rates Collection in 2016-17 and being the top performing authority in the Liverpool City Region for both Council Tax and Business Rates
- Work undertaken by the Pay and Grading Team
- Workforce learning and development, apprenticeships and the apprenticeship levy
- Asset disposals
- Work undertaken by Democratic Services
- The unveiling of the VC Paving Stone for Harold Ackroyd at a special ceremony held at Southport War Memorial on 8 September 2017

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

- The excellent outcome in the Council securing a reduction to drainage of surface water to Schools.

RESOLVED: That

- (1) the update report from the Cabinet Member – Regulatory, Compliance and Corporate Services be noted; and
- (2) Councillor Lappin be thanked for her attendance at the meeting.

19. REVENUE AND CAPITAL BUDGET UPDATE 2017/18

The Committee considered the report of the Head of Corporate Resources that provided information on the current forecast revenue outturn position for the Council for 2017/18 as at the end of July and that this forecast would be informed by the latest analysis of expenditure and income due to the Council, in addition to the progress in delivering approved savings; the current forecast on Council Tax and Business Rates collection for 2017/18; and the current position of the Capital Programme.

The report indicated that the Budget Council in March 2017 approved a 3 year budget package that would seek to address the funding shortfall of £64m that had been reported throughout 2016; that following a review of all financial assumptions and the proposals contained within the Framework for Change programme, savings of £24.922m were identified that would need to be delivered in 2017/18; that this position included a

Agenda Item 3

OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY,
COMPLIANCE AND CORPORATE SERVICES) - TUESDAY 12TH
SEPTEMBER, 2017

number of measures that were approved to phase the delivery of the public sector reform savings over the course of the 3 year period; and that the report presented an assessment of the forecast revenue outturn position for 2017/18 and the latest position on the achievement of the agreed Public Sector Reform savings for 2017/18 of £4.573m. Appendix A attached to the report provided details of all Public Sector Reform savings.

With regard to Council Tax the report indicated that Council Tax income was shared between the billing authority (Sefton Council) and the two major precepting authorities (the Fire and Rescue Authority, and the Police and Crime Commissioner) pro-rata to their demand on the Collection Fund; that the Council's Budget included a Council Tax Requirement of £118.748m for 2017/18 (including Parish Precepts), which represents 85.8% of the net Council Tax income of £138.431m; that the forecast outturn at the end of July 2017 was a surplus of £0.294m (£0.186m reported in June); and that due to Collection Fund regulations, the Council Tax surplus would not be transferred to the General Fund in 2017/18 but would be carried forward to be distributed in future years.

With regard to Business Rates the report indicated that since 1 April 2013 the Council had retained a share of Business Rates income and that the Council's share had increased from 49% in 2016/17 to 99% in 2017/18 as a result of its participation in the Liverpool City Region Business Rates 100% Retention Pilot Agreement; that the Government's share of business rates had reduced from 50% in 2016/17 to 0% in 2017/18, however, they continued to be responsible for 50% of the deficit outstanding at the 31 March 2017; and that the Fire and Rescue Authority retained the other 1%. The forecast outturn at the end of July 2017 was a deficit of £0.523m on Business Rates income (£0.731m reported in June); and due to Collection Fund regulations, the Business Rates deficit would not be transferred to the General Fund in 2017/18 but would be carried forward to be recovered in future years.

With regard to the Capital Programme the report indicated that the approved capital budget for 2017/18 was £26.087m; that this had increased by £0.881m from the previous month; that £0.494m was due to the additional slippage from 2016/17 that was agreed by Strategic Capital Investment Group in June 2017 and £0.387m was due to some 2016/17 budgets that were phased in 2017/18 that had not been included in the programme due to a technical issue. As part of the monthly review project managers were now stating that £25.215m would be spent by year end; this would result in an under spend on the year of £0.872m on the whole programme with an overall delivery rate of 97%; and the key variations on the overall Programme were set out in paragraph 5.5 of the report.

Members asked questions/made comments on the following issues:-

- The Council's strategic investment in the Strand Shopping Centre and its effect on the Council's borrowing commitment; and

Agenda Item 3

OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY,
COMPLIANCE AND CORPORATE SERVICES) - TUESDAY 12TH
SEPTEMBER, 2017

information was sought on when elected Members would be provided with full details of the costs to purchase the Centre

- The prudential borrowing commitment to fund additional car parking at Maghull Leisure Centre

RESOLVED: That

- (1) the forecast deficit outturn position of £0.686m as at the end of July 2017 be noted;
- (2) the progress to date on the achievement of approved Public Sector Reform savings for 2017/18 be noted;
- (3) the forecast position on the collection of Council Tax and Business Rates for 2017/18 be noted; and
- (4) the current progress in the delivery of the 2017/18 Capital Programme be noted.

This page is intentionally left blank

Agenda Item 8

Report to:	Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services)	Date of Meeting:	31 October 2017
Subject:	Revenue and Capital Budget Update 2017/18		
Report of:	Head of Corporate Resources	Wards Affected:	(All Wards);
Portfolio:	Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

To inform Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) of: -

- i) The current forecast revenue outturn position for the Council for 2017/18 as at the end of August. This forecast will be informed by the latest analysis of expenditure and income due to the Council, in addition to the progress in delivering approved savings;
- ii) The current forecast on Council Tax and Business Rates collection for 2017/18; and,
- iii) The current position of the Capital Programme.

Recommendation(s):

Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) is recommended to:-

- i) Note the forecast deficit outturn position of £0.843m as at the end of August 2017;
- ii) Note the progress to date on the achievement of approved Public Sector Reform savings for 2017/18;
- iii) Note the forecast position on the collection of Council Tax and Business Rates for 2017/18; and,
- iv) Note the current progress in the delivery of the 2017/18 Capital Programme.

Reasons for the Recommendation(s):

To ensure Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) is informed of the forecast outturn position for the 2017/18 revenue and capital budgets as at the end of August 2017 and to provide an updated forecast of the outturn position with regard to the collection of Council Tax and Business Rates.

Agenda Item 8

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

None

What will it cost and how will it be financed?

(A) Revenue Costs

Any under-achievement of the approved revenue budget savings for 2017/18 will need to be financed from within any surplus identified within other areas of the 2017/18 budget, or from the Council's general balances.

The current financial position on approved Public Sector Reform savings indicates that approximately £1.962m of 2017/18 savings are at risk of not being achieved in the year. Due to anticipated net underspends elsewhere within the budget a deficit position for the year of £0.843m is currently forecast.

(B) Capital Costs

The Council's capital budget in 2017/18 is £26.610m. As at the end of August 2017, expenditure of £5.039m has been incurred and a full year outturn of £24.135m is currently forecast.

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets): None
Legal Implications: None
Equality Implications: None

Contribution to the Council's Core Purpose:

Protect the most vulnerable: Not applicable
Facilitate confident and resilient communities: Not applicable
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

--

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD 4861/17) and Head of Regulation and Compliance (LD 4145/17) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

None

Implementation Date for the Decision

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

Contact Officer:	Paul Reilly
Telephone Number:	Tel: 0151 934 4106
Email Address:	paul.reilly@sefton.gov.uk

Appendices:

The following appendix is attached to this report:

Appendix A – PSR Savings 2017/18 – Current Forecast Achievement

Background Papers:

There are no background papers available for inspection.

Agenda Item 8

1. Introduction

- 1.1 At Budget Council in March 2017, Members approved a 3 year budget package that would seek to address the funding shortfall of £64m that had been reported throughout 2016. Following a review of all financial assumptions and the proposals contained within the Framework for Change programme, savings of £24.922m were identified that would need to be delivered in 2017/18. This position included a number of measures that were approved to phase the delivery of the public sector reform savings over the course of the 3 year period.
- 1.2 This report therefore presents an assessment of the forecast revenue outturn position for 2017/18 and the latest position on the achievement of the agreed Public Sector Reform savings for 2017/18 (£4.573m) (Section 2).
- 1.3 The report also outlines the current position regarding other key income streams for the Authority, namely Council Tax and Business Rates, as variations against expected receipts in these two areas will also affect the Council's financial position in future years (Sections 3 and 4).
- 1.4 An updated position with regard to the 2017/18 Capital Programme is also provided as at the end of August (Section 5).

2. Budget Plan 2017/18 – 2019/20

- 2.1 The Council has a history of excellent financial management during the period of austerity that has been in place within local government since 2010. Up until 2016/2017 the Council has addressed a funding gap of £169m since 2010. In that period the Council has been met the financial challenge and ensured that a sustainable budget position is delivered.
- 2.2 It is against this backdrop of decreased funding from Central Government and an increased reliance on local funding streams that the Council, in March 2017, set out a three year budget package to deliver its key priorities whilst remaining within the reduced funding envelope. The further £64m of savings agreed, thus brought the total value of savings over a 10 year period to £233m. This value should be considered against the Council's 2017/18 net budget of £203.2m.
- 2.3 This programme of activity, the scale of the financial challenge facing the Council over the 3 years and the level of transformation required (as set out in the Framework for Change) means that the Council will need to continually manage the

risks presented from both a service delivery and financial sustainability point of view.

- 2.4 The financial environment that local government, and Sefton in particular, operates within continues to present a number of challenges. In addition to the severe funding reductions that will continue up until 2020, the demand pressures facing the council across a range of services continue to increase with no long term sustainable funding solutions being offered by central government. This is particularly important in respect of the demand upon Adult Social Care services and the unpredictability of demand in Children's Social Care.
- 2.5 Despite the level of savings agreed for 2017/2018, in addition to the demand pressures being faced, careful financial management across the Council means that the forecast outturn position (outlined in Section 3) only shows a net overspend of £0.843m (0.4% of the Council's net budget). Whilst this position is encouraging at this stage of the financial year, due to the demand led pressures that are faced careful financial management by officers will need to continue throughout the year in order to try to achieve a year-end balanced position, in line with that achieved in previous years since austerity was introduced.

3. Summary of Forecast Outturn Position as at the end of August 2017

- 3.1 At the end of August 2017, a forecast financial position on approved Public Sector Reform savings indicates that approximately £1.962m of 2017/18 savings are at risk of not being achieved in the year. A summary of these is as follows and further details of all PSR savings are provided at Appendix A.
- Asset Maximisation (£0.503m) – this saving will need to be rephased into future years;
 - Locality Teams & Personalisation (£0.389m) - a variety of consultations are leading to a slight delay in this project with the shortfall requiring to be rephased into 2018/19;
 - Commercialisation, Traded Services & Income (£0.332m) – timing delays to the restructure of building cleaning staffing and the development of the potential options for Crosby Lakeside Adventure Centre are leading to a delay in the implementation of this saving; and
 - Commissioning and Shared Services (£0.817m) - delays to the proposed Liverpool City Region Procurement Programme, Sefton Contract Savings and Contract Compliance Audit mean that a full review of the savings proposed via this project is currently underway.
 - Partially offsetting the above, two projects are currently forecast to achieve additional savings earlier than expected (£0.079m).

Agenda Item 8

3.2 Due to anticipated net underspends elsewhere within the budget a net deficit position for the year of £0.843m is currently forecast. This is shown in the table below:

	Budget	Forecast Outturn	Variance	Position previously reported
	£m	£m	£m	£m
<u>Services</u>				
Strategic Management	2.923	2.884	(0.039)	0.000
Strategic Support Unit	2.932	2.987	0.055	0.062
Adult Social Care	87.965	86.902	(1.063)	(1.302)
Children's Social Care	27.487	28.195	0.708	0.351
Communities	10.347	10.339	(0.008)	0.029
Corporate Resources	5.015	4.732	(0.283)	(0.251)
Health & Wellbeing	23.321	23.245	(0.076)	(0.026)
Inward Investment and Employment	2.643	2.718	0.075	0.002
Locality Services - Commissioned	18.426	18.250	(0.176)	(0.002)
Locality Services - Provision	9.640	10.105	0.465	0.415
Regeneration and Housing	4.532	4.252	(0.280)	(0.147)
Regulation and Compliance	3.598	3.280	(0.318)	(0.311)
Schools and Families	25.317	25.387	0.070	0.161
<u>Total Service Net Expenditure</u>	224.146	223.276	(0.870)	(1.019)
Public Sector Reform Savings not allocated to services	(2.134)	(0.478)	1.656	1.656
Reversal of Capital Charges	(13.376)	(13.376)	0.000	0.000
Council Wide Budgets	(2.076)	(2.019)	0.057	0.049
Levies	31.555	31.555	0.000	0.000
General Government Grants	(34.932)	(34.932)	0.000	0.000
<u>Total Net Expenditure</u>	203.183	204.026		
<u>Forecast Year-End Deficit</u>			0.843	0.686

3.3 This revised forecast deficit of £0.843m compares to the deficit of £0.686m that was previously forecast, an increase of £0.157m.

3.4 The key changes that have led to this revised position are as follows:-

- **Adult Social Care** – The forecast underspend has reduced by £0.229m due to increased pressures on the Community Care budget. It should be noted that the forecast underspend assumes that any net increase in demand for services for the remainder of the year will be met from within the Adult Social Care budget.
- **Children’s Social Care** – The forecast overspend has increased by £0.357m due to increased costs relating to residential care and placements.
- **Locality Services - Commissioned** – The forecast underspend has increased by £0.174m due to additional income relating to Highways Management activities currently being forecast.
- **Regeneration and Housing** – The forecast underspend has increased by £0.133m due to vacancy savings, increased income from Planning Applications and additional one-off income for Building Control fees.

3.5 As stated previously this report reflects the financial position for the Council early in the year and as such will be the subject to change over the next seven months. Key risks facing this position will continue to be demand led pressure in both Adult’s and Children’s Services and the potential impact of winter weather conditions.

3.6 In previous years, when overall deficit positions have been forecast, services have reviewed all areas of expenditure in order to contribute to a year end balanced position. In light of the current year end forecast, it is proposed that this process is continued in order that improvements can be made to the forecast outturn position. This will be reported throughout the year to Members.

4. Council Tax Income – Update

4.1 Council Tax income is shared between the billing authority (Sefton Council) and the two major precepting authorities (the Fire and Rescue Authority, and the Police and Crime Commissioner) pro-rata to their demand on the Collection Fund. The Council’s Budget included a Council Tax Requirement of £118.748m for 2017/18 (including Parish Precepts), which represents 85.8% of the net Council Tax income of £138.431m.

4.2 The forecast outturn at the end of August 2017 is a surplus of £0.381m (£0.294m reported in July). This is primarily due to:-

- The surplus on the fund at the end of 2016/17 being lower than estimated at +£0.173m;
- Gross Council Tax Charges in 2017/18 being higher than estimated at -£0.610m;

Agenda Item 8

- Council Tax Reduction Scheme discounts being lower than estimated at - £0.825m;
- Exemptions and Discounts (including a forecasting adjustment) being higher than estimated at +£0.881m.

4.3 Due to Collection Fund regulations, the Council Tax surplus will not be transferred to the General Fund in 2017/18 but will be carried forward to be distributed in future years.

5. Business Rates Income – Update

5.1 Since 1 April 2013, the Council has retained a share of Business Rates income. The Council's share has increased from 49% in 2016/17 to 99% in 2017/18 as a result of its participation in the Liverpool City Region Business Rates 100% Retention Pilot Agreement. The Government's share of business rates has reduced from 50% in 2016/17 to 0% in 2017/18; however, they continue to be responsible for 50% of the deficit outstanding at the 31 March 2017. The Fire and Rescue Authority retain the other 1%.

5.2 The Council's Budget included retained Business Rates income of £62.955m for 2017/18, which represents 99% of the net Business Rates income of £63.591m. Business Rates are subject to appeals which can take many years to resolve. Settlement of appeals can have a significant impact on business rates income making it difficult to forecast accurately.

5.3 The forecast outturn at the end of August 2017 is a deficit of £0.733m on Business Rates income (£0.523m reported in July). This is due to:

- The deficit on the fund at the end of 2016/17 being higher than estimated £1.215m;
- Minor in year budget variations to date in 2017/18 of -£0.482m.

5.4 Due to Collection Fund regulations, the Business Rates deficit will not be transferred to the General Fund in 2017/18 but will be carried forward to be recovered in future years.

6. Capital Programme 2017/18

6.1 The approved capital budget for 2017/18 is £26.610m. This has increased by £0.523m from the previous month. This is due to the addition of 2 schemes that were approved by Cabinet on 27th July 2017. Of this, £0.455m is the budget for the first year of the new 4 year STEP (Sustainable Transport Enhancement Package)

Agenda Item 8

programme and £0.068m relates to an Environment Agency Grant for a review of the Crosby to Formby Point defence strategy.

- 6.2 As at the end of August, expenditure of £5.039m (19%) has been incurred within the approved Capital Programme. It should be noted that these figures do not include the cost of the Councils strategic investment in the Bootle Strand Shopping Centre.
- 6.3 As part of the monthly review project managers are now stating that £24.135m will be spent by year end. This would result in an under spend on the year of £2.475m on the whole programme with an overall delivery rate of 91%. This is summarised below as follows:-

2017/18 Full Year Budget	Actual Expenditure as at August 2017	Forecast Actual Expenditure	Full Year Budget Variance
£m	£m	£m	£m
26.610	5.039	24.135	2.475

- 6.4 In order to achieve the revised forecast of £24.135m, expenditure of £19.096m will need to be incurred between now and the end of the year.

6.5 Key Variations on Overall Programme

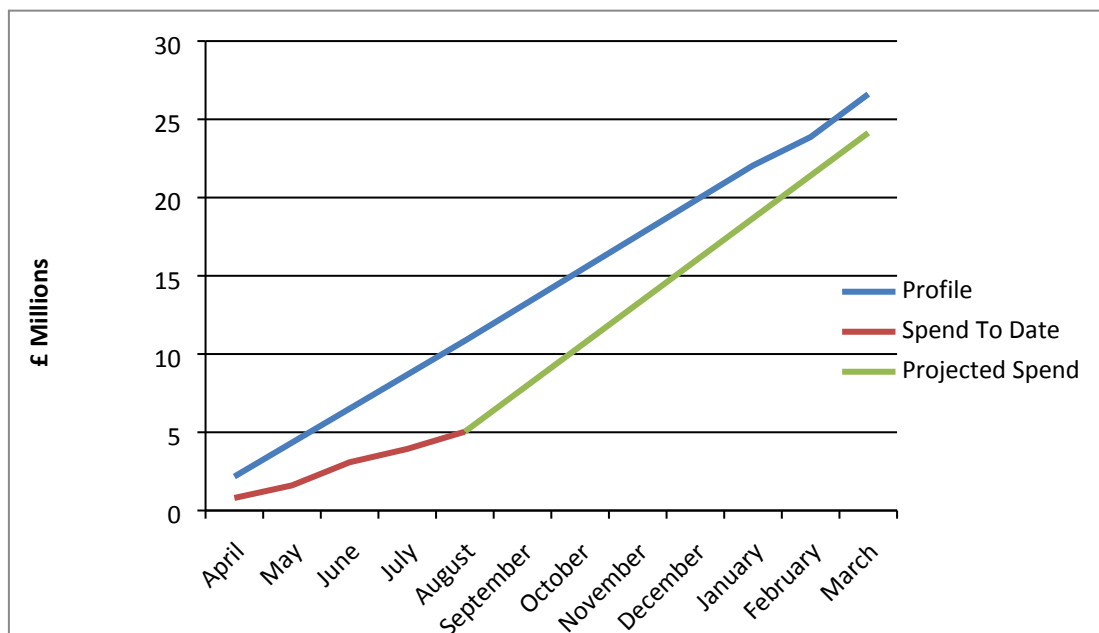
It can be seen from the current forecast position that approximately £2.475m of expenditure will not be delivered in the current year. The key variations to this forecast are as follows:-

Scheme	Key Variation £'m	Explanation
Potential Overspends Identified (key items)		
M58 Junction 1 Improvements	-0.260	Scheme re phased with slight increase in expenditure in Year 1. No change in overall cost of the scheme.
Resources to be carried forward into next year (key items)		
Vehicle Replacement Programme	1.725	A request will be made to re phase this budget in order to meet actual vehicle replacement requirements.
Adult Social Care IT Infrastructure	0.100	A request to re-phase this budget will be made due to delays in the scheme.

Agenda Item 8

Crosby Library	0.345	Funding requested to be carried forward to be used as match funding for major redevelopment of Crosby Library
Corporate Maintenance 2015/16	0.087	A few schemes that were delayed have now commenced but will not complete this year. Due to revised timelines a request to re-phase this budget will be made.
Parks – Seaforth Area Replacement MUGA	0.080	A request will be made to re phase the budget as spend location awaiting agreement.
Neighbourhoods – Litherland Ward S106 Improvements	0.070	A request will be made to re-phase this budget to fund the Hit Squad and skips in 2018/19.
Total	2.407	
Resources no longer required (key items)		
Maghull Leisure Centre	0.181	This balance had been held to fund additional car parking by prudential borrowing but no further expenditure is envisaged.
Corporate Maintenance 2015/16	0.031	Savings have been identified on a number of schemes and this funding will be re allocated within the service.
Children’s Capital Maintenance – Various Schemes	0.039	Schemes are complete therefore this funding will be re-allocated within the service.
Ainsdale Hope Centre	0.028	Saving on scheme.
Total	0.279	

6.6 The graph below therefore shows the 2017/18 Capital Programme expenditure to date against the profiled budget.



Agenda Item 8

6.7 A service by service breakdown is shown in the following table:

	Full Year Budget	Expenditure to August 17	Expenditure to August 17 as a % of Budget	Budget Remaining
	£m	£m	%	£m
Corporate Resources	0.498	0.044	8.8	0.454
Locality Services – Commissioned	7.992	1.084	13.6	6.908
Locality Services - Provision	2.471	0.064	2.6	2.407
Regeneration and Housing	1.162	0.858	73.8	0.304
Regulation and Compliance	0.015	0.002	13.3	0.013
Health & Wellbeing	1.029	0.125	12.1	0.904
Adult Social Care	1.540	0.582	37.8	0.958
Schools and Families	5.292	1.127	21.3	4.165
Communities	2.176	0.420	19.3	1.756
Inward Investment & Employment	1.947	0.007	0.4	1.940
Disabled Facilities Grant	2.488	0.726	29.2	1.762
Total Capital Programme	26.610	5.039	18.9	21.571

6.8 Financing of the 2017/18 Capital Programme

	Budget
	£m
Government Grants*	20.326
Borrowing	2.838
S106	1.730
Contribution	1.710
Capital Receipt	0.006
TOTAL	26.610

*Includes capital receipts used to supplement government grants as detailed below.

Within the funding profile for schemes approved in 2016/17 it was assumed that £1.5m of capital receipts will be generated. As at the end of March 2017, £0.791m has been received leaving a balance due of £0.709m which it was anticipated will be received in 2017/18. As at the end of August 2017 £0.189m has been received that relates to the Kew overage adjustment, leaving a balance required of £0.520m.

This page is intentionally left blank

Agenda Item 8

Analysis of 2017/18 Public Sector Reform Savings

Project Details	Project Phasing			Total Saving (£m)	Saving Analysis 2017/2018			Comments Relating to the 2017/2018 Financial Year
	2017/18 £m	2018/19 £m	2019/20 £m		2017/18 £m	2018/19 £m	2019/20 £m	
PS61: Most Vulnerable Looked After Children Reform Programme Acute wrap around services	0.275	0.275	0.539	0.539	0.024	0.299	No saving due in 2017/18 Saving will be overachieved in 2017/18	
	0.275	0.275	0.539	1.089	0.024	0.299		
PS62: Locality Teams and Personalisation	1.000	8.000	9.000	9.000	0.389	0.611	£0.611m of the in year £1m target has been achieved. The remaining balance of £0.389m is at present showing as at risk due to further consultation that is required with regard to subsidy and staffing proposals in the Early Intervention and Prevention programme Saving will be achieved within the Adults & Social Care Budget	
	0.300	1.000	1.200	3.000	0.389	0.300		
PS64: S1M0 & Home to School Transport All age disability pathway Home to School Transport	0.443	0.444	0.887	0.887	0.055	0.055	A saving of £0.055m has been achieved in advance of 2018/19 No saving due in 2017/18	
	0.355	0.355	0.700	1.617	0.055	0.055		
PS65: Education Experience Enhancers Traded School Improvement Service	0.318	0.319	0.637	0.637	0.318	0.318	Savings in respect of £0.170m School Improvement, £0.070m Governor Services and £0.050m School Admissions are all on target to be delivered	
	0.318	0.319	0.637	0.637	0.318	0.318		
PS66: Commercialisation, Traded Services & Income Sector A/c Commercial Fleet Management	0.021	0.336	0.419	0.796	0.021	0.021	On target. Sales support established, first sales report expected imminently. £0.021m of this saving will not be delivered in year due to a delay in establishing the HGV MOT testing centre which is awaiting the required VOSA inspection.	
	0.028	0.028	0.056	0.056	0.018	0.010	Targeted saving unachievable in 2017/18 as refurbishment will not commence until quarter 3	
Crosby Lakeside Adventure Centre Abstron Tourism	0.064	0.270	0.122	0.186	0.064	0.074	On target. Saving identified through staff vacancies No saving target in 2017/18, business plan to achieve targeted savings in 2018/19 and 2019/20 is being developed	
	0.074	0.070	0.414	0.414	0.064	0.074	On target. Increase in price will achieve saving alongside increasing sales.	
School Meals Building Cleaning (alternative delivery model)	0.100	0.110	0.225	0.335	0.250	0.100	Targeted saving in 2017/18 unachievable due to the time needed to implement reduction in posts and for pay protection period. Specific service budgets will need to be reduced to realise the overall saving.	
	0.250	0.200	0.250	0.250	0.250	0.100	Confidence of achieving the saving is high however it is difficult to track as this is demand lead. It is expected that by the end of Q3 the service area will know exactly what will be achieved this year (4/7). A new levy to be introduced in Q4 should encourage developers to have planning applications agreed before then in order to reduce their costs.	
Building Control	0.183	0.183	0.366	0.366	0.183	0.183	£0.377m worth of savings is identified and achieved. Of the remaining £0.172m plans have been developed for introduction. Some of these proposals are one-off in nature therefore permanent solutions will be required in 2018/19	
	0.183	0.183	0.366	0.366	0.183	0.183	No saving due in 2017/18	
PS67: Environment Integration of Land Asset Management Services	0.720	0.781	0.836	2.337	0.332	0.388	This saving will need to be rephased into 2018/19 and 2019/20	
	0.450	0.445	0.895	0.895	0.332	0.450		
Car Parking	0.450	0.250	0.250	1.455	0.450	0.450	No saving due in 2017/18	
	0.450	0.250	0.250	1.455	0.450	0.450	No saving due in 2017/18	
PS68: Assets & Property Management Operational Efficiency, Age and Lean, Re-designation, Uplift in Yield, Facilities Management Services	0.503	1.538	1.259	3.300	0.503	0.503	No saving due in 2017/18	
	0.503	1.538	1.259	3.300	0.503	0.503	No saving due in 2017/18	
PS69: ICT and Digital Council ICT ICT staffing reductions	1.950	0.689	0.800	3.439	0.040	0.090	There is a delay in the implementation of these savings due to the time required to identify staff in scope and develop and consult on a new structure. Saving achieved on the procurement of the printing contract £0.100m. Remaining savings will be harvested when contracts have been renewed, but at the present time and until tendered, it is unknown which contracts will generate the required saving.	
	1.950	0.689	0.800	3.439	0.040	0.090	This saving will need to be rephased into 2018/19 due to delays in progress being made across the city region.	
Transitional Services staff reductions Customer Interface (includes One Front Door approach)	0.300	0.300	0.300	0.900	0.399	0.399	An ISA bid submitted to support delivery of this workstream, which has recently been approved. Saving unlikely to be achieved in 2017/18 and will need to be rephased into 2018/19.	
	0.300	0.300	0.300	0.900	0.399	0.399		
PS610: Commissioning and Shared Services Integration of resources	0.130	0.130	0.260	0.520	0.125	0.100		
	0.130	0.130	0.260	0.520	0.125	0.100		
SADC Contract Review	0.353	0.220	0.143	0.716	0.125	0.100		
	0.353	0.220	0.143	0.716	0.125	0.100		
LCR Procurement	0.125	0.500	0.875	1.500	0.125	0.125		
	0.125	0.500	0.875	1.500	0.125	0.125		
Shared Services Contract Compliance Audit (potential for a mix of one off and recurrent)	0.399	0.133	0.252	0.784	0.399	0.399		
	0.399	0.133	0.252	0.784	0.399	0.399		
Total PSR	1.007	0.983	1.268	3.258	0.817	0.190		
	4.573	14.699	9.850	29.122	1.962	2.611		

Project deliverables will meet agreed outcomes

Project deliverables are not currently at the required standard but plans are in place to improve

Amber

Green

This page is intentionally left blank

Agenda Item 9

Report to:	Overview & Scrutiny – Regulatory, Compliance & Corporate Services	Date of Meeting:	31 st October 2017
Subject:	Levels of Disciplinary, Grievance and Sickness		
Report of:	Chief Personnel Officer	Wards Affected:	None
Cabinet Portfolio:	Regulatory, Compliance & Corporate Services		
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

Summary:

To provide a report to Overview and Scrutiny in respect of levels of discipline, grievance and sickness absence within the Council (excluding schools).

Recommendation(s):

Overview & Scrutiny - Regulatory, Compliance and Corporate Services are recommended to:

- (1) Receive the report in terms of discipline, grievance and sickness absence levels.
- (2) Note the latest information in respect of ongoing work.
- (3) Note the particular initiatives currently being implemented relative to the management of sickness absence.

Reasons for the Recommendation(s):

The recommendations reflect the request made by Overview & Scrutiny for information.

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

N/A

What will it cost and how will it be financed?

(A) Revenue Costs N/A

(B) Capital Costs N/A

Agenda Item 9

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets):
N/A
Legal Implications:
N/A
Equality Implications:
There are no equality implications.
(Please delete as appropriate and remove this text)

Contribution to the Council's Core Purpose:

Protect the most vulnerable: Achieving the correct application of procedures, facilitating the protection of the most vulnerable.
Facilitate confident and resilient communities: N/A
Commission, broker and provide core services: Absences can have a detrimental effect upon core service delivery
Place – leadership and influencer: Correct workforce allocation allows leadership and influencing
Drivers of change and reform: N/A
Facilitate sustainable economic prosperity: N/A
Greater income for social investment: N/A
Cleaner Greener N/A

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD 4892/17) and Head of Regulation and Compliance (LD 4176/17) have been consulted and have no comments on the report.

(B) External Consultations

N/A

Contact Officer:	Marie Lambert
Telephone Number:	0151 934 3388
Email Address:	Marie.lambert@sefton.gov.uk

Appendices:

The following appendices are attached to this report:

Annex 1 – Sickness Absence by Service Area for 01/04/2017 to 30/06/2017 (Q1 2017/18)

Annex 2 – Sickness Absence by Service Area for 01/07/2016 to 30/06/2017 (12 months)

Annex 3 – Breakdown for the Period November 2016 – September 2017

Background Papers:

There are no background papers available for inspection.

Agenda Item 9

INTRODUCTION/BACKGROUND

1. This report provides Members with an update on the levels of disciplinary, grievance and sickness absence within the Authority (excluding schools).
2. The management of the workforce is an important activity to ensure outcomes for our communities are achieved and to ensure that the workforce is appropriately managed and motivated.

SICKNESS ABSENCE – QUARTER 1, 1st April 2017 to 30th June 2017

3. Based on current records the total number of ‘available days’, from 1 April 2017 to 30 June 2017 (excluding schools), was 151,508 Full Time Equivalent (FTE) days. Total sickness absence, both long and short term, was 6,543 FTE days which equates to 4.32%. This comprises 1.46% short term and 2.86% long term. The overall Corporate target is 4% (short term 2.2%; long term 1.8%), and as you will see from the attached graphs, for Q1 11 service areas are within target for Long Term sickness, 7 areas are within target for Short Term sickness, and the overall position is 7 areas within the 4%, with 5 service areas running overall at higher than the 4%. This is also a reduction compared to Q1 2016 which was 5.07%.
4. Annex 1 graphically illustrates departmental performance (exclusive of schools) for the Quarter 1 period. Figures exceeding the short and long term targets are emboldened in a larger font within the tables below the graphs.
5. Annex 2 provides data across a period of 12 months to 30 June 2017 and therefore provides a wider analysis of absence levels across departments. Over the 12 month period shown in the attached charts the percentage absence is 5.59% which although above the 4% target is a reduction overall from 6.1% for the previous 12 months.
6. Organisational change within Sefton will continue to impact on making direct comparisons across departments. Support is provided across all service areas and it should be noted that a number of service areas are showing a reduction in absence at this stage.

Reasons for absence & Referral to Health Unit Quarter 1 2017

2017/18 - Quarter 1					
	Reason for Absence (Short & Long Term)	%		Reason for Referral to HU (216 employee referrals)	%
1	Musculoskeletal	21.25		Mental Health	33.80
2	Mental Health	20.87		Musculoskeletal	23.61
3	Medical Illness	18.08		Medical Illness	12.50
4	Infections	15.36		Infections	5.09
5	Post Operative	14.87		Post Operative	6.02
6	Bereavement	3.76		Bereavement	1.85
7	Other	Nil			

7. At the start of 2017 the absence reason 'other illness' was removed from the system. It was considered that its use was distorting the figures for the other categories and was not providing the specific detail required. Over time the percentage of absence recorded against 'other illness' reduced and has now disappeared from the above chart. If managers are unsure about how to record absences they refer to the Health Unit for advice and guidance.

Initiatives

8. Strategic Leadership Team continues to monitor and encourage the reduction of levels of both short and long term absence.
9. A representative from Corporate Personnel Operations Team attends Departmental Management Team (DMT) as required, with relevant sickness absence information for discussion and further action as required.
10. Statistical information is provided to Heads of Service on a quarterly basis.
11. Managers are encouraged to manage absence in accordance with agreed policies, those managers who have not done so are encouraged to use the online testing package to fill any knowledge gaps. Briefing sessions and targeted training is arranged as required from the results of the online testing.
12. Targeted support will continue within departments to help with sickness absence. In addition to the services already provided through the Health Unit, additional support can include specific intervention initiatives, for example; physiotherapy services more involved in areas where physical effort is a part of the role; 'resilience' sessions for managers dealing with difficult and serious health related employee matters.
13. The Personnel Team work closely with departments providing information and advice and appropriate levels of support, advising managers on informal processes and assisting managers with the more formal and complex levels of sickness absence management. The Personnel team will continue to monitor sickness absence and will report to the Chief Personnel Officer any particular issues or trends that are cause for concern.

Managing Absence

14. The Council has a Sickness Absence Policy which will operate in a partnership approach with trade unions. These involve long term absence being dealt with in accordance with overall business need and short term absence being operated in accordance with recognised and agreed trigger points. All policies, where applicable, are subject to modification in accordance with the Equality Act 2010.
15. Trade unions and management recognise the need for correct management of sickness absence to enable both support for employees to be appropriate and also for the lessening of demands upon employees who remain at work.

Agenda Item 9

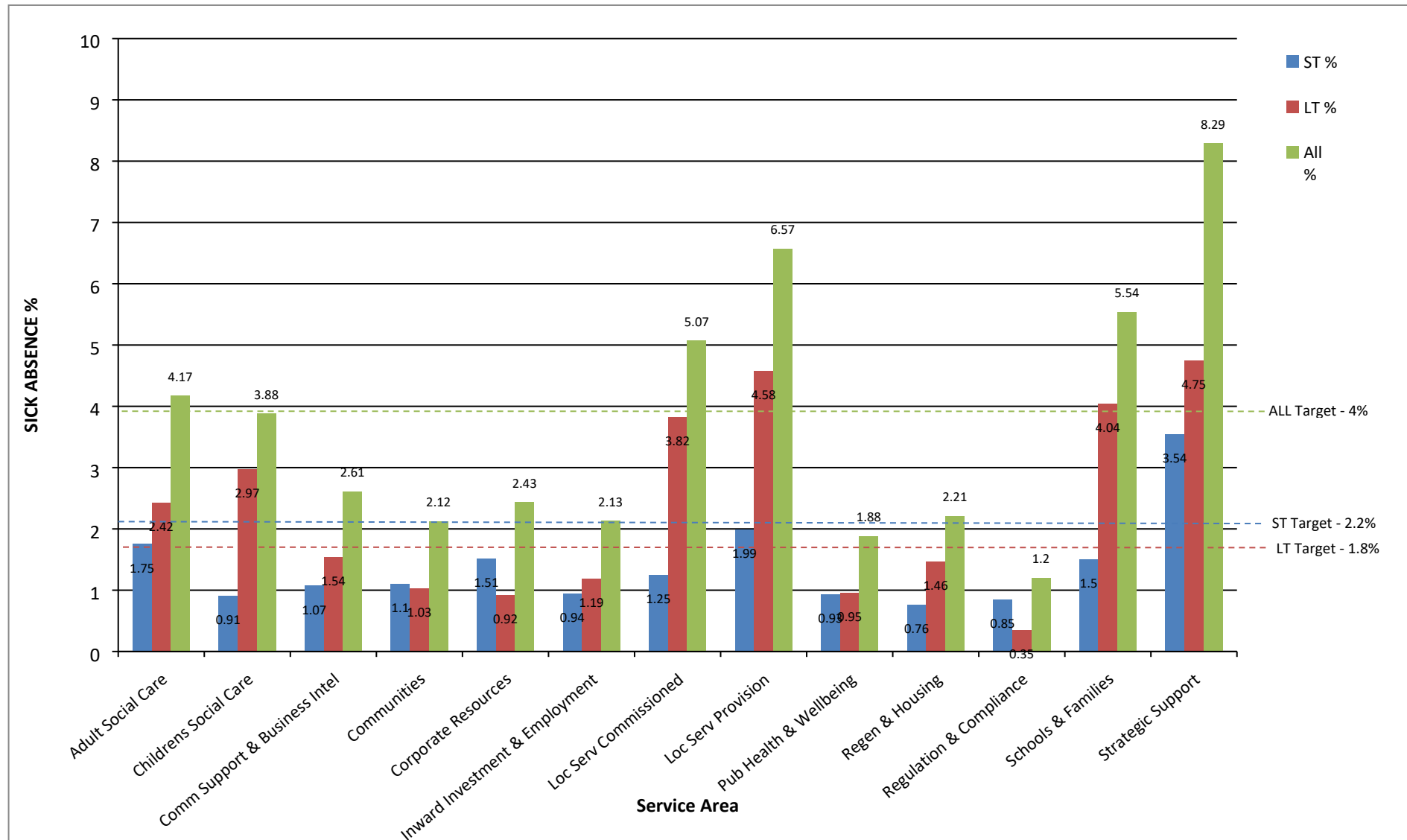
DISCIPLINARY, GRIEVANCE AND CAPABILITY

16. Annex 3 provides a breakdown of formal cases for November 2016 to September 2017.
17. The organisation enjoys a comparatively good level of cases and this reflects on the whole, both the good overall industrial relations environment, the partnership approach that is undertaken and also the work undertaken within departments.

SUSPENSIONS

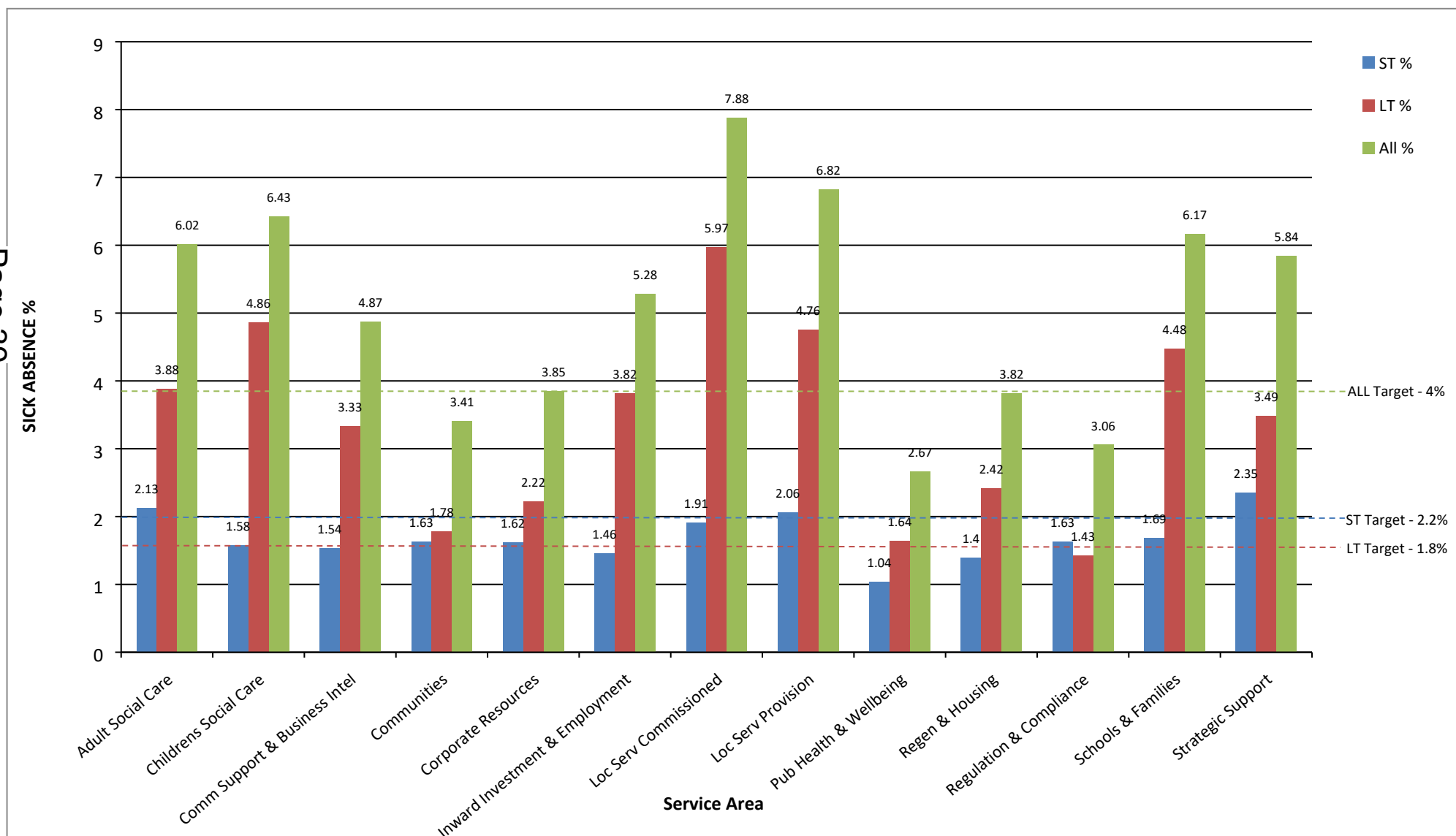
18. In the period November 2016 to September 2017, 16 employees were suspended from the Authority (not including schools)
19. Suspension takes place in order to facilitate an investigation into matters which could result in dismissal for gross misconduct. Many investigations will also include a potential referral to a professional body such as the Health Care and Professionals Council. Personnel continue to press departments to resource investigations appropriately.
20. Whether a suspension is appropriate will be a decision taken by a Senior Manager with the advice of the Personnel Department.

Sick Absence by Service Area for 01/04/2017 to 30/06/2017 (Q1 2017/18)



Service Area	Days Available	ST Sick Days	ST %	ST Episodes	LT Sick Days	LT %	LT Episodes	All Days Sick	All %	All Episodes
Adult Social Care	15,573.22	272.67	1.75	55	376.71	2.42	13	649.38	4.17	68
Children's Social Care	14,000.38	126.76	0.91	39	416.00	2.97	12	542.77	3.88	51
Comm Support & Business Intell	3,169.93	33.76	1.07	10	48.87	1.54	1	82.64	2.61	11
Communities	11,350.18	124.51	1.10	39	116.56	1.03	3	241.07	2.12	42
Corporate Support	11,734.99	176.68	1.51	36	108.44	0.92	3	285.12	2.43	39
Inward Investment & Employment	3,617.33	34.17	0.94	13	43.00	1.19	3	77.17	2.13	16
Locality Services Commissioned	10,722.59	133.76	1.25	42	410.11	3.82	15	543.87	5.07	57
Locality Services Provisioned	41,516.16	824.85	1.99	269	1,900.72	4.58	70	2,725.56	6.57	339
Public Health & Wellbeing	9,221.36	85.85	0.93	33	87.14	0.95	4	172.99	1.88	37
Regeneration & Housing	5,717.57	43.25	0.76	17	83.25	1.46	3	126.49	2.21	20
Regulation & Compliance	7,299.49	62.30	0.85	21	25.36	0.35	1	87.66	1.20	22
Schools & Families	16,371.18	245.64	1.50	64	661.88	4.04	17	907.52	5.54	81
Strategic Support	1,214.22	43.00	3.54	8	57.65	4.75	1	100.65	8.29	9

Sick Absence by Service Area for 01/07/2016 to 30/06/2017 (12 months)



Service Area	Days Available	ST Sick Days	ST %	ST Episodes	LT Sick Days	LT %	LT Episodes	All Days Sick	All %	All Episodes
Adult Social Care	60,180.30	1,284.56	2.13	301	2,337.11	3.88	62	3,621.67	6.02	363
Children's Social Care	56,692.42	893.50	1.58	219	2,753.21	4.86	61	3,646.71	6.43	280
Comm Support & Business Intell	12,940.75	199.92	1.54	53	430.62	3.33	11	630.54	4.87	64
Communities	40,994.06	669.27	1.63	225	730.51	1.78	26	1,399.78	3.41	251
Corporate Resources	47,428.16	770.09	1.62	201	1,054.70	2.22	25	1,824.79	3.85	226
Inward Investment & Employment	14,752.29	215.67	1.46	76	563.92	3.82	10	779.59	5.28	86
Locality Services Commissioned	41,323.06	788.53	1.91	215	2,467.41	5.97	47	3,255.94	7.88	262
Locality Services Provisioned	166,520.55	3,425.97	2.06	1105	7,922.49	4.76	285	11,348.46	6.82	1390
Public Health & Wellbeing	36,611.24	379.23	1.04	161	599.61	1.64	24	978.83	2.67	185
Regeneration & Housing	23,211.91	325.61	1.40	113	561.71	2.42	19	887.32	3.82	132
Regulation & Compliance	29,658.24	483.45	1.63	150	423.35	1.43	13	906.81	3.06	163
Schools & Families	65,249.99	1,102.18	1.69	305	2,925.57	4.48	76	4,027.75	6.17	381
Strategic Support	5,157.04	121.42	2.35	26	180.00	3.49	3	301.41	5.84	29

Agenda Item 9

This page is intentionally left blank

This page is intentionally left blank

Agenda Item 10

Report to:	Overview and Scrutiny Committee's (Adult Social Care and Health); (Regulatory, Compliance and Corporate Services) (Regeneration and Skills); and (Children's Services and Safeguarding)	Date of Meeting:	17 October 2017 31 October 2017 7 November 2017 14 November 2017
Subject:	Call-In Procedure		
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 submit to all four Overview and Scrutiny Committees the proposed procedure to be adopted by the relevant Overview and Scrutiny Committee when considering a decision that has been called in.

Recommendation:

That the call in procedure, as detailed in Appendix 2 to the report, be adopted as the procedure to be followed by the relevant Overview and Scrutiny Committee when considering a decision that has been called in.

Reasons for the Recommendation:

To assist the Committee in its deliberations when considering a decision that has been called in.

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

None

What will it cost and how will it be financed?

No Revenue/Capital costs associated with this proposal.

Agenda Item 10

Implications of the Proposals:

<p>Resource Implications (Financial, IT, Staffing and Assets):</p> <p>None</p>
<p>Legal Implications:</p> <p>The procedure would be included as an appendix to the Constitution to be used when an Overview and Scrutiny Committee considers a decision that has been called in.</p>
<p>Equality Implications:</p> <p>The procedure will provide equality to all parties associated with the call in.</p>

Contribution to the Council's Core Purpose:

Protect the most vulnerable: Not applicable
Facilitate confident and resilient communities: Not applicable
Commission, broker and provide core services: Not applicable
Place – leadership and influencer: The call in procedure should promote confidence in the function of Overview and Scrutiny, in its role of holding the Executive to Account.
Drivers of change and reform: Not applicable
Facilitate sustainable economic prosperity: Not applicable
Greater income for social investment: Not applicable
Cleaner Greener: Not applicable

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD.4887/17) and Head of Regulation and Compliance (LD.4171/17) have been consulted and have no comments on the report

(B) External Consultations

Implementation Date for the Decision

Immediately following the meetings of the Overview and Scrutiny Committee's.

Contact Officer:	Ruth Harrison
Telephone Number:	Tel: 0151 934 2042
Email Address:	ruth.harrison@sefton.gov.uk

Appendices:

Appendix 1 – Current “Call-in” Procedure note

Appendix 2 – Proposed “Call-in” Procedure Note as amended by the Overview and Scrutiny Management Board.

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1 One of the Overview and Scrutiny Committee functions is to hold the Executive to account. The Executive is held to account when a decision is “called-in”.
- 1.1 A decision made by the Cabinet Member for Locality Services was recently “called-in” and considered at a Special Meeting of the Overview and Scrutiny Committee (Regeneration and Skills) held on 7 September 2017. At that Special Meeting the Committee resolved to refer the Procedure Note for “call-in” to the Overview and Scrutiny Management Board for it to consider.
- 1.2 The Overview and Scrutiny Management Board met on 26 September 2017 and considered the current “call-in” procedure note, as detailed in Appendix 1 to the report.
- 1.3 After consideration and debate, the Overview and Scrutiny Management Board suggested some changes to the procedure note, as detailed in Appendix 2 to the report. The Board requested that the amended procedure note be referred to all four Overview and Scrutiny Committee with a recommendation to adopt the procedure note, as detailed in Appendix 2 to the report, as the procedure to be followed when considering a decision that has been called-in.

This page is intentionally left blank

APPENDIX 1

CALL - IN PROCEDURE NOTE **Minute number and Title**

The Chair to explain the call-in process as follows:-

A – Is the call-in valid? – Democratic Services Officer to advise

B – To determine whether the Committee is concerned about the decision as follows:

1. 1 of the 3 Councillors that have called-in the decision to address the Committee explaining the reason for call-in.
2. A representative of the public to make representations – 5 minutes
(This is subject to the agreement of the Committee)
3. Leader of the Council and/or the Cabinet Member to explain the decision and the reasons why it was taken.
4. Officer Representative(s) to report on the issues and the reasons for their recommendation and advice to Cabinet/Cabinet Member.
5. Committee Members to ask questions of:-
 - (a) the lead call-in Member
 - (b) the Leader of the Council and/or Cabinet Member
 - (c) officer representative(s)
6. Leader of the Council and/or Cabinet Member to sum up
7. Lead call-in Member to sum up
8. Is the Committee concerned about the decision in the light of what it has heard?

The options are:-

referral of the matter back to Cabinet or Cabinet Member for re-consideration setting out the nature of the Committee's concerns; or

referral of the matter to Council to decide whether it wishes to object to the decision. (NB. The Secretary of State in his guidance recommends that the Overview and Scrutiny Committees should only use the power to refer matters to the full Council if they consider that the decision is contrary to the policy framework or contrary or not wholly in accordance with the budget.)

This page is intentionally left blank

APPENDIX 2

CALL - IN PROCEDURE NOTE Minute number and Title

The Chair to explain the call-in process as follows:-

A – Is the call-in valid? – Democratic Services Officer to advise

B – To determine whether the Committee is concerned about the decision as follows:

1. 1 of the 3 Councillors that have called-in the decision to address the Committee explaining the reason for call-in. (No more than 5 minutes)
2. A representative of the public to make representations – 5 minutes
(This is subject to the agreement of the Committee)
3. Leader of the Council and/or the Cabinet Member to explain the decision and the reasons why it was taken. (No more than 5 minutes)
4. Officer Representative(s) to report on the issues and the reasons for their recommendation and advice to Cabinet/Cabinet Member. (No more than 5 minutes)
5. Committee Members to ask questions of:-
 - (a) the lead call-in Member
 - (b) the Leader of the Council and/or Cabinet Member
 - (c) officer representative(s)
6. Leader of the Council and/or Cabinet Member to sum up (No more than 5 minutes)
7. Lead call-in Member to sum up (No more than 5 minutes)
8. Is the Committee concerned about the decision in the light of what it has heard?
 - i) No the Committee is not concerned; or
 - ii) The Committee is concerned and should proceed to option (a) or (b) below

The options are:-

(a) referral of the matter back to Cabinet or Cabinet Member for re-consideration setting out the nature of the Committee's concerns; or

(b) referral of the matter to Council to decide whether it wishes to object to the decision. (NB. The Secretary of State in his guidance recommends that the Overview and Scrutiny Committees should only use the power to refer matters to the full Council if they consider that the decision is contrary to the policy framework or contrary or not wholly in accordance with the budget.)

Agenda Item 10

APPENDIX 2

Report to:	Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services)	Date of Meeting:	31 October 2017
Subject:	Work Programme 2017/18, Scrutiny Review Topics and Key Decision Forward Plan		
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 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 any additional items to be included and thereon be agreed;
- (2) 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.

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.

Agenda Item 11

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 (FD.4874/17.) and Head of Regulation and Compliance (LD.4158/17) have been consulted and have no comments on 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:

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

Agenda Item 11

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 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 Councillors Bradshaw, Linda Cluskey, Daniel Lewis, McKinley and Michael O’Brien together with a representative of Sefton CVS have been appointed to serve on the Digital Inclusion Working Group.
- 2.3 As reported to the last meeting of the Committee, following consultation with the Head of Corporate Resources it was recommended and approved 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
- 2.4 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 have been approved by this Committee and Cabinet.

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.

This page is intentionally left blank

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				
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)			x			
Business Continuity						x
Scrutiny Review Progress Reports:						
Universal Credit and Full Service Sefton Council	x			x		
Air Quality Monitoring		x				
Disciplinary and Grievance Procedures			x			

APPENDIX 1

and Sickness Absence Monitoring						
Customer Experience of Claiming Council Administered Benefits and Financial Support				x		
Area Committees Working Group	x			x		
Licensing/Child Sexual Exploitation Working Group	x			x		
Accommodation Strategy/Agile Working 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			

APPENDIX 1

Asset Management and the Accommodation Strategy		x				
Social Media Use and Effectiveness			x			
Financial Reports and Terminology			x			

This page is intentionally left blank



SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 NOVEMBER 2017 - 28 FEBRUARY 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

Agenda Item 11

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
Supply of Liquid Fuels	Peter Moore peter.moore@sefton.gov.uk Tel: 0151 934 3730
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
Tender for Park & Ride Bus Service	Dave Marrin dave.marrin@sefton.gov.uk Tel: 0151 934 4295
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
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	Supply of Liquid Fuels To determine the mechanism for the supply of liquid fuels			
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	None			
Method(s) of Consultation	Not applicable			

Agenda Item 11

APPENDIX 2

List of Background Documents to be Considered by Decision-maker	Supply of Liquid Fuels
Contact Officer(s) details	Peter Moore peter.moore@sefton.gov.uk Tel: 0151 934 3730

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.			
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

APPENDIX 2

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			
Contact Officer(s) details	Lynda Mitchell Lynda.mitchell@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Revenue and Capital Budget Plan 2017/18 – 2019/20 To consider any issues required for the preparation, monitoring, reporting and amendment of the revenue &</p>
---------------------------------	--

Agenda Item 11

APPENDIX 2

	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	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	11 Jan 2018 Decision due date for Cabinet changed from 05/10/2017 to 11/01/2018. Reason: To allow further discussions to be held with Merseytravel and Southport BID on the future of the service

APPENDIX 2

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			
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	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			
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.			

Agenda Item 11

APPENDIX 2

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	1 Feb 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			

APPENDIX 2

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 Council			
Decision Expected	15 Feb 2018 1 Mar 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			

This page is intentionally left blank

Report to:	Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services)	Date of Meeting:	31 October 2017
Subject:	Cabinet Member Report – August 2017 to October 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:

Agenda Item 12

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.

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.

This page is intentionally left blank

Councillor	Portfolio	Period of Report
Cllr Lappin	Regulatory, Compliance and Corporate Services	October

CORPORATE SUPPORT SERVICES

Strategic Support

Strategic Support main priority continues to be the support and project management of the Public Sector Reform projects. The wider project team has reached a number of key milestones including the appointment of a new leadership and management team for locality working, commencement of the consultation and engagement for the proposed Family Wellbeing Centres (the merging of children and family centres and approval for changes to the Personal Travel Budgets (effective January 2018) for Home to School Transport.

The Organisational Development work continues to make progress including leadership course in partnership with Edge Hill University, the Partnership Commissioning Academy and the development of the One Council Champion network.

As part of the drive to use social media more strategically and increase engagement community online, the Communications team has been testing out new approaches to promoting, listening and engaging with communities during consultations. Taking a new approach with the recent the traffic and highways survey on Facebook contributed to 950+ surveys being completed in comparison to just over 300 in the previous year. This new approach using Facebook in this way also enabled the team to capture qualitative data on opinions. This approach is being adopted for the Family Wellbeing Centres and the Bootle Town Hall Heritage Complex consultations.

The team has also been improving visual content on media channels and increasing the number of posts on the Instagram account to support the Council's work to instil pride in the borough. This has resulted in nearly 200 new followers since August and better engagement with our communities.

To support the move to agile working, the Communications team has produced some Frequently Asked Questions (FAQs) for the workforce so as to provide answers on the common themes that have been coming through following the unveiling of new floor plans for the Merton House to Magdalen move. The FAQs have been printed, available online internally and have been emailed to managers to aid team meetings. An internal communications plan has been developed to support this change.

As part of Sefton's Year of the Coast campaign, engagement continues to be high on social media. The team has also sent out invitations to schools and community groups as part of a wider competition asking them to send in their selfies of the coastline. The photographs will be used to form a huge collage to commemorate the end of the year and will be displayed across some Council buildings.

The recent campaign '30 Days of Sefton in Mind' was undertaken in collaboration with partners, to raise awareness of the mental health and wellbeing support available across Sefton. There has been great engagement with over 33,000 impressions made on Twitter.

A change in approach to engaging and communicating with young people as part of the 'Make Your Mark' campaign has resulted in a 20% increase in teenagers putting forward their themes and ideas to be debated by Sefton's MYP at UK Youth Parliament. The team also worked on an

Agenda Item 12

advertising campaign for the Community Learning Centre's offering and as a result the majority of courses have been booked up.

Commissioning & Business Intelligence Service

The Commissioning Support Team continues to lead a number of key projects, including:

Adult Social Care Day Care Modernisation – Both newly developed SND centres are now in full operation. Work continues around developing and embedding the new specification and phase 2 rolling this out to other commissioned provision.

Pre-Paid Cards - Work continues in rolling out the Pre-paid Card service for Social Care Direct Payment recipients by the end of March 2018, delivering a safer, more convenient and less bureaucratic service for recipients and the Council. Social Work staff are also assisting in reviewing any cases with outstanding paperwork so that these can be reconciled to the new cards.

Adult Social Care Domiciliary Care Services –plans are in place for the tripartite commissioned domiciliary services across Sefton, Knowsley and Liverpool. Procurement will commence in October 2017 with contracts to be in place for May 2018.

Adult Social Care Market Oversight Exercise –following completion of the Market oversight exercise, consultation has concluded with domiciliary providers, who will be paid agreed rates back dated to April. After Cabinet approved additional funding from the ASC grant to support fee increases consultation will commence with Care Home Providers and Supported Living providers, with the intention for fees to be agreed in Nov 2017.

The Performance & Intelligence Team has/is:

- Completed the production of the new Sefton Ward Profiles, which will be issued to Members and published early October 2017.
- Re-assumed responsibility for the operational delivery of the Council's Welfare Rights and ELAS provision. Working with key partner agencies, reviewed the existing Welfare Reform and Anti-Poverty Action plan and has produced a revised action plan (2017-18), which has been shared with the Members reference group. This revised action plan serves to inform the Council and other partner organisations of their collective activity, now and to the end of the current financial year (31/03/2018), to support the potential impact of Welfare Reform, low or irregular income and potential poverty. The plan focusses in particular on those activities related the Universal Credit full service roll out in early October 2017).
- Undertaken a review of the Troubled Families claims process, including the data collection, data amalgamation, data analysis, reporting, record validation, information quality assurance and final audit. The team has developed, implemented and migrated its TF data to a Microsoft Access database. This new interim environment provides a stable Database Management System (DBMS) for importing and linking data from other applications and databases across the Council and key partner agencies, allowing for more effective and efficient, data collection, cleansing, validation, merging, analysis, profiling and reporting.
- Actively supporting the proposed Merton House to Magdalen House accommodation move, providing information, advice and guidance on the process for reviewing, categorising and processing existing paper records across the Council, with a view to achieving a paperless environment.
- Directing the implementation of the 'Manage My Requests' (iCaseWork) system for capturing, managing and reporting on customer complaints, representations and feedback across the Council is progressing to plan, with a 'go-live' date scheduled for the end of October 2017.
- Led on the reconfiguration of the Council's Social Care System (LCS), to ensure that the system workflow represents the new Children's Social Care organisational structure.
- Supporting 'In-Control' consultants with the developed of a Resource Allocation System (RAS) for Adult Social Care Assessments, by gathering, analysing and presenting a variety of data about existing client care and costs of care.

The Procurement Team continues to assist and advise on procurement activity across the whole Council and has over 75 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
- Occupational Health Services
- Transport Consultancy Services
- Street Lighting Maintenance
- Toxicology Testing
- Winter Service Contract
- Procurement of Fleet, Machinery & Equipment for Green Infrastructure Integrated Land Management
- ICT provision (replace Arvato contract)
- Integrated Sexual Health Collaborative contract
- Extra Care Collaborative contract
- IAG Carers information and guidance contract
- Park and Ride contract
- Parking and Environmental contract

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.

CORPORATE RESOURCES

Finance

2016/17 Statement of Accounts

The Council's Statement of Accounts was approved by Audit & Governance Committee on 13th September. Due to the length and complexity of the Statement of Accounts, Members were given a briefing on the main changes that had occurred since the draft version in July. Members had also been invited to submit questions in advance of the meeting and four questions had been submitted by a Councillor to which responses had been sent and circulated at the briefing session.

Ernst & Young also presented their report on the Accounts, which highlighted minimal issues and were comfortable to sign off the Accounts for 2016/17.

Budget Monitoring

2017/18 Financial Year

The most recent forecast **revenue** outturn position is at the end of August 2017. The estimated deficit was £0.843m, which was a slight worsening on the previous estimate of £0.686m. The key pressures identified were due to children's and adult's social care services.

The Council's **capital** budget in 2017/18 is £26.610m. As at the end of August, expenditure of £5.039m has been incurred and a full year outturn of £24.135m is currently forecast.

Agenda Item 12

School Budgets – Financial risk to Council

The DfE has recently announced the indicative funding levels for all schools for 2018/19 and 2019/20 based on the proposed introduction of a new National Funding Formula which would come into effect from April 2020.

The DfE has stated that each school will receive a minimum of a 0.5% uplift in funding per pupil in each of the next two years – a 1% uplift overall. However it is up to local authorities as to whether they introduce the new funding factors straight away or phase them in over the next two years.

The local authority is consulting schools on the options and following the outcome of the consultation start work on the funding models for schools for 2018/19. The make-up of the new National Funding Formula is very different from the existing model used in Sefton and could create new “winners and losers” and so the financial landscape across Sefton Schools could change over the next two / three years.

Officers will keep Members informed of progress on changes in school funding along with the quarterly reports on the financial performance of all schools.

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.

Transformation and Future Provision

The Council has recently undertaken a procurement exercise for a Delivery Partner to assist the Council in the delivery of its proposed ICT Transformation programme. A winning bidder has been identified, and final negotiations are underway between the Council and its incumbent ICT service provider to arrange commencement. Subject to agreement, this programme will commence in October 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.

Agile Working

Indicative costing has been completed for the Council’s agile working requirements, with the initial focus being on the Merton to Magdalen relocation, and the Locality Teams programme. In addition, a demo room has been set up to demonstrate the agile working concept to management and officers.

New end user devices have been identified to further enable agile working; rollout of these devices will be included in the abovementioned ICT Transformation programme.

Customer Service

Online services available to customers continues to show a reduction in calls for the Call Centre. The table below shows the comparable calls for previous year:

	August 2016	August 2017	Difference +/-
SWITCHBOARD	10497	8405	-2092
Benefits	3752	3026	-726
Cleansing	10702	4822	-5880
Social Care	3197	3280	+83

Agenda Item 12

Revenues	6623	5608	-1015
Total including all services	42739	33366	-9373

The One Stop Shops follow a very similar trend to the Contact Centre. Face-to-face visits have also been lower in comparison with August 2016. In August a total of 7,459 customers were interviewed compared to 8,072 customers in 2016, an overall reduction of **613** enquiries.

Enquiries for taxi's are up by over 50%, the new and easier Knowledge test recently introduced by Sefton has been the reason for the increase.

The table below shows the comparable calls for previous year relating to the One Stop Shops:

	Enquiry volumes August 2016	Enquiry volumes August 2017	Difference (-/+)
Benefits	2784	2334	-450
Taxis	808	1216	+408
ELAS	407	405	-2
Revenues	1085	1212	+127
ONE STOP SHOPS	8072	7459	-613

Self-serve promotion at Bootle One Stop Shop

In response to the Council's agenda to push customers who wish to access Council services towards self-serving, customers visiting the One Shop Shops are advised about the digital access options available and encouraged to use the self-serve computers which are located in the One Stop Shops if they don't have internet access at home.

Between 1st August 2017 and 31st August 2017 a total of 132 customers received self-serve assistance at Bootle One Stop Shop. Of these, 93 customers (70%) required assistance with an ELAS application; 17 customers (13%) required assistance completing revenues forms; 17 customers required assistance completing electoral forms and 1 customer required assistance to complete a benefit form. A further 4 customers (3%) who received assistance using the self-serve PC's at Bootle One Stop Shop during August 2017 did so having been referred by the DWP for assistance completing a Universal Credit application or Jobseekers Allowance application.

Benefit Service:

Universal Credit Full Digital Service is due to be launched in Sefton with effect from 11th October 2017 in 2 tranches. Aintree post codes will commence from the 24th January 2018. This means the gateway for all in and out of work legacy claims including Housing Benefit (HB) for most working age customers will be closed and New Claims will no longer be allowed. The front line service will be trained on Monday by DWP in order to provide digital support to claimants. There is an action plan in place to ensure all relevant activities are undertaken and claimants receive as advice and support for Universal credit and Council Tax Reduction.

Internal Audit

The Internal Audit Plan is now 25% completed, with work having been completed in the period in the following areas:

Audit	Audit Opinion
M58 Junction 1	Assurance provided
Liverpool City Region - STEP Grant Q1 Assurance Provided	Assurance provided
Liverpool City Region - STEP Grant Q2 Assurance Provided	Assurance provided
Anti-Social Behaviour Unit	Moderate
Treasury Management	Negligible

Agenda Item 12

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

We have supported Heads of service with their H&S sub committees. We are updating the plans on Asbestos and Legionella management as well as general building safety. A number of free health and safety training courses have been opened up to senior managers. We continue to support schools through our SLA package and have offered a range of free H&S training to schools as well as senior officers. We are planning a schools H&S conference next month.

Insurance

Renewal of the Authority's insurance cover took place with effect from 29th September 2017. Terms and conditions of all existing policies were retained however premiums for the Casualty and Motor policies increased due to projections made by Insurers for the proposed Claims Discount Rate change which has unfortunately not yet been determined by the Government.

Recent announcements in relation to potential new areas of exposure for the Authority (e.g. Selective & Additional (HMO) Licencing Schemes, Housing Development Company) have been outlined to Brokers and any requirements which may be put forward by Insurers are awaited.

Risk and Resilience

A project plan has been developed to undertake a full review of Emergency Planning and Business Continuity arrangements for the council. Work is also underway to revise the Schools Emergency Guidance documentation.

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 & 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. The team also undertakes any review of HAY graded positions.

Management of the Matrix contract relative to the recruitment of all Agency workers continues. The current contract expires on 31.01.018 and work is ongoing with the procurement team and the members of the Merseyside group to secure the Agency workers contract agreement and specification going forward. 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.

Establishment Control, Pensions, Payroll & 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, 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 and the voluntary resignation workflow process is now built in ResourceLink and associated guidance available for managers and a pilot of the new process is being undertaken by managers in Hawthorne Road Depot.

The Working Group is now 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 1st April 2013 and as part of this process applied transition arrangements to a certain group of staff. Transition is ending 30th September 2017 and affected staff have been written to and informed they will be put into their relevant pension scheme from 1st April 2019 (the Council's next reenrolment date) but can opt into the scheme at any time they so choose.

There are various TUPE transfers in process as follows:

- SMASH to Addaction – 1st October 2017 – completed.
- South Sefton 6th Form College to Hugh Baird – 1st August 2017 – did not happen 1st August 2017.
- Stanley High to an Academy – 1st September 2017 – completed.
- Various schools (possibly 3) transferring to a Multi Academy Trust, date(s) still to be agreed.

Agenda Item 12

Occupational Health

The number of referrals (100) to the HU from Sefton employees only between 01/08/17 and 30/09/17 is a decrease of 12% when compared with the same period last year.

The main reasons for referrals within this period are stress and mental health (41.0%) and musculoskeletal problems (37.0%). The majority of referrals are from Locality Services - Provision (37.0%), schools (21.0%) and Adult Social Care (16.0%).

The tender exercise for the renewal of Occupational Health contracts is now complete with the report just at the "call-in" stage. This should expire on 11 October 2017 at which stage work will commence for wind down of current contracts and commencement of those which will be new.

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 three courses were recently submitted for Badge of Excellence programme approval; these include ADHD, Autism Awareness (eLearning) and Private Fostering and Adoption. We should find out if these courses have been approved for delivery in the next 2-3 weeks.

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 recently entered into a partnership with the Adult Community Learning Centre who has agreed to fund First Aid training places and courses for unemployed individuals in Sefton.

Apprenticeships

We are now promoting and accessing the Apprenticeship levy and have established a pool of lead training providers. We continue to raise awareness of the apprenticeship levy with schools and attended a recent Primary Heads/Bursars Meeting to discuss governance arrangements and apprenticeships for the workforce. We are currently attending departmental managers meetings to raise awareness of apprenticeships for existing staff. Sefton also hosted the LCR apprenticeship levy meeting where ideas and best practice was shared/discussed.

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. The website was delayed due to technical issues however will be ready for launch mid-October.

Procurement

We have initiated two procurement exercises to support the continued development and growth of the service. This includes the identification of Quallsafe approved trainers to deliver First Aid training and a Health and Safety Programme. Both exercises have now been concluded and contracts awarded.

Korn Ferry Hay

The Corporate Learning Centre continues to work with Korn Ferry Hay, Strategic Support and SLB to develop the One Council champion's network to support the development and implementation of OD across the organisation.

Building and Property Services

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.

Cyclical Compliance & 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.

Energy and Environmental Management

- Working with the Combined Authority (Energy & Renewables Portfolio) on the development of the new LCR Energy Strategy, set out to meet the new CA Mayor's Manifesto on Environment. The LEP have set up a task and finish group to develop a draft by end October, with officer input and then, via CA Governance, to the 6 LA's to sign off. The development of new LCR Strategy will be supported by Department for Business, Energy & Industrial Strategy (BEIS) who are funding this and align with their new regionally located project delivery function (BEIS NW Local Energy Hub) from 2018.
- The local strategy response i.e. on Carbon Management, Affordable Warmth Strategy, HECA and Climate Change will now reflect the LCR priorities within them – but maintain the focus on delivery for Sefton local priorities also.
- The externally funded Affordable Warmth Worker post was approved to be re-filled by Vacancy Panel in Sept. The recruitment is now underway through due process to potential redeployees and then wider advert, if required. Intending to have new officer in place by December 17 as the service hits its most demanding caseload of vulnerable residents through wintertime.
- The 10th Liverpool City Region Collective Energy Switch finishes on the 16th October. To date over 10,290 residents across the region have registered. Previous campaigns have saved Sefton residents over £200K on their energy bills
- The team have won £4,850 to advise local residents (those over 65 and off-internet) about the New Smart Meter rollout and will be advising over 500 households before the end of the year.

Agenda Item 12

- The team have been active in supporting Sefton Flu Clinics and a special 'Keep Warm Keep Well' event providing over 400 households with advice on lower energy bills and distributing low energy light bulbs.
- Sefton Council, in co-operation with the wider city region, have developed a joint Statement of Intent so that local residents can become eligible for Energy Company energy efficiency funding (known as ECO Flex). Sefton is working with Liverpool City Council to secure a partnership from those energy companies to deliver insulation to local residents.
- Sefton Council has also led on a bid to National Grid Affordable Warmth Solutions to provide funding and aid residents with first time Central heating and connection to the gas grid.
- Preparing for Electricity Price renewal for April 2018 final year under current contract (see below on procurement reviews).
- LCR Procurement review (all utilities) – joint meeting 12 October, will bring a further report on options and recommendations for Sefton and/or LCR to be implemented from 2018.
- Successfully increased booking levels at Eco Centre (current 2017/2018 output at 2,313 and increase in income generated – surpassed previous year's figure halfway through year) due to team-led promotion and communication strategy. Working on delivery of funded projects for United Utilities to offer free sessions for schools and to develop both physical and digital resources and new community SUDs resource to be installed in Eco Garden. Working with Sefton schools in AQAs to develop school/home resources and in-house designed website. Continue to develop community strategy with output of 1,055 thus far for 2017/18.
- Eco Centre wind turbine repair/renewal – options with indication of costs due w/c 16 October from specialist contractor
- Salix (Invest to Save) team are developing payback compliant projects for 17/18 spend target, a proposal being put forward via Head of Service in October.
- Continued work under O&S (Regeneration and Skills) – joint meeting in November with United Utilities Ofwat and Defra to address remaining overall imbalance with other UK areas and seeking partnership funding support to reduce water charges further over next 5 years.

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

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 nine 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 has recently considered the outcome of the independent consultant's report that resulted in a report on care home fees to the Cabinet on 7 September 2017. Recommendations

Agenda Item 12

from the Working Group have been drawn up and are anticipated to be reported to the Cabinet at its meeting on 2 November 2017.

A Joint Meeting of the Committee, together with the Overview and Scrutiny Committee (Children's Services and Safeguarding), will be held on 12 October 2017 to consider the question of substantial variation with regard to the Review of Services Provided by Liverpool Women's Hospital and to make a recommendation to the Council on the matter.

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 7 November and 7 December 2017 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. However, following investigation into this matter it was found that the Economic Strategy for Growth was about to be the subject of the Consultation and Engagement process and accordingly, this topic did not meet the criteria for selecting topics for review as it would shortly be looked at by another internal body; and therefore the Committee agreed to not select the topic of "Economic Growth" for review by a Working Group; and that as an alternative, Sefton's Housing Development Company was selected as a topic for review.

A special meeting of the Committee was held on 7 September 2017 to consider a called-in item relating to the proposed temporary closure of Lord Street, Southport. At the meeting Members discussed the call-in procedure and resolved that the procedure note be referred to the Overview and Scrutiny Management Board and the Board be requested to consider the following options:-

- (a) Do nothing, meaning that the current procedure would continue to be the preferred procedure to be used when considering a call in at Committee;
- (b) Take action considered to be appropriate; or
- (c) Refer the matter to the Audit and Governance, with a view to the Procedure Note being formally included within the Council's Constitution.

Agenda Item 12

The Management Board considered this matter on 26 September 2017 and made suggestions to amend the procedure note; and recommended that the 4 Overview and Scrutiny Committees consider the amended note during the October/November cycle of meetings.

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

- 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 were approved by the by Committee and Cabinet at their meetings held on 12 September and 5 October 2017 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.

The **Overview and Scrutiny Management Board** held 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 ten 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 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 final meeting of the Working Group was held recently to produce recommendations and the final report is anticipated to be submitted to the Cabinet at its meeting on 2 November 2017.

The Management Board has considered amendments to the call-in procedure and full details of the Board's deliberations on this matter are set out above in the section relating to the Overview and Scrutiny Committee (Regeneration and Skills).

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 15 applications for 7 Secondary schools and 21 applications for 15 Primary schools during the period from 4 September to 10 October 2017.

In addition arrangements were made for a further 22 appeals to be heard during this period, which were subsequently withdrawn.

Arrangements were also made for 2 Exclusion Reviews to be heard during this period.

Civic and Mayoral Services

Mayor of Sefton's Charity Entertainment Night

On Friday 20th October, The Mayor of Sefton will be hosting a Charity Entertainment Night at Bootle Town Hall to raise money for the Mayor of Sefton's Charity Fund, they will be plenty of entertainment, as well as a buffet and disco, it promises to be a great night of fundraising

VC Paving Stone

On Friday 27th October, Sefton will be unveiling the 3rd VC Paving Stone for Alexander Lafone at a special ceremony to be held at the Five Lamps War Memorial at 11.00am, the Mayor of Sefton will be in attendance as well as members of Alexander Lafone's Family.

Environmental Health & Trading Standards

We are asking residents to give 'Paws for Thought' to ensure they don't buy illegally imported puppies, following the culmination of a high profile case in Southport.

The "Paws for Thought" campaign has launched 3/10/17 in a bid to educate people about the financial and emotional dangers of buying illegally imported puppies, especially in the run up to Christmas.

Often illegally imported puppies, which are not vaccinated against rabies, are only ever discovered when a family take their new four legged friend for their first vet visit.

At this point the puppy has to be seized and put in quarantine, with any costs incurred falling on the dog's owners.

Not only is there a significant financial implication, with fees in excess of £1,000, but the act of removing your cute new four legged friend can be extremely distressing and stressful.

Under legislation, any dogs entering the UK must have been vaccinated against rabies – however the vaccine will not work if given to puppies younger than 12 weeks.

As a result Sefton Council's Trading Standards team are urging those considering buying a puppy to make sure they know who they are buying from, to check the pup's vaccination history and always ask to see documentation.

The campaign launches after five people were prosecuted after the Trading Standards team uncovered an illegal puppy smuggling operation on Skipton Avenue, Southport.

The Paws for Thought campaign advises people to be suspicious if the seller cannot show you the puppy with its mother and litter mates, as well as:

- If the puppy has been vaccinated ask to see the documentation. This must clearly state the veterinary practice where this was carried out.
- Be suspicious if the address of the veterinary practice is outside the UK.
- If the puppy has been brought in from outside the UK, it must be at least 15 weeks old and have a pet passport or a veterinary certificate.
- Never agree to have the puppy delivered to your home address or to meet the seller to collect the puppy.
- Never pay for a puppy in advance.
- Report any concerns using the Citizens Advice Consumer Helpline on 03454 04 05 06

Corporate Legal Services

Over the last 12 months or so colleagues in Legal have been involved in discussions with the National Trust to transfer the freehold interest in Formby Point to the National Trust which will result in increased investment and development of user facilities. The transfer was completed on 14 September 2017.

Agenda Item 12

Stanley High School converted to an Academy on 31 August 2017 to the Southport Learning Academy Trust. Legal are currently working on a further 7 academy transfers before the end of the year.

The Team continue to be very busy advising on a number of procurement issues and many contracts, for example:

- Advising Business Intelligence on the procurement exercise around domiciliary care in conjunction with the LCR
- Parking and Environmental Enforcement Contract.
- Advising Leisure and Tourism in relation to Southport Theatre
- A Joint Traffic Signal Maintenance Contract in conjunction with the LCR
- Advising on a contract for repainting of Southport Pier,
- A contract for consultancy support for the new Junction 1 M58, and
- The contract for construction of new synthetic sports pitches at Dunes Splashworld

In addition the Team are advising on 15 current Section 278 /38 Highway agreements ongoing for works undertaken at developments to improve highway access at the developer's expense.

In terms of employment law the team are assisting Regenrus on a complex Employment Tribunal claim and advising various schools with settlement agreements.

We have had a successful prosecution of 2 defendants who were prosecuted on behalf of Trading Standards colleagues for smuggling pug puppies into the UK. The couple received a conditional discharge and order to pay £450 costs each.

We had the successful trial of a couple for breach of planning control - they built a large extension to their property without planning approval. Mr Kelly received fine of £1,000 for the breach of condition, £1,500 enforcement fine and £1,982 in costs, and victim surcharge £170; totalling £4,652. Mrs Kelly received a fine of £380 for the breach of condition and £400 for the enforcement and costs £1,982.00 plus £78 victim surcharge, totalling £2,840.

We successfully obtained an order for sale at Liverpool County Court for a property on Scarisbrick New Road, in order to realise the debt owed to the Council (circa. £14,000) and also to ensure that the property is sold and redeveloped.

In August and September we were successful in the following prosecutions;

- 32 litter offences - fines totalling £8,846
- 18 education offences – fines totalling £6,454
- 6 fly tipping offences – fines totalling £458.98
- 1 taxi ply for hire without insurance offence – fine £724

Legal have been heavily involved with the project to develop a business case for a Council wholly owned housing development company. Approval to establish the company was granted by Cabinet on 5 October 2017 and over the next few months the company will be formally established and will then begin to bring forward detailed designs and proposals for priority sites across the borough.

The Children and Social Care Team continue to be very busy and are dealing with a number of multi-day finding of fact hearings in complex child protection cases. The Team have also provided training for adult social care social workers on Court of Protection practice and procedures.

The service is due to move offices in November 2017 and then again in early 2018 when they will move to a full agile working environment and in preparation for the same, we have started to trial a light touch working environment in order to assess the practicality of agile working for the service.

Electoral Services

The annual canvass for the 2018 Register of Electors is progressing well with 80% of properties responding to date. This is the position we would expect to be in at this stage of the annual canvass. A second reminder will go out towards the end of October together with targeted personal canvassing of poor responding areas. The response figures, by property, breakdown as follows

The 2018 register of electors will be published on the 1 December 2017, following which will be an audit and refresh of all those persons who have been registered postal voters since 2013.

Following the resignation of Councillor Pat Ball, a by-election to fill the vacancy on Dukes ward will be held on Thursday 2 November 2017. Nominations closed on Friday 6 October 2017 and the following candidates were validly nominated:

Terry John Durrance - UK Independence Party
Frank Hanley - Labour Party
Ann Blanche Pearmain - Conservative Party Candidate
John David Pugh - Liberal Democrats
Nick Senior - Green Party

Preparations are now well under way for the Local Government Elections on the 3 May 2018.

This page is intentionally left blank