

Public Document Pack

Sefton Council 

MEETING: CABINET
DATE: Thursday 7th February, 2019
TIME: 10.00 am
VENUE: Committee Room, Town Hall, Bootle

DECISION MAKER: **CABINET**

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

COMMITTEE OFFICER: Steve Pearce
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The Cabinet is responsible for making what are known as Key Decisions, which will be notified on the Forward Plan. Items marked with an * on the agenda involve Key Decisions

A key decision, as defined in the Council's Constitution, is: -

- any Executive decision that is not in the Annual Revenue Budget and Capital Programme approved by the Council and which requires a gross budget expenditure, saving or virement of more than £100,000 or more than 2% of a Departmental budget, whichever is the greater
- any Executive decision where the outcome will have a significant impact on a significant number of people living or working in two or more Wards

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

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AGENDA

Items marked with an * involve key decisions

<u>Item No.</u>	<u>Subject/Author(s)</u>	<u>Wards Affected</u>	
1	Apologies for Absence		
2	Declarations of Interest Members are requested at a meeting where a disclosable pecuniary interest or personal interest arises, which is not already included in their Register of Members' Interests, to declare any interests that relate to an item on the agenda. Where a Member discloses a Disclosable Pecuniary Interest, he/she must withdraw from the meeting room, including from the public gallery, during the whole consideration of any item of business in which he/she has an interest, except where he/she is permitted to remain as a result of a grant of a dispensation. Where a Member discloses a personal interest he/she must seek advice from the Monitoring Officer or staff member representing the Monitoring Officer to determine whether the Member should withdraw from the meeting room, including from the public gallery, during the whole consideration of any item of business in which he/she has an interest or whether the Member can remain in the meeting or remain in the meeting and vote on the relevant decision.		
3	Minutes of the Previous Meeting Minutes of the meeting held on 10 January 2019		(Pages 5 - 16)
* 4	Revenue and Capital Budget Update 2018/19 – 2019/20 Report of the Head of Corporate Resources	All Wards	(Pages 17 - 30)
* 5	Strategic Approach to ICT Contracts Management Report of the Head of Corporate Resources	All Wards	(Pages 31 - 38)

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|-----|--|-----------|-----------------|
| * 6 | Stop Smoking Service Contract Extension | All Wards | (Pages 39 - 44) |
| | Report of the Head of Health and Wellbeing | | |
| * 7 | Southport Town Centre - Townscape Heritage Lottery Second Round Application | Dukes | (Pages 45 - 52) |
| | Report of the Head of Economic Growth and Housing | | |

THE "CALL IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON TUESDAY, 22 JANUARY 2019. MINUTE NO's 78 AND 84 ARE NOT SUBJECT TO "CALL - IN."

CABINET

MEETING HELD AT THE BIRKDALE ROOM, TOWN HALL, SOUTHPORT ON THURSDAY 10TH JANUARY, 2019

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

73. APOLOGIES FOR ABSENCE

No apologies for absence were received.

74. DECLARATIONS OF INTEREST

No declarations of any disclosable pecuniary interests or personal interests were received.

75. MINUTES OF THE PREVIOUS MEETING

Decision Made:

That the minutes of the Cabinet meeting held on 6 December 2018 be confirmed as a correct record.

76. SAND DUNES NURSERY - DETERMINATION OF THE PROPOSAL TO CLOSE THE SCHOOL

Further to Minute No. 55 of the meeting held on 1 November 2018, the Cabinet considered the report of the Head of Schools and Families which provided details of the officer's response to the alternative options put forward by the Sand Dunes Nursery School staff and parents for the continuation of the Nursery School. The report indicated that no further representations had been received following the publication of the Statutory Notice and Stage 3 consultation period held from 14 November to 12 December 2018.

The report also indicated that the school was currently overspending by approximately £170,100 a year and has now exhausted its available balances. The projected financial position for 2018/19 was a deficit of £306,600. Should the school close at the end of August 2019 the closing school deficit budget was predicted to be -£404,600 and this would need to be met by the local authority. There would also be closure costs that

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would need to be factored into the final deficit position but these were unknown at this time and so cannot be quantified.

The Head of Schools and Families referred to the alternative options set out in Section 3 of the report and the officer's views that the options were not financially viable and that no business case had been provided for the options; the decision-making process set out in Section 5; the matters to be considered in determining the proposal to close the school set out in Section 8 and the summary and conclusion set out in Section 9 of the report.

During the deliberations, Members raised the following observations/questions:

Councillor Lappin enquired if the School were in agreement with the officer's assessment of the alternative options submitted?

The Head of Schools and Families indicated that a number of meetings had been held with representatives of the school to discuss the alternative options and the Chair of the Governing Body and the Headteacher had agreed that the options submitted would not balance the school's budget.

Councillor Cummins enquired about the support that would be offered to staff at the school, if a decision was taken to close the school.

The Head of Schools and Families indicated that all of the staff would be provided training on writing CVs and job applications, and on interview techniques. The Personnel Team would meet with each member of staff to develop and produce personalised packages of support for them.

All of the primary schools in Sefton would guarantee an interview for members of staff at Sand Dunes Nursery who met the essential criteria requirements for each job advertised.

If it was decided that the Nursery School should be closed, statutory consultations would be held with the trade unions.

Councillor Hardy enquired about the support that would be offered to families to find new nursery places for their children if a decision was taken to close the school.

The Head of Schools and Families indicated that around half the children at the school would be moving on to primary school reception classes in September 2019 and that officers would contact the families of the remaining children to provide support with the transitions of the children to alternative nursery school provision and any special educational requirements. Bespoke support would be provided to meet the individual needs of each child.

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Decision Made: That

- 1) the information on the alternative options put forward and the proposal to close Sand Dunes Nursery set out in the report be noted;
- (2) it be noted that no representations had been received following publication of the statutory notice on 14 November 2018;
- (3) the financial position of the school in terms of its significant deficit and the fact there are no viable proposals to address this, be noted; and
- (4) with deep regret, approval be given to the proposal for the closure of Sand Dunes Nursery School with effect from 31 August 2019.

Reasons for Decision:

The local authority has the statutory power to close a maintained school following the statutory process detailed in the report.

Alternative Options Considered and Rejected:

All alternative options had been explored by the governing body with support from Officers prior to the governing body making their request for the closure of the school. No viable alternative options to address the financial viability of the school had come from the consultation process. More detail was provided in the body of the report.

77. LOCAL GOVERNMENT ASSOCIATION PEER REVIEW – ACTION PLAN

Further to Minute No. 68 of the meeting held on 6 December 2018, the Cabinet considered the report of the Chief Executive which provided details of the proposed action plan to address the findings and recommendations in the Local Government Peer Review report.

Decision Made: That

- (1) officers be authorised to progress the proposed actions, set out in the action plan; and
- (2) officers be requested to provide regular monitoring reports highlighting progress against the approved action plan.

Reasons for Decision:

Peer Reviews are a proven tool for sector-led and the Council has always been open to learning from others and sharing our good practice.

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The challenge provided external recognition of the things it believes the Council is doing well, highlighted where the Council can learn from other councils in light of best practice elsewhere and recommended a number of key actions.

In December 2018, the Cabinet considered the LGA peer review report, accepted the recommendations and requested the development of an action plan.

Alternative Options Considered and Rejected:

Not applicable.

78. LOCAL COUNCIL TAX REDUCTION SCHEME 2019/20, INCREASE TO LONG TERM EMPTY HOMES PREMIUM AND COUNCIL TAX BASE 2019/20

The Cabinet considered the report of the Head of Corporate Resources which provided details of the review of the Council Tax Reduction Scheme 2018/19 and the proposals for no change to be made to 2019/20 Scheme for working age claimants; proposals to increase to the long term empty homes premium from 50% to 100% following the outcome of the consultation; and details of the updated Council Tax Base for Sefton Council and each Parish area for 2019/20.

Decision Made That

- (1) the contents of the Council Tax Reduction Scheme 2018/19 review be noted;
- (2) the Council be recommended to make no changes to the existing Council Tax Reduction Scheme for 2019/20 for working age claimants;
- (3) the outcome of the consultation and equality impact assessment on the proposal to increase the long-term empty homes premium as set out in Annex B be noted,
- (4) the Council be recommended to approve an increase to the long-term empty homes premium from 50% to 100% from 1 April 2019, as indicated in section 5.7 of the report; and
- (5) the Council be recommended to approve the relevant 2019/20 Council Tax Base for Sefton Council and each Parish Area as set out in Annex A of the report.

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Reasons for Decision:

Council Tax Reduction Scheme

Each financial year the Council must consider whether to revise or replace its Local Council Tax Reduction Scheme. The Council must approve and adopt the 2019/20 Council Tax Reduction scheme by 11 March 2019. Note - the deadline has been moved from 31 January to 11 March. This has been delivered through the Council Tax Reduction Scheme (Amendment) (England) Regulations 2017.

The report comments on the impact of various changes made to the scheme for the current year 2018/19 together with the impact of the Government Welfare Reform changes. After consideration of the factors outlined in the report it is proposed that the Local Council Tax Reduction Scheme for 2019/20 remains unchanged for working age claimants.

Long-term empty homes premium

Increasing the long-term empty homes premium is intended to encourage owners of homes that have been empty for more than two years to bring them back into use. Any additional income raised from the premium will help support the provision of Council services.

Alternative Options Considered and Rejected:

Council Tax Reduction Scheme

The Council revised its local Council Tax Reduction Scheme in 2018/19 following a consultation process. The changes were introduced in April 2018 and continue to be monitored to fully assess the impact. A longer period is needed to fully evaluate the impact of the changes and to allow a period of stability for residents claiming Council Tax Reduction. As a result, no alternative options for change have been considered for 2019/20.

Empty Homes Premium

The Council could choose not to increase the long-term empty homes premium; however, this would not provide any additional incentive for owners of long-term empty homes to bring them back into use.

79. REVENUE AND CAPITAL BUDGET PLAN 2018/19 – 2019/20

The Cabinet considered the report of the Head of Corporate Resources which provided details of the current forecast revenue outturn position for the Council for 2018/19 and potential impact on the 2019/20 budget; the current forecast on Council Tax and Business Rates collection for 2018/19 and the current position of the 2018/19 Capital Programme.

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Decision Made: That:

- (1) approval be given to the implementation of the mitigating actions to deal with the significant budget pressure that have been identified and are detailed within the report;
- (2) in the event that there is material change to the 2018/19 outturn forecast, additional remedial measures should be identified in order that a balanced budget position can be achieved; and
- (3) as a result of the impact of the current financial position in 2018/19, and its subsequent impact on the 2019/20 budget, officers continue to identify new budget saving proposals for Members to consider in order that a robust and sustainable budget can be set for 2019/20.

Reasons for Decision:

To ensure Cabinet are informed of the forecast outturn position for the 2018/19 revenue and capital budgets as at the end of September 2018 and to provide an updated forecast of the outturn position with regard to the collection of Council Tax and Business Rates.

In March 2017 Council approved a three-year budget plan to March 2020. The final two years of this plan were revised in March 2018 as part of the process of setting the 2018/19 budget. The Council is half way through the second year of the budget plan and remains confident that the strategic approach to budget planning alongside good financial management and extensive community engagement means that it will secure future sustainability to 2020 and beyond. However, in year demand for social care services is currently resulting in the costs for these services exceeding the budget. Corrective action will be required to bring the overall budget into balance before the end of the financial year if the position worsens over the coming months.

Alternative Options Considered and Rejected:

None.

80. PROCUREMENT OF QUALITY TRAINING AND ASSESSMENT PROVIDERS FOR APPRENTICESHIPS

The Cabinet considered the report of the Head of Corporate Resources which provided details of the Council's current procurement arrangements for the delivery of apprenticeships and a proposed procurement route for the delivery of apprenticeship standards, using the Public Sector purchasing consortium Yorkshire Purchasing Organisation (YPO) framework.

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Decision Made: That

- (1) approval be given to the use of the OJEU-compliant YPO Framework for the delivery of apprenticeship training standards. This new procurement approach will be used to identify and deliver all future apprenticeship training standards with immediate effect; and
- (2) the Head of Corporate Resources in consultation with the Cabinet Member - Regulatory, Compliance and Corporate Services be granted delegated authority to award the Contract resulting from the procurement

Reasons for Decision:

To have an appropriate and best value contract in place for the delivery of apprenticeship training standards.

The YPO framework provided a flexible approach, enabling the Council to respond in a timely manner to any requests for new apprenticeship training opportunities that are not currently available. This approach would enable the Council to make the most of the apprenticeship levy by supporting the training, development and succession planning of the Council's core service areas and Sefton Schools.

Alternative Options Considered and Rejected:

None.

81. SEFTON HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2018 - 2023

The Cabinet considered the report of the Head of Economic Growth and Housing which provided details of the draft Homelessness and Rough Sleeping Strategy for 2018 to 2023. The report indicated that the Homelessness Act 2002 requires every Local Authority to carry out a homelessness review in its Borough every 5 years, to develop and publish a Homelessness and Rough Sleeping Strategy based on this review and to consult with other statutory and voluntary organisations. This is Sefton's fourth review and builds upon the work of the first three carried out in 2003, 2008 and 2013.

The draft Strategy takes account the requirements of the recent Homeless Reduction Act 2017, which places more emphasis on prevention of homelessness and the subsequent duties which have now been placed on the Housing Authority and Public Authorities.

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Decision Made: That

- (1) the Council's Homelessness and Rough Sleeping Strategy be approved; and
- (2) the Head of Economic Growth and Housing in consultation with Cabinet Member - Communities and Housing be given delegated authority to put in place a Homelessness and Rough Sleeping Strategy action plan, which will help deliver the strategy and monitor delivery.

Reasons for Decision:

The Homelessness Act 2002 required every Local Authority to publish a Homelessness and Rough Sleeping Strategy at least every 5 years. The existing Strategy was published in September 2013 and is due to be renewed.

Alternative Options Considered and Rejected:

The Homelessness Act 2002, makes it a legal requirement for every Local Authority to carry out a homelessness review every 5 years, and to develop and publish a Homelessness and Rough Sleeping Strategy based on this review. The only options relate to the agreed contents of a Strategy.

82. PROCUREMENT OF LAND BASED, COASTAL REMOTE SENSING SERVICES

The Cabinet considered the report of the Head of Locality Services which provided details of proposals to invite tenders through an OJEU Open procurement procedure, for the provision of a land based coastal remote sensing services to collect a range of datasets to support sustainable coastal management decisions as the total contract value (£5m) exceeds 3 x the relevant OJEU Threshold, currently £181,302, totalling £543,906.

Decision Made: That

- (1) approval be given to the procurement of land based coastal remote sensing services, using an OJEU Open Tender procedure, as outlined in the report;
- (2) approval be given to the contract period of 2 years from 1 May 2019 to 31 March 2021, with 2 x 12-month option periods available following the core period; and
- (3) the Head of Locality Services, in consultation with the Cabinet Member – Health and Wellbeing be granted delegated authority to award the contract resulting from the procurement.

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Reasons for Decision:

The Council host the North West Regional Monitoring Programme which is 100% grant funded by the Environment Agency. The programme collects a range of coastal monitoring data across the North West. A number of frameworks exist for the collection of these datasets using traditional methods such as aerial photography and ground surveys. There have been a number of significant advances in data collection using remote sensing technology. A framework was required to enable installation of these systems as and when opportunities and funding become available. A framework would be the most efficient method of procurement for these services. As the value of the framework (£5m) exceeded 3 x the relevant OJEU Threshold, currently £181,302, totalling £543,906, approval is sought from Cabinet for the procurement process

Alternative Options Considered and Rejected:

Deployments would be considered on a case by case basis, but this would significantly increase the number of procurement exercises and associated officer time. It could also result in several different systems being introduced that would reduce the efficiencies and compatibility across the region.

83. SEFTON NEW DIRECTIONS LIMITED - APPOINTMENT OF SHAREHOLDER REPRESENTATIVE

The Cabinet considered the report of the Executive Director which sought authorisation to appoint a nominated shareholder representative for Sefton New Directions Limited ("New Directions"), in order to strengthen governance and support continued growth of the business.

Decision Made: That

- (1) Councillor Cummins, Cabinet Member – Adult Social Care be appointed as the shareholder representative for New Directions;
- (2) the shareholder representative be granted delegated authority to appoint new members (excluding elected members) of the New Directions Board; and
- (3) the shareholder representative be granted delegated authority to approve the updated articles of association for the New Directions Board, and the Strategy and Business Plan.

Reasons for Decision:

To ensure more robust governance is in place for the New Directions business, as well as an approach that is consistent with governance structures for the Housing Development Company.

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To support strengthening of the capacity and capability of the New Directions Board, and in turn the continued improvement of service delivery on behalf of clients and end users, and the profitable growth of the business with existing and new clients.

Alternative Options Considered and Rejected:

Maintain existing board structure and membership

Maintenance of the existing composition, structure and working cadence of the board would fail to address the feedback raised in respect of the opportunities to strengthen governance, relationships and performance.

Widen board membership, also establishing an Executive Committee

Although this would entail addition of new board members and their expertise, there is a risk that the formation of an Executive Committee above the Board itself would undermine the status of the latter, and potentially create a “board within a board”. Such a structure may also add increasing complexity to governance process, and would be inconsistent with the board structure of the Housing Development Company.

84. MAKING THE LYDIATE AND MAGHULL NEIGHBOURHOOD PLANS

The Cabinet considered the report of the Chief Planning Officer which provided details of proposals to adopt the Lydiate and Maghull Neighbourhood Plans part of the statutory Development Plan for Sefton as required by the Town and Country Planning Act 1990 and the Localism Act 2011, to enable the plans to be used to determine planning applications in Lydiate and Maghull Parishes in addition to the Local Plan.

Neighbourhood Plans can be prepared by the local community to guide development in their local area. Once they have been submitted to the Council, the Local Planning Authority has a legal duty to arrange an independent examination of the submitted Plan to make sure it meets the ‘basic conditions’ and determine whether it can go to referendum.

Following examination, the respective Examiners have recommended that both the Lydiate and Maghull Neighbourhood Plans can proceed to referendum. These were held on 18 December 2018. As a result of the Referendum, the Council is required, in accordance with legislation to formally ‘make’ both the Lydiate and the Maghull Neighbourhood Plans as over 50% of those who voted were in favour of the Plans.

As long as a simple majority of those who vote (50% + 1) in each parish vote in favour of their respective Plans (i.e. agree with the proposals in their respective Plan) being approved, the Council has a legal duty to adopt the Neighbourhood Plans as part of the Development Plan for Sefton.

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Decision Made: That

- (1) it be noted that the Lydiate and Maghull Neighbourhood Plans were passed at referendum; and
- (2) the Council be recommended to adopt Council the Lydiate and Maghull Neighbourhood Plans part of the Development Plan for Sefton.

Reasons for Decision:

The preparation of the Lydiate and Maghull Neighbourhood Plans have followed the statutory procedures set out in The Neighbourhood Planning (General) Regulations 2012 (as amended). The plans have successfully undergone examination, have satisfied the basic conditions and are in conformity with the Sefton Local Plan. Where a Referendum results in a majority 'yes' vote, the Local Planning Authority was required to adopt the Neighbourhood Plan within 8 weeks of the referendum decision in accordance with Regulations. This would enable the Council to use the Lydiate and Maghull Neighbourhood Plans to determine planning applications in the respective parishes.

Alternative Options Considered and Rejected:

The Council does not have any option other than to make the plans.

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Report to:	Cabinet	Date of Meeting:	7 February 2019
Subject:	Revenue and Capital Budget Update 2018/19 – 2019/20		
Report of:	Head of Corporate Resources	Wards Affected:	All Wards
Portfolio:	Cabinet Member - Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	No	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

To inform Cabinet of: -

- i) The current forecast revenue outturn position for the Council for 2018/19 and the impact on the 2019/20 budget;
- ii) The current forecast on Council Tax and Business Rates collection for 2018/19; and,
- iii) The current position of the 2018/19 Capital Programme.

Recommendations:

Cabinet is recommended to: -

- i) Consider the significant budget pressure in 2018/19 and note that proposals will be developed to close the current budget in year forecast budget deficit. This will include the review of all current vacancies and non-essential expenditure in addition to all current budget forecasts across all service areas;
- ii) Approve that in the event that there is material change to the 2018/19 outturn forecast, that additional remedial measures will be identified in order that a balanced budget position can be achieved; and
- iii) Agree that as a result of the impact of the current financial position in 2018/19, and its subsequent impact on the 2019/20 budget, proposals will be made for Members to consider as part of the budget process, in order that a robust and sustainable budget can be set for 2019/20. In the event that further budget pressure is identified in advance of year end, additional proposals will also need to be brought forward to ensure financial sustainability.

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Reasons for the Recommendation(s):

To ensure Cabinet are informed of the forecast outturn position for the 2018/19 revenue and capital budgets as at the end of December 2018 and to provide an updated forecast of the outturn position with regard to the collection of Council Tax and Business Rates.

In March 2017 Council approved a three-year budget plan to March 2020. The final two years of this plan were revised in March 2018 as part of the process of setting the 2018/19 budget. The Council is nine months through the second year of the budget plan and remains confident its strategic approach to budget planning alongside good financial management and extensive community engagement means that the plan continues to develop on solid foundations; it remains flexible and will secure the future sustainability to 2020 and beyond. However, in year demand for social care services is currently resulting in the costs for these services significantly exceeding the budget. If further budget pressures are identified between now and the end of the year additional remedial action will be required to bring the overall budget into balance.

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

N/A

What will it cost and how will it be financed?

(A) Revenue Costs

The report indicates that for 2018/19 there is currently a forecast deficit of £9.238m which can be off-set with £6.046m of mitigating, one-off, actions previously identified and a further £2.815m worth of in-year savings identified by officers to achieve a balanced position at the year end. A resulting budget deficit of £0.377m remains. It is recommended that proposals be developed to meet this gap and this will include a review of all vacancies and non-essential expenditure and all current budget forecasts.

(B) Capital Costs

The Council's capital budget in 2018/19 is £35.973m. As at the end of December 2018, expenditure of £12.912m has been incurred and a full year outturn of £27.921m is currently forecast.

Implications of the Proposals:

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

Resource Implications (Financial, IT, Staffing and Assets):

There is currently a budget shortfall of £9.238m forecast for 2018/19, one-off mitigating measures of £6.046m have been identified, with a further £2.815m of in year savings identified by officers. Based on the current forecast a balanced budget will be delivered however it should be noted that significant pressure and risk remains in four key business areas, namely Adults and Children's Social Care, Schools and Families and Locality Service provision. These budgets may experience further demand pressure between now and the end of the year and further mitigations and remedial actions will be required in such an eventuality.

Legal Implications: None
Equality Implications: None

Contribution to the Council's Core Purpose:

Effective Financial Management and the development and delivery of sustainable annual budgets support each theme of the Councils Core Purpose.

<u>Protect the most vulnerable:</u> See comment above
<u>Facilitate confident and resilient communities:</u> See comment above
<u>Commission, broker and provide core services:</u> See comment above
<u>Place – leadership and influencer:</u> See comment above
<u>Drivers of change and reform:</u> See comment above
<u>Facilitate sustainable economic prosperity:</u> See comment above
<u>Greater income for social investment:</u> See comment above
<u>Cleaner Greener:</u> See comment above

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources is the author of the report (FD 5527/19)

The Chief Legal and Democratic Officer has been consulted and has no comments on the report (LD 4651/19).

(B) External Consultations

N/A

Implementation Date for the Decision

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

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Email: Stephan.VanArendsen@sefton.gov.uk

Appendices:

There are no appendices to this report

Background Papers:

There are no background papers for inspection

1. Introduction

- 1.1 In March 2017, Council approved a three-year budget plan to March 2020. The final two years of this plan were revised in March 2018 as part of the process of the Council setting the 2018/19 budget. The March 2018 Budget report outlined that due to the financial pressures being faced by the Council a mid-year review would be undertaken. The initial position following the mid-year review was reported to Cabinet in September 2018. This report continues to build upon that work, updates the forecast revenue outturn position for 2018/19 and highlights the further work that has been undertaken to balance the budget for 2018/19.
- 1.2 The report also outlines the current position regarding key income streams for the Authority, namely Council Tax and Business Rates. Variations against expected receipts in these two areas will also affect the Council's financial position in future years.
- 1.3 An updated position regarding the 2018/19 Capital Programme is also provided as at the end of December.

2. Summary of the Forecast Outturn Position as at the end of December 2018

- 2.1 Members have been provided with updates of the Council's forecast financial position (including a detailed Mid-Year Review) each month during this financial year. Significant pressures have been identified in several service areas, particularly Adult and Children's Social Care, Locality Services Provision and Home to School Transport. The latest forecast of service expenditure indicates a worsening in the overall financial position, with an overspend of £6.760m (£6.194m in November). The table below highlights the variations:

	Budget	Forecast Outturn	Variance	Previously Reported Position
	£m	£m	£m	£m
<u>Services</u>				
Strategic Management	3.049	3.049	0.000	0.000
Strategic Support Unit	3.026	3.013	(0.013)	(0.013)
Adult Social Care	95.360	95.911	0.551	0.628
Children's Social Care	28.137	32.850	4.713	4.338
Communities	8.223	8.023	(0.200)	(0.140)
Corporate Resources	4.721	4.196	(0.525)	(0.547)
Health & Wellbeing	22.541	22.031	(0.510)	(0.510)
Inward Investment and Employment	2.447	2.785	0.338	0.306
Locality Services - Commissioned	20.041	19.906	(0.135)	(0.079)
Locality Services - Provision	10.536	11.402	0.866	0.895
Regeneration and Housing	4.667	4.234	(0.433)	(0.326)
Regulation and Compliance	3.776	3.947	0.171	0.075

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Schools and Families	23.099	24.816	1.717	1.382
Total Service Net Expenditure	229.623	236.163	6.540	6.009
Public Sector Reform Savings not allocated to services	(4.039)	(4.039)	0.000 (see para 2.2)	0.000 (see para 2.2)
Reversal of Capital Charges	(13.353)	(13.353)	0.000	0.000
Council Wide Budgets	10.995	11.215	0.220	0.185
Levies	33.255	33.255	0.000	0.000
General Government Grants	(34.202)	(34.202)	0.000	0.000
Total Net Expenditure	222.279	229.039		
Forecast Year-End Deficit			6.760	6.194

The key changes in the outturn position are as follows: -

- The main variations from November to December for the Children's Social Care budget relates to increasing pressure on placements and packages for Looked After Children, with an increase in numbers from 506 to 520.
- The Schools and Families variations between November and December include an extra £0.133m on Home to School Transport resulting from increased external provision costs, increased in-house fleet costs and an increase in personal travel budgets. There has also been an increase in Children with Disabilities Care package costs due to increased clients (£0.174m).
- The Regeneration and Housing service is showing an improved position (£0.107m) due to vacancy savings; along with increased income from HMR legacy properties, improved fee collection and one off local plan receipts.

2.2 The 2018/19 Budget included £10.227m of savings from Public Sector Reform (PSR) projects. Current forecasts are that £7.749m of savings will be deliverable in the year (76%). There is a 2018/19 phasing issue amounting to £0.819m, however these savings are expected to be achieved in 2019/20 meaning that £8.568m (84%) in total is forecast to be delivered in 2019/20 and future years. It is forecast that £1.659m of the savings will ultimately not be delivered (16%). An analysis of the overall savings for 2018/19 are shown in the summary below:

	Total Saving 2018/19	Forecast - Achieved In 2018/19	Phasing Delivery 2019/20	Won't be delivered
	£m	£m	£m	£m
PSR1 - Acute Wrap Around	0.275	0.033	0.242	0.000
PSR2 – Locality Teams	5.100	3.633	0.467	1.000
PSR2 - Personalisation	1.000	1.000	0.000	0.000
PSR4 - All Age Pathway	0.415	0.121	0.000	0.294

PSR4 - Home to School Transport	0.365	0.000	0.000	0.365
PSR5 – An Excellent Education for All	0.319	0.319	0.000	0.000
PSR6 - Tourism	0.110	0.000	0.110	0.000
PSR6 - Other	0.748	0.748	0.000	0.000
PSR7 – Environment & Pride of Place	0.695	0.695	0.000	0.000
PSR8 – Asset Maximisation	0.450	0.450	0.000	0.000
PSR9 – ICT & Digital Inclusion	0.300	0.300	0.000	0.000
PSR10 - Commissioning	0.450	0.450	0.000	0.000
Total Budget Pressure	10.227	7.749	0.819	1.659

2.3 As a result of the detail provided in this report it can be seen that the Council's overall forecast outturn position, before remedial action, is shown below:

	December	November	Variance
	£m	£m	£m
2018/2019 Forecast Outturn (see 2.1)	6.760	6.194	+0.566
PSR - Unachievable 2018/2019	1.659	0.659	+1.000
Ongoing Budget Pressures	8.419	6.853	+1.566
PSR - Phasing 2018/2019	0.819	1.975	-1.156
Total Forecast Budget Gap 2018/19	9.238	8.828	+0.410

Measures to close the residual gap in 2018/19

2.4 As mentioned in paragraph 2.1, several services are experiencing significant demand pressures and these pressures have seen an increase in the forecast budget gap in December. These continue to remain a significant risk to the Council's in-year position. The services are continuing to try to identify mitigating actions, for example by reviewing high cost social care cases and maximising external contributions towards cases. Services under significant budget pressure will continue to be closely monitored during the remaining months of the financial year in order that proactive management of the overall budget can take place.

2.5 Financial sustainability is a key objective of the Council's Framework for Change programme. In order to achieve a balanced budget position, officers have identified – and Members have approved – a number of one-off measures within the Medium Term Financial Plan that will realise £6.046m of resources to partially bridge the budget gap in 2018/19. These include:

- Utilising the budget underspend from 2017/2018 (as reported to Cabinet on 26th July 2018) - £1.923m;
- Additional Adult Social Care Support Grant allocation announced by the Government late in the budget process - £0.953m;

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- The impact of the change in VAT liability of certain leisure fees and charges being introduced earlier than previously anticipated - £0.700m;
- Additional ASC Grant in 2018/19 utilised to offset forecast demand pressures - £1.010m;
- Additional Business Rates s31 Grants - £0.610m; and,
- Business Rates refunds on Council establishments - £0.350m.

2.6 Whilst these measures contribute significantly to closing the forecast deficit position during the current year, additional measures are required in relation to current expenditure budgets in order to bridge the remaining gap. As reported previously, service areas have reviewed all budgets and have identified uncommitted funding and other actions that will reduce the deficit, including a moratorium on non-essential expenditure and a review of reserves and balances. This will realise a further £2.815m and is summarised below.

- Vacancy and Supplies & Services savings across all services - £0.950m;
- Review of reserves and balances - £1.025m; and,
- Other savings on non-essential expenditure - £0.840m.

2.7 The Council's overall forecast outturn position, after remedial action, is shown below:

	£m
Total Forecast Budget Gap 2018/19	9.238
One-Off Measures 2018/2019	-6.046
Actions undertaken by services 2018/2019	-2.815
Total Forecast Budget Gap 2018/19	+0.377

2.8 As a result of the forecast increase in the budget gap during the month, it is proposed to conduct a review of all budgets with a particular emphasis on vacancies and uncommitted non-essential expenditure and to further review all budget forecasts with a view to meeting this shortfall. .

Implications beyond 2018/19

2.9 The current budget position, despite the successful delivery of the three year PSR programme, requires the development of permanent proposals for implementation from April 2019. The updated forecast outturn for 2018/19 now means that the budget gap for 2019/20 is between £10m and £12m, in addition to the current best estimate of a budget shortfall of £15m per annum in respect of 2020/21 and beyond. Senior officers have been dedicating significant time over recent months to this budget shortfall in order to inform the 2019/20 budget. . A robust budget plan will be presented for consideration as part of the Budget Setting report for 2019/20.

3 Council Tax Income – Update

- 3.1 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 £127.485m for 2018/19 (including Parish Precepts), which represents 85.8% of the net Council Tax income of £148.595m.
- 3.2 The forecast outturn for the Council at the end of December 2018 is a surplus of -£0.995m. This variation is primarily due to: -
- The surplus on the fund at the end of 2017/18 being higher than estimated at -£0.004m;
 - Gross Council Tax Charges in 2018/19 being higher than estimated at -£0.342m;
 - Council Tax Reduction Scheme discounts being lower than estimated at -£0.679m;
 - Exemptions and Discounts (including a forecasting adjustment) being higher than estimated at +£0.030m.
- 3.3 Due to Collection Fund regulations, the Council Tax surplus will not be transferred to the General Fund in 2018/19 but will be carried forward to be distributed in future years.

4 Business Rates Income – Update

- 4.1 Since 1 April 2017, Business Rates income has been shared between the Council (99%) and the Fire and Rescue Authority (1%). The Council's Budget included retained Business Rates income of £66.449m for 2018/19, which represents 99% of the net Business Rates income of £67.120m. Business Rates income has historically been very volatile making it difficult to forecast accurately.
- 4.2 The forecast outturn for the Council at the end of December 2018 is a surplus of -£1.763m on Business Rates income. This is due to:
- The surplus on the fund at the end of 2017/18 being higher than estimated -£2.169m;
 - Increase in the gross charge on rateable properties (-£0.051m)
 - Other reliefs (including a forecasting adjustment) being higher than estimated in 2018/19 at +£0.457m.
- 4.3 Due to Collection Fund regulations, the Business Rates deficit will not be transferred to the General Fund in 2018/19 but will be carried forward to be recovered in future years.

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5 Capital Programme 2018/19

5.1 The approved capital budget for 2018/19 is £35.973m.

5.2 As at the end of December, expenditure of £12.912m (35.9%) has been incurred within the approved Capital Programme. This is in line with a percentage spend of 39.2% (£11.052m) as at December last year.

5.3 As part of the monthly review project managers are now stating that £27.921m will be spent by year end. This would result in an under spend on the year of £8.052m on the whole programme with an overall delivery rate of 78%. This is summarised below as follows:-

2018/19 Full Year Budget	Actual Expenditure as at December 2018	Forecast Actual Expenditure	Full Year Budget Variance
£m	£m	£m	£m
35.973	12.912	27.921 (77.6%)	8.052

5.4 Last year the overall forecast expenditure as at December was 80% of the full year budget.

5.5 In order to achieve the revised forecast of £27.921m, expenditure of £15.009m will need to be incurred between now and the end of the year (within the last 3 months). Based on current expenditure levels, an acceleration in expenditure will be required, however historically a significant level of expenditure is incurred in the last 3 months of the year. There will be a review of expenditure incurred in January 2019 to further support or otherwise the stated position and a revised forecast, including any necessary adjustments for slippage into 2019/20, will be reported in the next monitoring report.

5.6 Key Variations on Overall Programme

It can be seen from the current forecast position that approximately £8.052m of expenditure will not be delivered in the current year. The key variations to this forecast are as follows:-

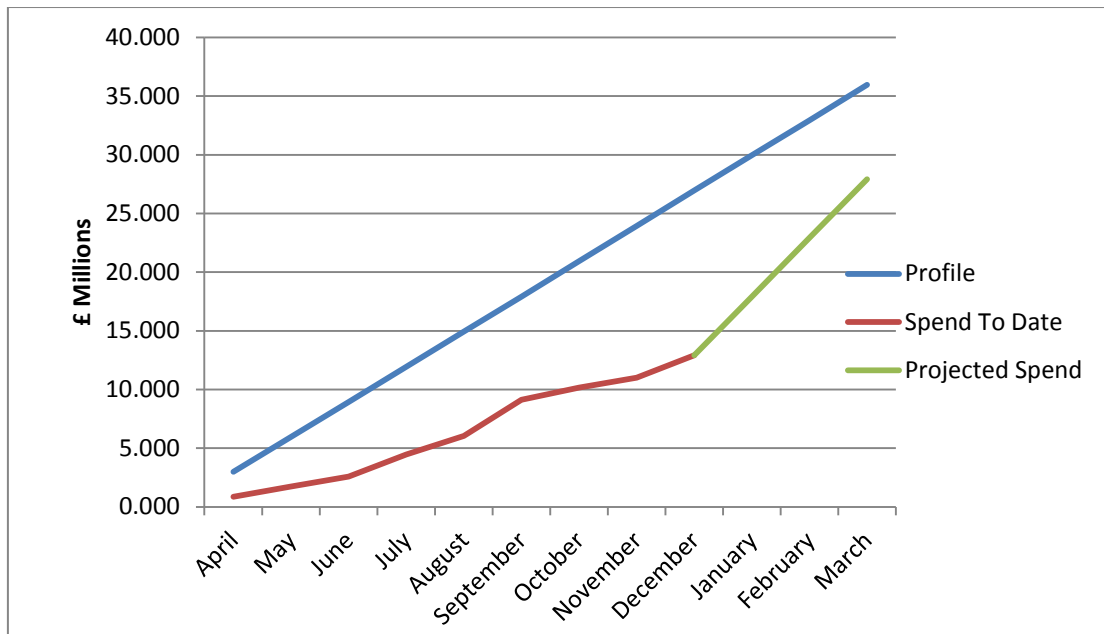
Scheme	Key Variation £'m	Funding Source	Explanation
Funding No Longer Required (key items)			

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Total			
Resources to be carried forward into next year (key items)			
Better Care Fund Allocation Balance	3.426	Better Care Fund Grant	Options are being reviewed for this funding. Slippage may change as and when these options are approved and implemented. This needs rewording for a public document- maybe..... a full review of the available funding and service requirements is currently being undertaken in order to utilise this funding
M58 Junction 1 Improvements	2.683	Government Grant	Scheme progress has been reviewed and as such request will be made to slip this resource into 2019/20.
Disabled Facilities Grant	0.533	Better Care Fund Grant	Scheme is below anticipated levels this year due to a reduction in referral numbers. A request will be made to slip this resource into 2019/20.
CERMS 2016-2021 Sefton Spend	0.300	Environment Agency Grant	Scheme progress has been reviewed and as such request will be made to slip this resource into 2019/20.
Southport Pier	0.294	Revenue Contribution – Pier Sinking Fund	Scheme progress has been reviewed and as such request will be made to slip this resource into 2019/20.
Total	7.236		

5.7 The graph below therefore shows the 2018/19 Capital Programme expenditure to date against the profiled budget.

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5.8 A service by service breakdown of expenditure, forecast actual expenditure and full year budget variation as at December 2018 is shown in the following table:

	Full Year Budget £'m	Expenditure to date £'m	Exp to Date as % of Budget %	Forecast Actual Expenditure to Date £'m	Forecast Full Year Budget Variation £'m
Corporate Resources	5.344	4.275	80.0	5.302	0.042
<u>New Schemes</u>					
Southport Theatre - Netting	0.030	0.045	150.0	0.030	0.000
Bootle Town Hall - Cold Water System	0.020	0.020	100.0	0.020	0.000
Previous Year Schemes	5.294	4.210	79.5	5.252	0.042
Locality Services - Commissioned	13.252	3.364	25.4	9.594	3.658
<u>New Schemes</u>					
LTP - New Schemes	3.596	1.469	40.9	3.596	0.000
Additional Pothole Funding	0.468	0.215	45.9	0.468	0.000
Buckley Hill Car Park	0.081	0.000	0.0	0.081	0.000
Ovington Drive, Kew - Play Area	0.044	0.043	97.7	0.044	0.000
Smithy Green, Formby - Play Area	0.065	0.000	0.0	0.065	0.000
Previous Year Schemes	8.998	1.637	18.2	5.340	3.658
Locality Services - Provision	2.530	1.388	54.9	2.530	0.000
Previous Year Schemes	2.530	1.388	54.9	2.530	0.000

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Regeneration and Housing	0.452	0.076	16.8	0.452	0.000
<u>Previous Year Schemes</u>	0.452	0.076	16.8	0.452	0.000
Regulation and Compliance	0.009	0.000	0.0	0.006	0.003
<u>Previous Year Schemes</u>	0.009	0.000	0.0	0.006	0.003
Health & Wellbeing	0.065	0.031	47.7	0.050	0.015
<u>Previous Year Schemes</u>	0.065	0.031	47.7	0.050	0.015
Adult Social Care	3.994	0.021	0.5	0.568	3.426
<u>New Schemes</u>					
Approved Better Care Funding	2.078	0.000	0.0	0.000	2.078
<u>Previous Year Schemes</u>	1.916	0.021	1.1	0.568	1.348
Children's Services	5.710	1.562	27.4	5.629	0.081
<u>New Schemes</u>					
St Luke's Primary – Hall Extension	0.600	0.277	46.2	0.600	0.000
Crosby High - Special Needs WC	0.020	0.020	100.0	0.020	0.000
Impact PRU - Perimeter Fencing	0.015	0.000	0.0	0.015	0.000
Lydiate Primary - General Refurb	0.100	0.058	58.0	0.100	0.000
Forefield Infants - New Toilet Block	0.175	0.001	0.6	0.175	0.000
Linaker Primary - Additional 1 Form Entry	0.700	0.273	39.0	0.700	0.000
Healthy Pupils Fund	0.164	0.000	0.0	0.164	0.000
Hudson Primary - Heating Ducts Provision	0.150	0.000	0.0	0.150	0.000
Linacre Primary - Classroom Refurb	0.066	0.066	100.0	0.066	0.000
Lydiate Primary – New lighting system	0.021	0.000	0.0	0.021	0.000
Redgate Primary – Rewiring	0.150	0.163	108.7	0.150	0.000
Farnborough Rd Infant – Replace felt roof	0.044	0.003	6.8	0.044	0.000
Farnborough Rd Junior – Replace brickwork	0.024	0.000	0.0	0.024	0.000
Forefield Infants – Replace security fence	0.041	0.000	0.0	0.041	0.000
Merefield Special – Emergency lighting	0.036	0.036	100.0	0.036	0.000
Waterloo Primary - Kitchen Alterations	0.025	0.017	68.0	0.025	0.000
Impact PRU - CCTV & Security Gates	0.045	0.000	0.0	0.045	0.000
Netherton Moss Primary – Kitchen Refurb	0.050	0.000	0.0	0.050	0.000
<u>Previous Year Schemes</u>	3.284	0.648	19.7	3.203	0.081
Communities	1.050	0.159	15.1	1.050	0.000
<u>New Schemes</u>					

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Atkinson Studio Stage	0.030	0.017	56.7	0.030	0.000
Previous Year Schemes	1.020	0.142	13.9	1.020	0.000
Inward Investment & Employment	1.367	0.993	72.6	1.073	0.294
Previous Year Schemes	1.367	0.993	72.6	1.073	0.294
Total New Schemes 2017/18	8.838	2.723	30.8	6.760	2.078
Total Previous Year Schemes	24.935	9.146	36.7	19.494	5.441
Disabled Facilities Grant	2.200	1.043	47.4	1.667	0.533
Total Capital Programme	35.973	12.912	35.9	27.921	8.052

5.9 Financing of the 2018/19 Capital Programme

	Budget
	£m
Government Grants*	25.354
Borrowing	7.431
S106	1.480
Contribution	1.496
Capital Receipt	0.212
TOTAL	35.973

*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 2018, £1.070m has been received leaving a balance due of £0.430m. As at the end of December 2018 £0.336m has been received leaving a balance required of £0.094m. It is anticipated this will be received in 2018/19.

Agenda Item 5

Report to:	Cabinet	Date of Meeting:	7 February 2019
Subject:	Strategic Approach to ICT Contracts Management		
Report of:	Head of Corporate Resources	Wards Affected:	All Wards
Portfolio:	Cabinet Member - Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

This report seeks Cabinet approval for the implementation of a strategic approach to contract management for all ICT contracts held by the local authority. This approach will enable the following activity

1. Gain a full understanding of all contracts that have been inherited by the Council following the end of the Arvato contract including, suppliers, terms and conditions, pricing and how critical services are supported
2. Ensure that robust contracts are in place between the authority and vendors
3. Rationalise contracts in line with business requirements
4. Manage risk in relation to business continuity

Recommendation(s):

Cabinet is requested to

(1) Approve the strategic approach detailed within this report

(2) Delegate authority to the Head of Corporate Resources, in consultation with the Cabinet Member – Regulatory, Compliance & Corporate Services to implement the contract management strategy in accordance with the Councils Contract procedure rules and appropriate legislation.

Reasons for the Recommendation(s):

On the 30th September 2018, the Council's 10-year partnership with Arvato for provision of a range of services came to an end. Several transactional services returned to the Council for ongoing service delivery and an element of ICT service delivery was the subject of an OJEU compliant procurement. This contract was awarded to Agilisys for a 5-year term, with an option to extend for a further two years.

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During the period of the partnership, Arvato had been contracted to provide a supplier contracts management function which sat within the remit of ICT services. This function has not been transferred to the Council's new external ICT provider, Agilisys, and became the responsibility of the Council with effect from 1st October 2018. As part of the exit arrangements with Arvato, work was undertaken to start the process of understanding and reviewing all contract arrangements, but it is only since the function has transferred to the Council that work could truly commence.

As responsibility for supplier contract management has now returned to the Council a strategic approach is required to complete a systematic review of all contracts and licences that considers business requirements, the most economically advantageous approach and procurement legislation.

The stability of the Council's ICT infrastructure is key in maintaining business continuity.

Alternative Options Considered and Rejected:

The authority has inherited a function that has been delivered as a managed service by another provider for ten years, and as such there is an opportunity to review all existing contracts in place, to ensure the provision of best value services to both internal and external customers.

Given the volume of work required it is felt that there is no option but to complete a systematic review, based on the strategy outlined in this paper.

What will it cost and how will it be financed?

(A) Revenue Costs

The total annual value of all ICT Contracts held by the authority is £2,781,000, work is currently continuing to understand the existing terms and conditions of each contract. The ongoing costs of all contracts are contained within the services budget

(B) Capital Costs

Any new ICT contracts established for the procurement of ICT equipment may include capital costs relating to device purchase, such costs will be funded from existing service and transformation budgets

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets):

ICT contract/licence renewals will be carried out by the Council's ICT client team, in partnership and consultation with Service Delivery leads, Legal and Procurement teams as required. As part of this process, service and system leads will be required to support the review in defining business requirements

Legal Implications:

The implementation of this strategy would allow the authority to ensure that the contracts are in place in line with business and legal requirements.

Equality Implications:

There are no equality implications.

Contribution to the Council’s Core Purpose:

Protect the most vulnerable:

The implementation of this strategy will ensure the maintenance of systems and services used by Council staff to deliver services to the most vulnerable members of our communities.

Facilitate confident and resilient communities:

The implementation of this strategy will ensure the maintenance of systems and services used by Council staff to deliver services to our communities.

Commission, broker and provide core services:

The implementation of this strategy will ensure the maintenance of systems and services used by Council staff to deliver services.

Place – leadership and influencer:

Not applicable.

Drivers of change and reform:

As the strategy is implemented the Council will seek to exploit as many opportunities as possible to drive forward the Council’s ambitious change programme.

Facilitate sustainable economic prosperity:

The potential for added Social Value, including economic wellbeing outcomes, will be considered as part of the strategic approach and within individual contracts.

Greater income for social investment:

Not applicable.

Cleaner Greener

The potential for added Social Value, including environmental wellbeing outcomes, will be considered as part of the strategic approach.

What consultations have taken place on the proposals and when?

(A) Internal Consultations

Head of Corporate Resources (FD 5502/19) has been consulted and comments have been incorporated into the report. The Chief Legal and Democratic Officer (LD4627/19) has been consulted and comments have been incorporated into the report.

In addition, Commissioning and Procurement leads have been consulted and any comments have been incorporated into the report.

(B) External Consultations

Not applicable

Implementation Date for the Decision

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

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Appendices:

There are no appendices to this report

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1 Sefton Council outsourced its ICT service to Arvato CRM UK & Ireland (under a Services Agreement) for a 10-year period between 1 October 2008 and 30 September 2018
- 1.2 As part of the arrangement, Arvato managed the contracts with third-party ICT suppliers which provided software, hardware and services to the Council. (In addition, Arvato also carried out some ICT procurement on behalf of Sefton schools).
- 1.3 Whilst some of these contracts were Managed Contracts and therefore remained in the Council's name, the majority were Novated Contracts and as such, ownership of those contracts was transferred to Arvato for the duration of the Services Agreement.
- 1.4 In addition, many new contracts with third-party suppliers set up during the term of the Service Agreements were done so under Arvato's name.
- 1.5 Following the end of the 10-year contract a total of 267 ICT Contracts have been transferred to the Council, with 88% of these being valued under £20k per year.
- 1.6 Although the novation of contracts was included within the Arvato Exit Plan, only in October 2018, when staff transferred to the authority and contracts started to novate, did the authority start to gain clear visibility of what contracts were in place, what supporting documentation was available and the values. The key task arising therefore is to evaluate this information and then develop a robust and ongoing contract management strategy for the service.
- 1.7 To minimise any risk associated with the novation of the contracts from Arvato all novation's will be sealed on receipt as per guidance from the Council's Legal Team.
- 1.8 These contracts that were previously managed and administered by Arvato are critical to the operation of a wide range of council services. As such a primary objective in the transition process was for all services to 'land safely' and ensure business continuity is maintained. As stated, it is only since October 2018 that visibility of those contracts in place has been possible but from an initial review these contracts consist of: -
 - A number of contracts are for the support and maintenance of core council systems such as council tax and social care. These systems are large, complex and will have been the subject of major council led implementation projects that spanned a number of years and required significant development and upfront capital costs- typically these systems are replaced 'once in a generation' e.g. every 15 years and would be the key systems that require business continuity plans and are used by many local authorities with similar responsibilities
 - Contracts that support smaller systems and functions but again require significant time to define business requirements and require significant up-front capital expenditure; and

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- Software or system user Licenses

1.9 Having taken over the responsibility for these contracts, a full evaluation needs to commence to ensure that all are required to meet the Council's business requirements, that the Council is benefiting from the most advantageous commercial arrangement possible and that appropriate contract documentation exists. This review will need to take place in accordance with the Council's contract procedure rules and appropriate legislation.

2. Adopting a Strategic Approach to ICT Contract Management

2.1 There is an opportunity to review business requirements and develop a clear Contract Management plan in accordance with the Council's Contract Procedure Rules and Procurement Legislation.

2.2 It is therefore recommended to implement a full review of all contracts novated the authority over the next two to three years.

2.3 The contracts can be categorised as follows

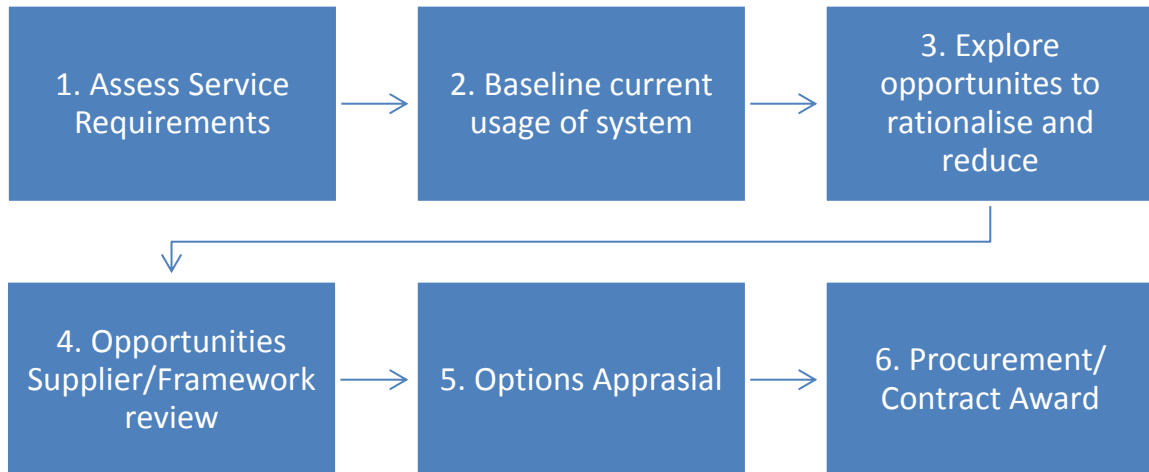
Category No.	Description	Number of contracts
1	Low value 12-month contracts <20k cost per annum	235
2	Support contracts and services over 20k per annum but under OJEU Threshold	5
3	Ongoing support and licensing costs for major Systems, application licensing and infrastructure services	27

2.3.1 Category One Contracts

These contracts predominately cover support licences, and non-critical software. To ensure value for money, the process to systematically review all of these is already in progress and will run on a 12-month cycle. The current and planned approach is being completed in line with Public Procurement Regulations and Local Contract Procedure Rules.

2.3.2 Category two Contracts

These five contracts support core operational service delivery but are not currently classed as critical applications or services. The proposed approach for the review of these contracts is as follows and will be completed over the next two years



This work will be completed in partnership with service leads, legal and procurement colleagues and will be completed in line with the Council's Contract Procedure Rules and procurement legislation.

2.3 Category Three Contracts

There are twenty-seven critical system/support and maintenance contracts within the overall 267 as described earlier within this report. These applications, systems and services underpin the core ICT infrastructure and support critical service provision across the authority. It must also be highlighted that several of the systems supported by these maintenance contracts enable the authority to meet statutory obligations in terms of either service delivery or statutory reporting requirements. Some examples are provided below

- Annual support and maintenance of case management systems that support Adults and Children's Social Care
- Support of systems that support the administration of Revenues and Benefits
- Services that allow communications and connectivity to the internet and local networks
- Printing and scanning solutions

Due to the very nature of these systems and services across many local authorities there is an only a small number of vendors providing products to meet requirements and typically these systems and service have long contract lifecycles and are reviewed 'once in a generation' due to the following factors

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- Internal and external resources required to review business requirements, conduct a procurement exercise and award a new contract
- The cost of change to migrate from an existing system, including factors such as data migration, training, local configuration, risk and integration requirements
- Potential capital investment required for a new solution
- Scale and size of an implementation project, for a large system it could take a number of years to deploy all elements of a solution, hence councils typically only undertake 1 such project every 5 years
- Impact on business as usual service delivery that any system change could bring
- Links to national and regional strategic directions, such as dependencies on system integration for Health and Care plans across the region

The immediate key priority is to ensure that Sefton Council has robust contracts in place for the support and maintenance of systems owned by the authority in order to minimise any risk(s) in relation to business continuity and ensure the delivery of core council services to residents. Work is therefore planned in 2019/2020 to review the current contractual documentation in place and revise existing contracts, as required, with these existing providers to minimise any risk to business continuity.

Alongside reviewing the current contractual arrangements and ensuring that robust contracts are in place, a long-term plan will be developed to review each of these systems in turn to ensure value for money and this may include procurement activity. Where possible the authority will look for opportunities to take advantage of existing Government Frameworks or procure in partnership with other local authorities/wider partners where appropriate.

3 Conclusion

ICT is identified as a key enabler within the Council's Framework for Change Programme and many of the contracts summarised in this report support the both existing operational service delivery as well as forming the foundational architecture for the Public-Sector Reform Transformation Programme. To ensure the provision of key operational services across the authority the ICT systems that enable these operations must be supported by robust contracts and support agreements. This work is prioritised for the current financial year.

It is then recommended that systematic and planned review of contracts is completed as outlined within this report to ensure the business continuity whilst also ensuring alignment to the strategic direction locally and regionally.

Additional capacity will be allocated in both the ICT Client Team and Legal team to deliver the contract management strategy outlined within this report, this will be contained within existing resources. The investment needed from a resource perspective to review major systems is significant and must be planned to ensure sufficient time and capacity for a full review of business requirements, particularly for category three contracts to ensure effective procurement activity and implementation alongside wider public-sector reform programmes.

Agenda Item 6

Report to:	Cabinet	Date of Meeting:	7 th February 2019
Subject:	Stop Smoking Service Contract Extension		
Report of:	Director of Public Health	Wards Affected:	All
Cabinet Portfolio:	Health and Wellbeing		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

To seek cabinet approval to extend the Stop Smoking Service for a further 12 months, by exercising a plus one year option within the current contract.

To seek delegated authority for the Director of Public Health (in consultation with the Cabinet Member) to award the remaining subsequent extension options if any future extensions of this contract are deemed appropriate and offer value for money.

Recommendation(s):

- (1) For Cabinet to give approval to Public Health to exercise a plus one year extension to the Sefton Stop Smoking Service contract.
- (2) For Cabinet to delegate authority to the Director of Public Health in consultation with the Cabinet Member for Health and Wellbeing, to award future contract extensions within the existing contract term.

Reasons for the Recommendation(s):

The current contract is from April 2017 to March 2019, with the option to extend for a further 3 x 12 month periods. Approval is sought by Cabinet to extend the current commission of the Stop Smoking Service by one additional twelve months to March 2020.

This would enable further review of the service and allow for development of action around smoking in pregnancy, which will influence whether the contract should be varied or recommissioned after this period.

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

1. Full re-procurement of the service; this option is rejected because the service has been operational for less than 2 years. During that time, there has been significant improvements made to the delivery model, focusing on the most vulnerable

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people in the population. The service needs time to embed and continue its development to tackle smoking in pregnancy, which is a public health priority.

2. To extend the contract for a further 2 or 3 years by exercising the additional options within the current contract. This option is rejected because of the continued review around smoking priorities, and the possible need to vary the contract to reflect those priorities.

What will it cost and how will it be financed?

(A) Revenue Costs

There are no additional costs. The annual contract is agreed at the existing budget of £665K per annum. This includes the provision of pharmaceutical support and related products.

(B) Capital Costs

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets): Met within existing Public Health budget allocation.
Legal Implications:
Equality Implications: There are no equality implications.

Contribution to the Council's Core Purpose:

(Please give a brief description of how the proposals set out in the report contribute towards the following Council's Core Purpose. Insert 'not applicable' where required).

Protect the most vulnerable: Sefton Stop Smoking Service targets people who are most vulnerable target groups, including people living in the most deprived communities where prevalence is double that of the general population, people experiencing poor mental health and pregnant women.
Facilitate confident and resilient communities: Sefton Stop Smoking Service is a specialist strand of Living Well Sefton (LWS), who's aim is to provide a range health and wellbeing opportunities and support for people in their communities. Supporting people to maintain control over their lives and involving them in shaping services delivery is key.
Commission, broker and provide core services: x
Place – leadership and influencer: n/a

Drivers of change and reform: n/a
Facilitate sustainable economic prosperity:n/a
Greater income for social investment: n/a
Cleaner Greener

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD.5496/18) and Head of Regulation and Compliance (LD.4621/18) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

No External Consultations have taken place

Implementation Date for the Decision

Immediately following the Committee / Council meeting.

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Appendices:

There are no appendices to this report

Background Papers:

None

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1. Introduction/Background

1.1 Prevalence

Estimated smoking prevalence across the whole of Sefton is 12.4%; however, this masks much higher prevalence in some of Sefton's most deprived wards, where up to 50% of people smoke tobacco and therefore exposed to more concentrated risk from harm. Smoking related deaths in Sefton are significantly worse than the rest of England equating to 574 deaths per year.

Smoking remains by far the single biggest preventable cause of death and illness in England and the single most important driver of health inequalities. Smoking is much more common amongst unskilled and low-income workers than amongst high earners. The more disadvantaged a person is, the more likely they are to smoke and suffer smoking related illness and premature death. Smoking rates are also higher amongst people experiencing poor mental health, prisoners, looked after children and LGBT people.

Smoking is transmitted across the generations in a cycle underpinned by social norms, familiarisation and addiction. In poorer communities, young people are more exposed to smoking behavior, more likely to try smoking and once hooked find it harder to quit.

Smoking is so corrosive to individual, family and community health that any success in reducing smoking in disadvantaged groups has knock on benefits for the wider determinants, not least poverty. (*ASH, Health Inequalities and Smoking 2016*)

1.2. Sefton Stop Smoking Service

Sefton Council have contracted Solutions 4 Health to deliver a specialist stop smoking service for Sefton. An annual budget of £665K for a contract period of 2 years with 3 plus one year options was implemented in April 2017.

Solutions 4 Health is commissioned to provide an evidence-based specialised support service for people wanting to give up smoking, or reduce harm with a view to quitting in the longer term.

The service is driven to achieve a reduction in smoking prevalence in adults who require the most support, including people with poor mental health, pregnant women and people living in areas of greatest deprivation and to contribute to Sefton's Living Well Sefton Service (LWS) by:

- Acting as a specialist spoke, to assist residents across all age groups to stop smoking
- Offering stop smoking advice and providing a range of free, person centred, interventions using behaviour change techniques and motivational interviewing to tailor health, wellbeing and lifestyle support
- Providing support and training to all those involved in encouraging and supporting people to reduce harm and stop smoking.
- Focusing specifically on health inequalities and on improving health and wellbeing outcomes for residents of the borough and improve the health of the poorest.

2.0 Review

2.1 Performance

A review of the service was completed in May 2018 reflecting on the most recent full year's activity covering the period April 2017 – 31st March 2018.

The service performed well over all, supporting 2040 people to set a quit date during that time and 48% of those people going on to quit. 78% (228) of people who set a harm reduction date, reduced their consumption by 50%.

Over half of clients (1048) supported by the service came from the top 10% most deprived wards achieving a quit rate of 42%. Amongst people experiencing poor mental health who accessed the service (396), 38% went on to quit. This is lower than the service target of 40%. 42% of pregnant women who accessed the service went on to quit (however, numbers are small). The service has concentrated efforts in areas greatest challenge and has continued to improve performance in 2017/18.

2.1 Areas of Deprivation

The service has targeted service promotion within areas of deprivation with a view to reaching people, who have never previously accessed the service. This has been supported by the introduction of a mobile unit 'Wellness on Wheels' which is used to set up stop smoking support sessions in communities, workplaces and at events.

The service is now more flexible offering support in venues and at times that suit local people, includes evenings and weekends.

The service has prioritised working with community partners, delivering brief advice training to staff and strengthening referral processes. The service has updated its communication methods to include social media, interactive website and online chat to provide round the clock support.

It is acknowledged that for some people who find it more difficult to quit, a harm reduction approach is more effective, staff have been supporting many people this way, resulting greater uptake amongst routine and manual workers.

2.3 Smoking in Pregnancy

Smoking pregnancy is a complex issue with many challenges. The service has worked tirelessly with Southport and Ormskirk and Liverpool Women's maternity units to improve the number and quality of referrals in to the service. As a result, the numbers of referrals have increased but not significantly. Public Health is working to address smoking in pregnancy at a regional level, as described in the SATOD report.

The service has developed a bespoke offer for pregnant women who access the service 'Me Time' offers holistic support to expectant mums, and includes home visits, relaxation, nutrition and physical activity sessions in addition to, smoking cessation.

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2.4 Mental Health

The service has worked closely with MerseyCare to improve smoking support for people who experience poor mental health. A data sharing agreement has been established and training has been provided for staff. Clinics are now being delivered in mental health community venues.

2.5 Pharmacies

Solutions for Health have successfully taken over management of the pharmacy contracts including the provision and governance of pharmaceutical support.

A review and redesign of the pharmacy offer has been completed. This includes the introduction of a new database which will capture additional information and reduce lost to follow ups and improved quit rates. Tariffs have been revised prioritising outcomes for clients rather than activity. SLA's have been established and new pharmacies signed up to ensure good coverage across the whole of Sefton. The revised offer includes;

- 22 Pharmacies providing Level 2 Services (advice and support to quit)
- 42 Pharmacies Supplying Champix under the PGD

4.0 Next Steps

A one year extension to the current contract is required to build on early successes and consolidate progress to date. This will be delivered within the existing annual budget.

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Report to:	Cabinet	Date of Meeting:	Thursday 7 February 2019
Subject:	Southport Town Centre - Townscape Heritage Lottery Second Round Application		
Report of:	Head of Economic Growth and Housing	Wards Affected:	Dukes
Portfolio:	Cabinet Member - Planning and Building Control		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

To seek approval from Cabinet to submit the Second Round application (Second stage of a two stage process) to the Heritage Lottery Fund for the Townscape Heritage funding stream for Southport Town Centre including Lord Street and the Promenade Conservation Areas.

Recommendations:

(1) Cabinet agrees to the submission of a Second Round application for Heritage Lottery Funding for Southport Town Centre to the value of £1.63m as part of an overall project valued at £2.36m;

(2) that subject to HLF approval of the Second Round application:

- a) Cabinet agrees to submit the Second Round bid
- b) Cabinet approves the provision of £200,000 of match funding over the course of the 5 year project; and
- c) Cabinet notes that the Head of Economic Growth and Housing, will provide regular progress updates in briefings to the Cabinet Member for Planning and Building Control, and will deliver the project over the subsequent 5 years.

Reasons for the Recommendations:

At the meeting of 2nd November 2017 Cabinet agreed to the recommendations set out which included:

1. Cabinet agrees to the resubmission of a Stage 1 application for Heritage Lottery Funding for Southport Town Centre;

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2. That subject to approval of the Stage 1 application:

a) the Chief Planning Officer, in consultation with Cabinet Member for Planning and Building Control, is granted delegated authority to develop the Project for a Second Round application and that

b) prior to submission of the Second Round application, a further report is presented to Cabinet seeking its approval to proceed with the application and setting out the Partnership Funding arrangements and any required Council contribution.

c) £30,000 revenue funding is earmarked from within the Council's Economic Growth Programme to support the application.

d) Note that based upon the current financial forecast for the £2.3m programme of works, that gap funding of £200,000 currently exists. In the event that this sum cannot be identified from external sources, the Council will be required to provide for this from its future years capital programme.

The First Round application was submitted in December 2017 and approved in June 2018 with HLF grant funding of £70,100 and Southport BID funding of £30,000. Since that time the Second Round application has been, and continues to be, worked up in order for submission in June 2019. Alternative external sources of match funding for the £200,000 required has not been able to be identified. The full value of the project is £2.36m.

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

The two Conservation Areas highlighted within the report were selected over others within the borough as they are currently classified as being "at risk" and so are in priority need of investment. The other four Conservation Areas "at risk" within the authority are not located within any Town Centre and do not have the identified need that would suit the individual eligibility criteria and outcomes required as part of the TH funding stream.

This is the last opportunity to apply for the TH funding stream, which has now been discontinued by HLF.

What will it cost and how will it be financed?

The total cost of the scheme delivery (subject to approval of second round bid) is estimated to be in the region of £2.36m. This includes a grant from HLF for £1.63m which in turn would trigger match funding from private sector contributions totalling approximately £0.53m along with Sefton Council contribution of £0.2m. This contribution will be the total contribution over the 5 years of the project and will be funded from the council's growth budget.

(A) Revenue Costs

As previously reported there is a requirement for £30,000 of Revenue funding in 2019/20 which can be contained within the Growth Programme due to a gap before approval of the Round 2 stage is received (and was agreed by Cabinet in November 2017).

There is currently an overall £2.36m project budget, made up of Council funds of £200,000, HLF Funding and private sector investments as set out.

(B) Capital Costs

Implications of the Proposals:

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

Resource Implications (Financial, IT, Staffing and Assets):
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As stated above a total of £230,000 funding from Council resources is required over the 5 year project.

With regard to staffing resources a 1.5FTE will be required. This will be funded from the overall project budget.

Legal Implications:

As part of the Second Round application, partnership agreements, grant offer letters and legal agreements would need to be drawn up between the authority and local businesses seeking grants.
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There should be sufficient in-house expertise to undertake this task; however capacity will need to be reviewed at the appropriate time.
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Equality Implications:

There are no equality implications.

Contribution to the Council's Core Purpose:

Protect the most vulnerable: N/A

Facilitate confident and resilient communities: Effective physical regeneration significantly contributes to promoting community resilience through improved associations between people and place.

Commission, broker and provide core services: N/A

Place – leadership and influencer: Heritage conservation work and associated built assets helps create a restored sense of Place.

Drivers of change and reform: Physical built regeneration provides a significant contribution to system change, assets often being the catalyst for reform.

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Facilitate sustainable economic prosperity: Inward investment to heritage assets contributes to the local economy in both the short and longer term.
Greater income for social investment: Creating a greater sense of place stimulates social investment and contributes towards behaviour change.
Cleaner Greener: An improved physical environment means that our spaces that are occupied are cleaner.

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD.5509/19) and the Chief Legal and Democratic Officer (LD4633/19) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

An extensive consultation exercise was undertaken in June 2016. This was supplemented with further consultation in August and September 2017 to reaffirm and help gauge the likely level of interest in the scheme and ensure that the outline proposals met with the aims and aspirations of the proposed funding stream.

- Initial consultation was carried out June 2016
- A public display was provided at the Atkinson during the month of June. 74 written responses were received, 76% of respondents acknowledged the decline in heritage within the town and the need to take action.
- Only 2 respondents out of the 74 submitted believed that the Council should have no role in protecting the heritage of Southport, with 78% of respondents feeling that the Council's role is to provide grant (this would form part of the bid).
- Overall, 93% of respondents are in support of the Council making an application for Heritage Lottery funding to improve Southport Town Centre.

Further consultation has begun with target property owners and a future detailed public consultation will be undertaken over the coming months up until the submission of the Second Round Bid in accordance with the report approved by the Public Consultation and Engagement Panel on 26th November 2018.

Implementation Date for the Decision

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

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Appendices:

There are no appendices to this report.

Background Papers:

There are no separate background papers available for inspection.

1. Introduction/Background

1.1 The Head of Economic Growth and Housing has already begun a suite of measures seeking improvements in both the Lord Street and Promenade Conservation Areas and ultimately to result in their removal from the national Heritage “at Risk” register.

1.2 Measures include:

- formally adopting the Lord Street and Promenade Conservation Area Appraisals
- successfully implementing the Lord Street Verandah enforcement project
- publishing a detailed technical guidance document for owners of Lord Street Verandahs
- investigating a long term maintenance and management of Lord Street Verandahs
- proactively engaging with property owners (and where appropriate enforcement action) to improve the physical appearance of derelict and unattractive buildings within these areas
- publishing Historic England branded Heritage Trails
- discussing with Highways and other Council Departments to ensure work undertaken is well considered within the Heritage context
- Formulating a draft Management and Maintenance Plan
- Formulating draft Supplementary Planning Documents .

1.3 To support this work, initially in January 2015, the Chief Planning Officer made enquiries to the Heritage Lottery Fund (HLF) about securing funding for Southport Town Centre as a Townscape Heritage (TH) scheme. Following this a successful first round bid was approved by HLF in June 2018 and the development of the Second Round Bid is underway and due for submission in June 2019.

2. Townscape Heritage (TH) Lottery Funding

2.1 TH Lottery funding is aimed at supporting projects that have the potential to regenerate and transform those conservation areas in need of investment and areas where there is a mixture of buildings and uses, including residential, retail and other business uses.

2.2 The funding for buildings will be concentrated within a specific area connecting Lord Street to the Promenade and include:

- Structural and external repair of historic buildings;
- Reinstatement of authentic architectural features (e.g. traditional shopfronts, windows);
- Works to bring vacant floor space in historic buildings back into use;

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Complimentary initiatives will also be formulated and delivered including raising the profile of heritage for the community and visitors, educational resource including heritage training and skills development.

- 2.2 The final outcomes of the scheme will be that heritage will be better managed and be more pleasing aesthetically. People will have developed skills and a wide range of the community will have engaged with and learnt about Heritage. This will enable the historic core and the wider town centre to be a better place to live, work or visit and the local economy will be boosted.
- 2.3 At First Round an outline of the proposed project was provided, explaining why funding is needed and what the Council would like to achieve. The Second Round application (the development phase) requires the Council to say how it intends to reach these outcomes. This will comprise the submission of a detailed scheme plan including a complementary activity plan with detailed costs.

3. Outline Project Proposal

- 3.1 If approved, the Southport TH Scheme will strengthen the linkages between the Town Centre and the Seafront. This is a key strategic aspiration and will complement the restoration of Kings Gardens and recently approved Coastal Communities Funding for the repair and restoration of the Pier by further enhancing the attractiveness of roads connecting the Town Centre to the Seafront.
- 3.2 The overall aim is to create an attractive, diverse, self-sustaining mix of uses for both residents and visitors within a distinctive high quality historic environment. This will seek to halt and reverse recent decline in elements of the heritage of Southport and act as a catalyst for the regeneration and transformation of its historic townscape. The project will focus on the four identified clusters of target buildings within the connections between the Town Centre and the Seafront - allowing property owners on Bold Street, Nevill Street, Scarisbrick Avenue and Coronation Walk to apply for grant funding. These roads constitute a key east west gateway from Lord Street to Kings Gardens.
- 3.3 The project will encompass the repair/restoration and reuse of a number of key townscape buildings.

To complement these physical works, the project will look to:

- create social value and provide employment on the key projects, and learning and training opportunities, with regard to heritage, technical and practical skills in partnership with a further education college
- develop an educational resource centred on Southport's built heritage for use by local schools
- foster and raise people's awareness, interest and curiosity in Southport's historic built environment via events, public engagement and targeted initiatives.

- 3.4 The total value of the proposed scheme is in the region of £2.36m and it is anticipated that £2.2m will be secured via Heritage Lottery Funding and private

sector contributions. As a result, match funding of £200,000 is required from the Council.

- 3.5 The circa £525k from business owners will be secured on an individual basis during the delivery of the project and may increase or decrease depending on the take up of the grant at that time and the final intervention rate. Claims to the HLF will be submitted on a quarterly basis, there would not be any cost overruns and the budget will be managed by the Head of Economic Growth and Housing, the project officer and finance department.

4. Project Costs for Delivery and timescales

- 4.1 The project is anticipated to last 5 years. Of the total costs of £2.36m the key financial contributions are shown in the Table 1 which provides an overview of the potential programme.

Table 1 Outline Programme and anticipated financial contributions

General Activity	Financial Expenditure	Date
Submission of Second Round Application		June 2019
Decision on Second Round Application		September 2019
If Approved Delivery Phase of Project		
<ul style="list-style-type: none"> • Delivery of detailed scheme plan including repair, restoration and bringing vacant floorspace back into use • Delivery of Public Engagement Activity Plan • Delivery of Education and Skills Training Plan 	Spend over the 5 year project period: £200,000 – Sefton Council £1,625,000 – HLF Circa £523,611 – Premises Owners	September 2019 – September 2024

Future Reporting

There will be regular reports on the Second Round bid and subsequent delivery of the project to help ensure it runs smoothly. This would include details of key milestones met along with anticipated future milestones and any potential deviation from the project plan. Exact governance arrangements will be set up by the Head of Economic Growth and Housing, and Cabinet Member for Planning and Building Control. These will include:

- Briefing updates to Cabinet Member Planning and Building Control and Cabinet Member Regeneration and Skills
- Report updates to Overview and Scrutiny Panel
- Monthly Growth Board updates

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