

Public Document Pack

Sefton Council 

MEETING: CABINET
DATE: Thursday 20th June, 2019
TIME: 10.00 am
VENUE: Birkdale Room, Town Hall, Southport

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: Ruth Harrison
Democratic Services Manager
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The Cabinet is responsible for making what are known as Key Decisions, which will be notified on the Forward Plan. Items marked with an * on the agenda involve Key Decisions

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

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

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

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A G E N D A

Items marked with an * involve key decisions

<u>Item No.</u>	<u>Subject/Author(s)</u>	<u>Wards Affected</u>
1	Apologies for Absence	
2	Declarations of Interest Members are requested to give notice of any disclosable pecuniary interest, which is not already included in their Register of Members' Interests and the nature of that interest, relating to any item on the agenda in accordance with the Members Code of Conduct, before leaving the meeting room during the discussion on that particular item.	
3	Minutes of the Previous Meeting Minutes of the meeting held on 23 May 2019	(Pages 5 - 6)
4	Appointment to Outside Bodies Report of the Head of Corporate Resources	(Pages 7 - 20)
* 5	Business Continuity Policy Report of the Head of Corporate Resources	All Wards (Pages 21 - 34)
6	Burials and Cremation Service Grounds Maintenance Provision Post 2020 Report of the Head of Locality Services	(Pages 35 - 42)
* 7	Acceptance of Adult Education Budget Grant to support Sefton Adult Community Learning Service Report of the Head of Economic Growth and Housing	All Wards (Pages 43 - 48)

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THE "CALL IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON TUESDAY 4 JUNE, 2019.

CABINET

MEETING HELD AT THE COMMITTEE ROOM, TOWN HALL, BOOTLE ON THURSDAY 23RD MAY, 2019

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

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Veidman.

2. DECLARATIONS OF INTEREST

No declarations of any disclosable pecuniary interest were received.

3. MINUTES OF THE PREVIOUS MEETING

Decision Made:

That the minutes of the Cabinet meeting held on 4 April 2019 be confirmed as a correct record.

4. APPROVAL FOR HOMES ENGLAND GRANT IN RESPECT OF ENABLING WORKS

The Cabinet considered the report of the Head of Corporate Resources in relation to the offer of grant funding from Homes England to the Council through their Accelerated Construction Programme to support development on the Meadow Lane/St John Stone site in Ainsdale.

Decision Made: That

- (1) the grant of £623,210 from Homes England to the Council for the Meadow Lane/St John Stone site, and the conditions attached to this offer be approved;
- (2) a fully funded supplementary capital estimate of £623,210 be approved in accordance with the Council's Financial Procedure Rules; and
- (3) the Head of Corporate Resources, in consultation with the Cabinet Member for Regulation, Compliance and Corporate Services be granted delegated authority to appoint a suitable Client Agent to manage the project and a suitable contractor to undertake the infrastructure and site preparation works for the Meadow Lane/St John Stone site in accordance with the Council Contract Procedure Rules be approved

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CABINET- THURSDAY 23RD MAY, 2019

Reasons for the Decision:

The Council's Financial Regulations require that Cabinet authorise the acceptance of external funding over £500,000, and supplementary capital estimates in excess of £250,000 up to and £1,000,000.

Alternative Options Considered and Rejected:

The Council could refuse the offer of the Grant funding from Homes England. This would however undermine the financial viability of the development of the site, and risk delays to housing construction being undertaken.

5. APPOINTMENT TO OUTSIDE BODIES

Decision Made:

That the report in relation to Appointment to Outside Bodies be deferred to the next meeting of the Cabinet.

6. RETIREMENT OF CHIEF EXECUTIVE MARGARET CARNEY

The Leader of the Council and Members of the Cabinet thanked the Chief Executive, Margaret Carney, for all her exceptional work and support over the last ten years and wished her well for a long, happy and healthy retirement.

Agenda Item 4

Report to:	Cabinet	Date of Meeting:	20 June 2019
Subject:	Appointment to Outside Bodies 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:	No
Exempt Confidential Report:	/ No		

Summary:

To consider the appointment of the Council's representatives to serve on Outside Bodies and Thematic Partnership Bodies for 2019/20 for periods of one year and longer as set out in the attached appendices.

The appendices show the proposed appointments for 2019/20 following nominations submitted by the Political Groups on the Council.

Recommendation(s):

The Cabinet is requested to:

1. approve the proposed representation on the various Outside Bodies set out in Appendix 1 for a twelve month period expiring in May 2020; and
2. approve the proposed representation on the Outside Bodies set out in Appendix 2 for the term of office indicated.

Reasons for the Recommendation(s):

The Cabinet has delegated powers set out in Chapter 5, Paragraph 40 of the Constitution to appoint the Council's representatives to serve on Outside Bodies.

Alternative Options Considered and Rejected:

None

What will it cost and how will it be financed?

(A) Revenue Costs

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

Agenda Item 4

(B) Capital Costs

None

Implications:

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

Financial
Legal Paragraph 40 of Chapter 5 in the Constitution gives the Cabinet delegated powers to make appointments to Outside Bodies, appropriate.
Human Resources
Equality 1. No Equality Implication <input type="checkbox"/>
2. Equality Implications identified and mitigated <input type="checkbox"/>
3. Equality Implication identified and risk remains <input type="checkbox"/>

Contribution to the Council's Core Purpose:

Protect the most vulnerable: The appointment of Council representatives on to the Outside Bodies will ensure that the interests of residents of Sefton are taken into account by each Body.
Facilitate confident and resilient communities: As above
Commission, broker and provide core services: As above
Place – leadership and influencer: As above
Drivers of change and reform: As above
Facilitate sustainable economic prosperity: As above
Greater income for social investment: As above
Cleaner Greener: As above

Impact of the Proposals on Service Delivery:

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

What consultations have taken place on the proposals and when?

The Head of Corporate Resources (FD 5619/19) has been consulted and notes the report indicates no new direct financial implications for the Council.

The Chief Legal and Democratic Officer (LD 4743/19) has been consulted and comments have been incorporated into the report

Implementation Date for the Decision

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

Contact Officer: Ruth Harrison

Tel: 0151 934 2046

Email: ruth.harrison@sefton.gov.uk

Background Papers:

There are no background papers available for inspection

Appendices:

Appendix1– Proposed appointments for 12 month period expiring in May 2020

Appendix2– Proposed appointments for a period of over one year.

Agenda Item 4

1. Introduction

- 1.1 The Cabinet has delegated authority in the Council Constitution to appoint Council representatives to serve on Outside Bodies. The majority of the appointments are reviewed on an annual basis and the proposed representation for 2019/20 is set out in **Appendix 1** to this report. The Cabinet is requested to appoint representatives to serve on the bodies set out in the Appendix for the next twelve month period expiring in May 2020.
- 1.2 A small number of appointments are for a period of over one year. These are for charitable bodies and governing bodies. The proposed representation on these bodies is set out in **Appendix 2** to this report. The Cabinet is requested to appoint those representatives whose current term of office on the appropriate body expires in 2019, as highlighted in bold type.
- 1.3 A high number of the places on Outside Bodies are historically allocated to the most appropriate Cabinet Member and the remainder are allocated dependent on the number of places available, to the most appropriate Local Councillor(s). The details of the links to Cabinet Portfolios are set out in the two appendices.
- 1.4 The annual appointments to the Merseyside Joint Authority Bodies are due to be agreed at the Adjourned Annual Council Meeting held on 16 May 2019.

2. Local Government Association General Assembly

- 2.1 Councillor Maher has attended meetings of the Local Government Association General Assembly during the last six years and it is proposed in Appendix 1 to this report that Cllr Maher should continue to be the Council's representative for 2019/20 and be authorised to use the allocated 5 votes on behalf of the Council.

3. Sandway Homes Board and Sefton New Directions Board

- 3.1 The governance structure of the Sandway Homes Board (Sefton Housing Development Company) and Sefton New Directions Board includes the appointment of a shareholder representative and other elected members / officers appointed by the Cabinet. The Cabinet has previously agreed on 5 October 2017 that the Cabinet Member – Communities and Housing should be the Shareholder Representative to the Sandway Homes Board and on 10 January 2019, the Cabinet agreed that the Cabinet Member – Adult Social Care should be the Shareholder Representative on the Sefton New Directions Board. These two appointments are set out in Appendix 1 to this report for noting and the Cabinet is requested to approve the appointment of the other members / officers on to these two bodies as set out in Appendix 1. The appointments follow detailed reviews in respect of both organisations regarding board capacity and capability. They will contribute to the strengthening of governance, will support with the development and implementation of strategy, and will enable effective oversight and support of management.

4. Joint Health Scrutiny Committees

- 4.1 The Overview and Scrutiny Committee (Health and Social Care) at its meeting on 6 May 2014 and the Council at its meeting on 3 June 2014 approved a protocol which had been developed as a framework for the operation of joint health scrutiny

arrangements across the local authorities of Cheshire and Merseyside. The protocol allows for the scrutiny of substantial developments and variations of the health service; and discretionary scrutiny of local health services.

- 4.2 The protocol provides a framework for health scrutiny arrangements which operate on a joint basis only. Each constituent local authority has its own local arrangements in place for carrying out health scrutiny activity individually.
- 4.3 All relevant NHS bodies and providers of NHS-funded services are required to consult local authorities when they have a proposal for a substantial development or substantial variation to the health service. Those authorities that agree that any such proposal does constitute a substantial development or variation are obliged to form a joint health overview and scrutiny committee for the purpose of formal consultation by the proposer of the development or variation.
- 4.4 Should that occur a joint committee would be composed of Councillors from each of the participating authorities within Cheshire and Merseyside in the following ways:
- where 4 or more local authorities deem the proposed change to be substantial, each authority will nominate 2 elected members; and
 - where 3 or less local authorities deem the proposed change to be substantial, then each participating authority will nominate 3 elected members.
- 4.5 To avoid inordinate delays in the establishment of a relevant joint committee, it is suggested in the protocol that constituent authorities should arrange for delegated decision making arrangements to be put in place to deal with such nominations at the earliest opportunity and in making their nominations, each participating authority is asked to ensure that their representatives have the experience and expertise to contribute effectively to a health scrutiny process.
- 4.6 At the present time, one Joint Health Scrutiny Committee is ongoing and will continue into 2018/19, comprising of representatives of Knowsley, Liverpool and Sefton Councils, to consider the Review of Orthopaedic Services proposed by the Healthy Liverpool Programme

Please follow the link below to access the Protocol:

<http://modgov.sefton.gov.uk/moderngov/ecSDDisplay.aspx?NAME=SD2421&ID=2421&RPID=18882270>

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APPOINTMENTS TO OUTSIDE BODIES APPROVED BY THE CABINET

ANNUAL APPOINTMENTS TO EXPIRE IN MAY 2020

<u>ORGANISATION</u>	<u>CABINET PORTFOLIO</u>	<u>NUMBER OF REPRESENTATIVES</u>	<u>REPRESENTATIVE(S)</u>
British Destinations	Regeneration and Skills	1	Cabinet Member – Regeneration and Skills (Councillor Atkinson) or nominee
Committee in Common - Healthy Liverpool Programme	Health and Wellbeing	1	Cabinet Member – Health and Wellbeing (Cllr. Moncur)
Formby Pool Trust – Board	Health and Wellbeing	2	Councillor Killen and Head of Locality Services (Andrew Walker)
Joint Health Scrutiny Committee (where 3 or less local authorities request the scrutiny of a substantial variation to a service)	Health and Wellbeing	3	Chair (Councillor Doyle) and Vice Chair (Councillor Roscoe) of the O & S Committee (Adult Social Care) and one Lib Dem Member (Councillor Brodie-Browne) (Lab 2/Lib Dem 1)
Joint Health Scrutiny Committee (where 4 or more local authorities request the scrutiny of a substantial variation to a service)	Health and Wellbeing	2	Chair (Councillor Doyle) and Vice Chair (Councillor Roscoe) of the O & S Committee (Adult Social Care)

<u>ORGANISATION</u>	<u>CABINET PORTFOLIO</u>	<u>NUMBER OF REPRESENTATIVES</u>	<u>REPRESENTATIVE(S)</u>														
Liverpool City Region Child Poverty and Life Chances Commission	Children, Schools and Safeguarding	1	Cabinet Member – Children, Schools and Safeguarding (Councillor John Joseph Kelly)														
Liverpool City Region Employment and Skills Board	Regeneration and Skills	1	Cabinet Member – Regeneration and Skills (Councillor Atkinson)														
Liverpool City Region Housing and Spatial Planning Board	Communities and Housing	1	Cabinet Member – Communities and Housing (Councillor Hardy) (Substitute: Cabinet Member - Planning and Building Control – Councillor Veidman)														
Liverpool City Region Local Enterprise Partnership Board	Leader of the Council	1	Leader of the Council (Councillor Maher)														
Liverpool John Lennon Airport Consultative Committee	Regeneration and Skills	1	Councillor Roche (Substitute: Councillor Myers)														
Local Government Association General Assembly	Regulatory, Compliance and Corporate Services	1	Leader of the Council (Councillor Maher) - 5 votes														
Mersey Forest Steering Group	Regeneration and Skills	1	Councillor Roche														
Mersey Port Health Committee	Regulatory, Compliance and Corporate Services	6	<table border="0"> <tr> <td><u>Member</u></td> <td><u>Substitute</u></td> </tr> <tr> <td>Councillor Brough</td> <td>Councillor Dutton</td> </tr> <tr> <td>Councillor John Kelly</td> <td>Councillor Cluskey</td> </tr> <tr> <td>Councillor Howard</td> <td>Councillor Spencer</td> </tr> <tr> <td>Councillor Brenda O’Brien Thompson</td> <td>Councillor Anne</td> </tr> <tr> <td>Councillor Roche</td> <td>Councillor Dowd</td> </tr> <tr> <td>Councillor Shaw Thompson</td> <td>Councillor Lynne</td> </tr> </table>	<u>Member</u>	<u>Substitute</u>	Councillor Brough	Councillor Dutton	Councillor John Kelly	Councillor Cluskey	Councillor Howard	Councillor Spencer	Councillor Brenda O’Brien Thompson	Councillor Anne	Councillor Roche	Councillor Dowd	Councillor Shaw Thompson	Councillor Lynne
<u>Member</u>	<u>Substitute</u>																
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Councillor Brenda O’Brien Thompson	Councillor Anne																
Councillor Roche	Councillor Dowd																
Councillor Shaw Thompson	Councillor Lynne																

(2019/20 - (Lab 4/Lib Dem 1/Con 1))

<u>ORGANISATION</u>	<u>CABINET PORTFOLIO</u>	<u>NUMBER OF REPRESENTATIVES</u>	<u>REPRESENTATIVE(S)</u>
Merseyside Community Safety Partnership	Communities and Housing	1	Cabinet Member – Communities and Housing (Councillor Hardy) and the Head of Communities (Tanya Wilcock)
Merseyside Pension Fund Pensions Committee	Regulatory, Compliance and Corporate Services	1	Cabinet Member - Regulatory, Compliance and Corporate Services (Councillor Lappin) or nominee
Merseyside Playing Fields Association	Health and Wellbeing	1	Councillor Cummins (Substitute: Councillor Moncur)
North West Employers' Organisation	Regulatory, Compliance and Corporate Services	1	Cabinet Member – Regulatory, Compliance and Corporate Services (Councillor Lappin) (Substitute: Councillor Moncur)
North West Older Peoples Network	Adult Social Care	1	Cabinet Member – Adult Social Care (Councillor Cummins)
CONTROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee	Locality Services	1	Cabinet Member - Locality Services (Councillor Fairclough) (Substitute: Councillor Veidman)
			(NB - Nominated Member <u>and</u> substitutes must be Cabinet Members)
Sandway Homes Limited Board (Sefton Housing Development Company)	Communities and Housing	3	Councillor Roscoe and Executive Director (Sarah Kemp), (NB Cabinet Member – Communities and Housing (Councillor Hardy) is the Shareholder Representative)

<u>ORGANISATION</u>	<u>CABINET PORTFOLIO</u>	<u>NUMBER OF REPRESENTATIVES</u>	<u>REPRESENTATIVE(S)</u>
Sefton Coast and Landscape Partnership Board	Health and Wellbeing	2	Cabinet Member – Health and Wellbeing (Councillor Moncur) and Cabinet Member - Adult Social Care (Councillor Cummins)
Sefton Council for Voluntary Service	Communities and Housing	3	Councillors Grace, Pullin and Robinson
Sefton Cycling Forum	Locality Services	2	Councillors John Joseph Kelly and Pullin
Sefton Education Business Partnership	Children, Schools and Safeguarding	3	Cabinet Member - Children, Schools and Safeguarding (Councillor John Joseph Kelly) and Councillors Evans and Moncur
Sefton New Directions Limited Board	Adult Social Care	6	Councillors Brennan, John Joseph Kelly and Blackburne Chief Executive (Dwayne Johnson) and Executive Director (Stephen Watson) (NB Cabinet Member – Adult Social Care (Councillor Cummins) is the Shareholder Representative)
Sefton Sports Council (As and when required)	Health and Wellbeing	3	Cabinet Member - Health and Wellbeing (Councillor Moncur), and Councillors Cummins and Pullin
Southport Pier Trust	Regeneration and Skills	3	Councillors Blackburne, Brough and Brodie-Browne
Standing Advisory Committee for Religious Education (SACRE)	Children, Schools and Safeguarding	3	Councillors Grace, Keith and Pitt
Trans Pennine Trail Members Steering Group	Locality Services	2	Cabinet Member - Locality Services (Councillor Fairclough) and Cabinet Member - Planning and Building Control (Councillor Veidman) or their nominees
Veterans in Sefton Board	Communities and Housing	1	Councillor Lappin

ORGANISATION

CABINET PORTFOLIO

NUMBER OF REPRESENTATIVES

REPRESENTATIVE(S)

THEMATIC PARTNERSHIPS

Sefton Safer Communities Partnership

Communities and Housing

3

Cabinet Member - Communities and Housing (Councillor Hardy) and the two Council representatives on the Merseyside Police and Crime Panel (Councillors John Sayers and Shaw)

Sefton Partnership for Older Citizens

Adult Social Care

1

Cabinet Member - Adult Social Care (Councillor Cummins)

OFFICER ONLY APPOINTMENTS

NOT LISTED ABOVE)

Southport Business Improvement District Board

Regeneration and Skills

1

Chief Executive (Dwayne Johnson)

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APPOINTMENTS TO OUTSIDE BODIES APPROVED BY THE CABINET

APPOINTMENTS FOR A PERIOD OF OVER ONE YEAR Seeking approval of appointments in bold

<u>ORGANISATION</u>	<u>CABINET PORTFOLIO</u>	<u>NUMBER OF REPRESENTATIVES</u>	<u>REPRESENTATIVE(S)</u>	<u>TERM OF OFFICE EXPIRES</u>
Merseyside Strategic Flood and Coastal Risk Management Partnership	Health and Wellbeing	1	Councillor McKinley (Substitute representative – Councillor Atkinson)	31.5.2021 (4-year appointment)
North West Reserve Forces and Cadets Association	Communities and Housing	1	Councillor Byrom	31.5.2020 (3-year appointment)
North Western Inshore Fisheries and Conservation Authority	Locality Services	2	Councillor McGinnity or nominee and Green Sefton Manager (Mark Shaw)	31.5.2019 (4-year appointment to 31.5.2023)
Regenerus - South Sefton Development Trust	Regeneration and Skills	1	Councillor Fairclough	30.5.2021 (3-year appointment)
<u>CHARITIES</u>				
Ashton Memorial Fund, Formby	Communities and Housing	1	Councillor Killen	31.5.2019 (4-year appointment to 31.5.2023)
Consolidated Charities of Thomas Brown and Marsh Dole (Formby)	Communities and Housing	2	Councillor Pitt Councillor Webster	26.6.2020 26.6.2022 (4-year appointment)

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Halsall Educational Foundation	Children, Schools and Safeguarding	1	Councillor Grace	31.5.2020 (2-year appointment)
<u>NHS FOUNDATION TRUST GOVERNING BODIES</u>				
Aintree University Hospital NHS Foundation Trust - Council of Governors	Health and Wellbeing	1	Councillor Paulette Lappin	31.5.2021 (3-year appointment)
Liverpool Women's NHS Foundation Trust - Council of Governors	Health and Wellbeing	1	Councillor Patricia Hardy	31.9.2020 (3-year appointment)
Mersey Care NHS Foundation Trust – Council of Governors	Health and Wellbeing	1	Councillor Webster	1.5.2019 (3-year appointment to 1.5.2022)
North West Boroughs Healthcare NHS Foundation Trust - Council of Governors	Health and Wellbeing	1	Councillor Moncur	31.5.2020 (3-year appointment)
<u>SCHOOL GOVERNING BODIES</u>				
Peterhouse School, Southport	Children, Schools and Safeguarding	1	Councillor Doyle	31.7.2019 (3-year appointment to 31.7.2022)

Agenda Item 5

Report to:	Cabinet	Date of Meeting:	20 June 2019
Subject:	Business Continuity Policy		
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:

In the event of a major incident such as a fire resulting in the loss of access to a building, loss of ICT or pandemic flu it is good practice for organisations to have in place plans to ensure that services can continue to be provided. In the case of local authorities, the Civil Contingencies Act 2004 places an additional statutory requirement for Local Authorities to put in place a Business Continuity Management Programme.

The Council has existing business continuity arrangements to ensure the continued delivery of its priority activities to protect its vulnerable residents in the event of an emergency.

This policy sets out Sefton's approach to implementing effective business continuity arrangements across all service areas by enhancing the activity on business continuity which will ensure the timely recovery of priority services in the event of an incident.

Recommendation:

That the Council's proposed Business Continuity Policy be approved.

Reasons for the Recommendation(s):

To provide leadership, clear direction and priority for the Council it is proposed that a Business Continuity Policy setting out the Council's approach and commitment is presented to the Cabinet for approval.

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

None considered

What will it cost and how will it be financed?

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(A) Revenue Costs

There are no additional revenue costs associated with the approval of the Policy.

(B) Capital Costs

There are no capital costs associated with the approval of the Policy.

Implications of the Proposals:

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

Contribution to the Council's Core Purpose:

Protect the most vulnerable: The adoption of the Policy will help to ensure that services can continue to be provided to vulnerable residents of Sefton in the event of a business continuity incident.
Facilitate confident and resilient communities: Effective business continuity arrangements will assist in facilitating the development of confident and resilient communities.
Commission, broker and provide core services: Effective business continuity arrangements both internally and with external suppliers will help to ensure that services provided to vulnerable residents will continue to be provided in the event of a major incident.
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: n/a

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD 5621/19) and the Chief Legal and Democratic Officer (LD 4745/19) 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

Contact Officer:	David Eden
Telephone Number:	0151 934 4053
Email Address:	david.eden@sefton.gov.uk

Appendices:

The following appendices are attached to this report:

Business Continuity Policy

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1 In the event of a major incident such as a fire resulting in the loss of access to a building, loss of ICT or pandemic flu it is good practice for organisations to have in place plans to ensure that services can continue to be provided. The Civil Contingencies Act 2004 places an additional statutory requirement for Local Authorities to put in place a Business Continuity Management Programme to ensure the Council can deliver its priority activities in the event of an emergency. The Council's constitution states that services are expected to have arrangements in place to ensure the effective identification, evaluation and management of priority activities for the Council to recover.
- 1.2 The Council's existing business continuity arrangements were identified as requiring to be refreshed to reflect the new operating arrangements that have been in place since December 2018. The planned review of the existing business continuity arrangements includes a new comprehensive Business Impact Analysis (BIA) exercise and the defining of Business Continuity Plans (BCP) across all service areas populated with data from the completed BIAs.
- 1.3 As part of the policy framework for business continuity, a Business Continuity Policy and Business Continuity Strategy have been developed to provide guidance and

Agenda Item 5

support the implementation of a refreshed business continuity model across the Council.

2. Revised Policy

2.1 The Policy (provided at Appendix A) sets out Sefton Council's commitment to the management of Business Continuity by ensuring we have a Corporate Business Continuity Plan supported by Strategic, Tactical and Operational Recovery plans. This will enable the Council to respond to any incident or disruption and maintain our ability to continue to deliver priority activities and meet our contractual, legislative and regulatory obligations.

2.2 The Policy sets out the activities to ensure this policy is effectively implemented throughout the Council. To achieve this goal, we will:

- Maintain a Business Continuity Management Programme that broadly aligns to the requirements of ISO 22301 and the Business Continuity Institute Good Practice Guide 2018;
- Establish Business Continuity objectives and targets, processes and procedures relevant to managing risk and improving organisational resilience;
- Ensure that the Business Continuity Management Programme is subject to on-going appraisal against this policy evidenced by a structured testing regime;
- Maintain and improve Business Continuity Management Programme arrangements through preventive and corrective actions; and ensure that the Business Continuity Management Programme and associated policy, standards, procedures and plans are embedded into the day-to-day activities and culture of the business.

2.3 The proposed Policy provides a strong foundation to implement a revised enhanced business continuity model across the organisation.

3. Current and proposed activity to embed business continuity

3.1 The Risk and Resilience Team has devised with colleagues from Learning and Development an e-learning course focused on providing general awareness on business continuity that is to be rolled out to all staff. A second classroom based course is currently being designed to be delivered to managers who will be involved in responding to a business continuity incident.

3.2 The Risk and Audit Team has completed successfully within the original target time of 30th April 2019 the BIA exercise with teams across all the service areas within the Council. This exercise will inform the completion of BCPs. The format of the Sefton BCP template to be used across the Council has been devised and signed off.

3.3 The current focus of the Risk and Resilience Team, in the roll out of the Council Business Continuity Strategy, is the completion of the Business Continuity Plans across all Services by the 31st August 2019.

4. Progress on business continuity activity across Sefton

4.1 Progress on the embedding of the business continuity framework is reported to the Audit and Governance Committee on a quarterly basis.

5. Recommendation

5.1 The Business Continuity Policy should be approved.

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Business Continuity Policy

June 2019

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Version Control

Version number	Date	Approved by	Effective from
1	20/06/19	Cabinet	

Business Continuity Management Policy

1.1 Policy Statement

1.1.1 The Civil Contingencies Act 2004 places a statutory requirement for Local Authorities to put in place a Business Continuity Management Programme to ensure the Council can deliver its priority activities in the event of an emergency. Services are expected to have arrangements in place to ensure the effective identification, evaluation and management of priority activities for the Council to recover.

1.1.2 This policy sets out Sefton Council's commitment to the management of Business Continuity. By ensuring we have a Corporate Plan supported by Strategic, Tactical and Operational Recovery plans. This will enable the Council to respond to any incident or disruption and maintain our ability to continue to deliver priority activities and meet our contractual, legislative and regulatory obligations.

1.1.3 The Strategic Leadership Board has overall accountability to ensure this policy is effectively implemented throughout the Council. To achieve this goal, we will:

- Maintain a Business Continuity Management Programme that broadly aligns to the requirements of ISO 22301 and the Business Continuity Institute Good Practice Guide 2018;
- Establish Business Continuity objectives and targets, processes and procedures relevant to managing risk and improving organisational resilience;
- Ensure that the Business Continuity Management Programme is subject to on-going appraisal against this policy evidenced by a structured testing regime;
- Maintain and improve Business Continuity Management Programme arrangements through preventive and corrective actions; and
- Ensure that the Business Continuity Management Programme and associated policy, standards, procedures and plans are embedded into the day-to-day activities and culture of the business.

1.2 Purpose

1.2.1 Business Continuity is not an additional activity undertaken by the Local Authority it is a key component of a well-run organisation by ensuring priority activities continue to be delivered in a crisis. Business Continuity provides a structured process to return service delivery to usual working standards should the business be disrupted by:

- Loss of staff / people
- Loss of premises
- IT and information issues
- Suppliers and partners
- Civil Emergency Incident

1.3 Scope

1.3.1 Sefton Council's Business Continuity Management Programme encompasses all of our operations. This includes our outward facing service areas as well as corporate support functions such as HR, IT and Finance.

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1.3.2 The Business Continuity Management Policy applies to the following stakeholders:

- All staff members;
- Contractors
- Delivery partners within our trusted supply chain.

2. Aims and Objectives

2.1 Sefton Council are committed to maintaining our business activities to a high standard and responding to any form of disruption in a structured way. To do this we have an overarching Business Continuity Framework in the form of a Corporate Plan, supported by Strategic, Tactical and Operational / Recovery plans to facilitate the return to business as usual as quickly as possible. The objectives to support the Business Continuity Management Programme (BCMP) creates a calendar of regular monitoring events, creating a picture of how the BCMP is performing and providing all the information required to exercise management control.

- Fully understand the organisation and develop a robust and enduring continuity response in critical areas and activities;
- Exercise and test continuity arrangements and plans to ensure suitability;
- Work with Agilisys to ensure IT disaster recovery arrangements are appropriate for the organisation;
- Provide appropriate training and awareness of the BCMP to further embed the continuity culture within the organisation;
- Maintain and continually improve the BCMP to ensure it remains current, appropriate, effective and aligned to industry standards and best practice;
- Manage existing and emerging external continuity considerations (in essence, understanding our suppliers);
- Review and maintain continuity-related risks and threats to the organisation.

2.2 Metrics to support the Implementation of Business Continuity

2.2.1 The metrics are the measurements by which performance of the BCMP to achieve the policy objectives is assessed. The Head of Corporate Resources is responsible to co-ordinate the collection on the performance of the metrics and present findings in a metrics dashboard for presentation within the annual Management Review. Any deficiencies in performance against the metrics will form part of the corrective action process for improvements to be made to the BCMP. The metrics are monitored quarterly, with a summary report produced for circulation to the Audit and Governance Committee.

2.2.2 The following table outlines the key metrics:

Metric:	How:	Outcome:
Business Continuity Manual and Business Continuity / Recovery Plans are reviewed to ensure up to date and fit for purpose.	Reviewed by Business Continuity Manual and Plan Owners twice a year.	Result of review — update as required. Evidence of review recorded on the Testing and Exercise Schedule.

Metric:	How:	Outcome:
Strategic and Tactical Exercises to ensure roles and responsibilities are understood and to demonstrate good management of an incident.	Desktop exercise twice per year.	Exercises documented with any improvements recorded on the BCMP Improvement Plan for implementation.
Business Recovery Plan Exercise and testing to demonstrate the organisation can recover key activities.	Exercise and testing to be carried out in line with documented procedure. Testing and exercising schedules provided to the Risk and Resilience team for monitoring to ensure completed.	Results recorded and improvements recorded on the BCMP Improvement Plan for implementation.
Call Cascade to test communicating with Strategic, tactical team members and Heads of Departments during an incident.	Full cascade to be tested twice a year.	Results recorded and improvements recorded on the BCMP Improvement Plan for implementation.
Business Continuity Management Risk Register and Business Impact Analysis Review to capture and manage the risks and impact on the business in relation to Business Continuity.	Review by Risk and Resilience Team with action owners quarterly.	Document outcome of review with action owners on the risk register and update the Business Impact Analysis as necessary.
Review Business Continuity arrangements with Council's key suppliers.	Supplier questionnaire sent to key suppliers annually.	Questionnaire and supporting information reviewed to ensure suitability to Sefton's requirements. Actions are managed through the BCMP Improvement Plan
All staff to complete the Council online Business Continuity training module	Online training module updated and released for completion on an annual basis.	Corporate Training monitors completion for compliance training, the results of which are included in the metrics dashboard

2.3 Policy Principles

2.3.1 Business Continuity Management is an on-going management and governance process and works on the *plan, do, check, act* principle. To achieve this we follow a management framework to ensure all aspects of the Business Continuity Life Cycle are accomplished.

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2.3.2 The Business Continuity Management Programme considers and addresses the following which are detailed in our Business Continuity Plans:

- Conditions for activating plans — lie with identified individuals and specialists who have the delegated authority to invoke their plan to support the recovery of business during an incident.
- Emergency procedures — are in place with all sites for the safe evacuation of employee partners and alternative arrangements for the continuation of business.
- Fall back procedures — that support the maintenance of our key services and the identification of key personnel with specialist knowledge and security clearance.
- Temporary operating procedures — identifying which tasks are key and have alternative operating disciplines pending completion of recovery and return to business as usual.
- Resumption of normal operating procedures — which explain how we return to business as usual following an incident.
- Maintenance schedule for plans and tests — specifies how and when plans will be tested.
- Awareness and education — a continual process of raising awareness across the whole business and additional education for personnel with Business Continuity responsibilities.
- Roles and responsibilities — identify who has the appropriate delegated authority, and what actions they need to take during an incident.
- Critical assets and resources — identified specialists, documented plans, processes and procedures and their availability to support crisis management. Back-up copies of plans and procedures should be kept both on and off site and available in paper and electronic format.

3. Policy Governance

3.1 Conforming to policy

3.1.1 The Council's compliance with the policy will be monitored on an ongoing basis by the Risk and Audit Team and will provide quarterly assurance to the Audit and Governance Committee. Identified non-conformity will be reviewed and any corrective actions implemented or escalated in accordance with standard business processes.

3.1.2 The governance for this policy is outlined using a RACI matrix.

Responsible	Those responsible for the development, maintenance and implementation of this policy.	Head of Corporate Resources Chief internal Auditor Senior Finance Manager
Accountable	Individuals that are accountable for the implementation and performance of this policy.	Heads of Service
Consulted	Groups or individuals that must be involved during policy development and review	Heads of Service
Informed	Groups or individuals that must be informed about this policy after publication and amendments.	All staff

3.2 Review and Revision

3.2.1 This policy is subject to the following review schedule:

- **Implementation Review:** Six months following any initial release or change / amendment
- **Performance Review:** Annually (Twelve months following last release)

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Appendix A – Internal and External reference documents

External Documents

1. BS ISO 22301:2014 Societal Security — Business Continuity Management Programmes — Requirements
2. Business Continuity Institute Good Practice Guidelines 2018 Global Edition

Sefton Documents

1. Sefton Business Continuity Manual.

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Report to:	Cabinet	Date of Meeting:	20 June 2019
Subject:	Burials & Cremation Service Grounds Maintenance Provision Post 2020		
Report of:	Head of Locality Services	Wards Affected:	All
Cabinet Portfolio:	Cabinet Member Locality Services		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

1. To propose the insourcing of the Grounds Maintenance provision for the Burials & Cremation Service following the end of the current external contract in March 2020.

Recommendation(s):

That Cabinet:

1. Agree to the insourcing of the Burials & Cremation Grounds Maintenance function with the establishment of an in-house service commencing April 2020.
2. To delegate to Head of Locality Services to progress this insourcing (subject to any requirement as to due diligence) including any potential TUPE transfer of the existing contractors staffing, as appropriate following a due diligence exercise. The Head of Locality Services to liaise with the Head of Corporate Resources in respect of any action.
3. To approve the requirement to purchase vehicles, machinery and equipment to facilitate the insourcing at a cost of £200k, to be funded from within existing budgets.

Reasons for the Recommendation(s):

Following the previous insourcing of the Parks & Landscapes grounds maintenance function, now operated by Green Sefton, the opportunity exists to deliver another important grounds maintenance function across the Burials & Cremation service via the same operational unit. This will provide additional opportunities for community involvement and development, as well as providing greater flexibility and additional support to the Burials & Cremation service as and when required.

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

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Undertaking a new procurement exercise to continue with the service being delivered by an external contractor.

What will it cost and how will it be financed?

(A) Revenue Costs

The costs of providing an in-house Grounds Maintenance service appears to be cost neutral and can be contained within existing budgets based on existing operational staff levels. However this is subject to further due diligence in respect on currently unknown TUPE issues.

(B) Capital Costs

Capital investment is required for Machinery, Equipment and Fleet vehicles via Prudential borrowing. This will cost £200k and will be repaid over 3 & 5 years, following which all equipment will become an asset of the Council. Provision for the repayment costs for this capital investment is also contained within existing revenue budget.

Implications of the Proposals:

<p>Resource Implications (Financial, IT, Staffing and Assets): Funding for Procurement of fleet vehicles, machinery and equipment will be via Prudential borrowing over 3 & 5 years (3 for machinery & 5 for fleet vehicles). Repayment costs are to be met via existing budget provision. There will also be staff resource implications for HR eg payroll / job evaluation / etc following TUPE.</p>
<p>Legal Implications: The existing term contract for service provision terminates on 31st March 2020, and so there are no legal implications arising from the natural ending of the contract. There are TUPE issues associated with this process and these are being addressed via a due diligence exercise.</p>
<p>Equality Implications: There are no equality implications</p>

Contribution to the Council's Core Purpose:

<p>Protect the most vulnerable: N/A</p>
<p>Facilitate confident and resilient communities: Cemeteries and Crematoria hold a special place for a number of residents and visitors to the Borough. Well presented facilities improve confidence amongst communities.</p>
<p>Commission, broker and provide core services: Insourcing the current grounds maintenance activity provides additional opportunities for economies of scale and supports the delivery of core services.</p>
<p>Place – leadership and influencer: Cemeteries and Crematoria are seen as an integral part of the local 'place' infrastructure. This process will support this view in a positive manner.</p>
<p>Drivers of change and reform: N/A</p>

Facilitate sustainable economic prosperity:

The insourcing process will open up a number of opportunities for additional local employment, additional training opportunities, new apprenticeship programmes and opportunities for organisations such as the Council's 'Natural Alternatives' scheme.

Greater income for social investment: N/A

Cleaner Greener: The nature of the service, coupled with the way in which it will be delivered, will contribute to providing a cleaner, greener Borough.

What consultations have taken place on the proposals and when?**(A) Internal Consultations**

The Head of Corporate Resources (FD5654/19) has been consulted and notes the report indicates no additional financial implications for the Council (in advance of TUPE diligence exercise). It also offers a greater opportunity and flexibility to work more imaginatively with Partners, External Organisations and Community Groups. The Head of Corporate Legal Services (LD4778/19) has 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.

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1. Introduction/Background

- 1.1. The grounds maintenance functions required across all cemeteries and crematoria in Sefton are all currently delivered via a Grounds Maintenance Contract with an external contractor.
- 1.2. The contract provides Grounds Maintenance operations at 5 sites:
 - Bootle Cemetery;
 - Duke Street Cemetery, Southport;
 - Liverpool Road Cemetery, Birkenhead/Ainsdale;
 - Thornton Garden of Rest;
 - Southport Crematorium;
- 1.3. The current value of the contract is £380k per annum. The original contract was awarded in 2006 for 7 years, and was extended with a second 7 year term in 2013, with a contract expiry date of 2020. This second contract term expires on 31st March 2020.
- 1.4. The Contract provides 9.5 FTE posts for scheduled maintenance across all sites including, grave digging, memorial-related works, horticultural works (such as mowing, shrub maintenance, new planting, chemical weed control), litter and cleansing works.
- 1.5. Non-scheduled works are also catered for within the contract and includes, for example, 'making safe' after incidents, estate work, pothole repair and small landscape improvement projects.

2. Green Sefton

- 2.1. The Green Sefton Service commenced on the 1st April 2018, bringing the former Parks & Greenspaces, Coast & Countryside and FCERM (Flood and Coastal Erosion Risk Management) teams together. It was an aspiration that the new service would provide a 'one stop' shop for Land Management issues and enquiries, making it easier for our residents and customers to interact and use our 'Green Assets'.
- 2.2. Training and development has improved the overall skills across the team facilitating great diversification of traditional roles and responsibilities. The Green Sefton team works across all areas and now more easily adapts service delivery to meet specific demands.
- 2.3. As the Burials & Cremation Grounds Maintenance Contract is now coming to its natural end in March 2020, there is an opportunity to expand Green Sefton's portfolio to deliver additional benefits to the Council.

3. Grounds Maintenance Insourcing 2017

- 3.1. The Grounds Maintenance function for the former Parks & Greenspaces service was insourced in 2017. This provided efficiency savings, facilitated greater flexibility of service delivery and prepared for public sector reform (PSR7) as a precursor to the formation of Green Sefton.

4. Future Grounds Maintenance Provision for the Burial & Cremation Service

- 4.1 As the existing grounds maintenance contract comes to a natural end on March 31st 2020, an opportunity exists to insource the provision of all grounds maintenance functions.

It is felt that insourcing this activity would provide a number of benefits as follows:

- a) There would be increased efficiency as the work would be co-ordinated within a much larger programme, meaning that there would be far more resource available to call upon if a particular issue arose, or if specific action was required at a particular location.
- b) There would be direct control of the grounds maintenance provision, as opposed to traditional 'Contract Management', undertaken on a 'client officer' basis by the management team of the Burials & Cremation Service.
- c) There would be greater operational resources available, and greater control over work scheduling.
- d) It will be possible to develop a wide range of Community Engagement projects, working across the wider 'landscape' of Sefton, and increasing the visual quality and scope of activities on the ground.
- e) It will be possible to work flexibly across the Land Management work schedule to provide focussed support for presentation of cemeteries and crematoria when they are most busy. Traditionally during busy periods, grave digging takes precedent over general grounds maintenance, which can lead to reduced quality/standard of presentation.
- f) Insourcing will assist in meeting the council's budgetary requirement by maintaining the provision of a grounds maintenance function within the available budget. Should the current contract be re-tendered externally it is likely that the proposed cost would be in excess of the currently available budget.
- g) An insourced service will add social value, providing support for other service areas, and providing opportunities for far greater involvement with our local communities, partners and target groups.
- h) There will be additional operational efficiencies that can be introduced supporting increased functionality and operational diversity to meet the Councils wider objectives.

5. TUPE Implications and Additional Opportunities

- 5.1. There are currently 9.5 FTE provided by the external contractor that work on site. These, it is believed, will be subject to TUPE regulations, in that their employment would be transferred to the Council. For budget purposes, these posts have been graded in line with existing Council posts that are considered to be at a similar level (although would be subject to job evaluation). The costs of providing an in-house Grounds Maintenance service appears to be cost neutral based on existing operational staff levels. The full extent of contractual conditions of staff and numbers

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of staff that the external provider attributes to the current grounds maintenance contract are currently unknown. Until the detail of this is understood, the financial impact of the TUPE transfer cannot be fully understood. A full due diligence exercise is necessary to establish the full employee implications. Consultation will be required with both the Council's Joint Trade Union Forum and the current contractor workforce.

5.2 However, at this stage the service department considers that there is only a minimal risk of additional unforeseen staffing, e.g. in the circumstance the contractor can demonstrate that additional staffing has been solely dedicated to supporting the staffing provision, for example, admin support, etc.

5.3 The insourcing of the service, coupled with the associated TUPE transfer, provides a number of positive 'staffing' opportunities as follows:

- a) The opportunity to review the structure and methods of working to ensure that the required outcomes and outputs are met in full at all times.
- b) The opportunity to establish a staff training and development programme to enable this group of staff to be more versatile and able to operate across a wide range of grounds maintenance functions.
- c) The opportunity to include this particular service in the wider council apprenticeship programme.
- d) The opportunity to work more creatively with community groups, businesses and partners, both internally and externally.
- e) The opportunity for the Natural Alternatives team to undertake a range of activities within the service area, for example, small landscape maintenance projects, improved floral displays, bench restoration & painting, etc.

6. Risks & Mitigation

6.1 Risk

- Potential risk of poor performance once notice has been issued to Contractor

Mitigation

- The Contract has a robust system for dealing with operational failure; and could recoup funds for any defaults committed by the Contractor during the notice period.
- Other services that perform similar maintenance functions could be utilised to support any short term operational problems. This can be planned for in advance to reduce the potential risks to service delivery

6.3 Risk

- TUPE transfer applies to the Contract; staffing transfer is variable as the Contractor may try to retain staff for other Contracts. Potential for staffing shortages if sufficient personnel are not transferred over.

Mitigation

- Opportunity to create new jobs
- Opportunity to review the structure
- Opportunity to establish increased staff training and development and an increase in apprentices
- Opportunity to work more creatively with Community groups, businesses and partners both, internally and externally
- Opportunity for the Natural Alternatives team to undertake small landscape maintenance projects, improved floral displays, bench restoration & painting

6.4 **Risk**

- TUPE transfer applies to the Contract; staffing transfer is variable may include additional staff, e.g. an administrator. Potential for additional staffing transferred over.

Mitigation

- The staffing numbers and costs will be identified during TUPE. The current outline cost calculation includes a contingency of £30k
- The existing staffing includes seasonal posts which provides the opportunity to review the structure staffing allocation post TUPE.
- Support can be drafted in from the wider Green Sefton Land management team for the majority of maintenance operations.

6.5 **Risk**

- Service delivery during the initial set up period from Spring 2020.

Mitigation

- The existing operating procedures can be continued with the insourced personnel providing good business continuity.
- We have created very strong links with the contractor's front-line team on the ground and are confident they view the opportunity to work for Sefton as beneficial.
- Support can be drafted in from the wider Green Sefton Land management team for the majority of maintenance operations.

7. Financial Consideration

7.1. The current budget for Grounds Maintenance functions within the Burials & Cremation Service is £380,000. The table below shows the operational cost of delivering the service in-house can be contained within the £380,000 budget. This includes the payments resulting from the requirement to procure machinery, vehicles and equipment for the operation of the contract. At present additional costs arising from TUPE are unknown, but a due diligence exercise is being undertaken.

7.2. The initial cost for machinery, vehicles and equipment will be £200k. This will be funded via prudential borrowing, and an application will be made to increase the capital funding available for such purchases during 2020/21. The machinery and equipment will be repaid over a three year period, and the vehicles will be repaid over a five year period. The prudential borrowing costs can be contained with existing revenue budgets.

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7.3. Summary of cost for in-house service:

Item	Start-up cost (Year 1 2020/21)
Scheduled operations:	
Staffing for 9.5FTE, incl salaries and on costs	£238k
Running costs: Depots, Fleet, Machinery, Equipment & Consumables, (inc repayment for prudential sums)	£142k
Total	£380k

8. Conclusion

- 8.1. Due to the natural end of the existing Grounds Maintenance contract across Burials & Cremation sites in Sefton, an opportunity exists to insource all related functions, and to provide all services alongside the already insourced grounds maintenance functions undertaken by the Green Sefton team.
- 8.2. The ongoing services can be provided in-house at no additional cost, but with a number of added benefits as detailed earlier in this report.
- 8.3. Going forward there may be an opportunity to reduce expenditure via economies of scale with the existing insourced Grounds Maintenance function operated by Green Sefton, and this will form part of an ongoing review of all grounds maintenance services offered across all Burials & Cremation sites.
- 8.4. There is also an opportunity for a number of existing schemes to benefit from this potential insourcing exercise, which will then provide 'added value' to the insourcing exercise. These include our Natural Alternatives team and the services they offer and the opportunities they provide, increased involvement with and by local community groups and partners, and the increase of opportunities available within the existing apprenticeship scheme.
- 8.5. As such, it is recommended that approval be given to insource this particular function, and that it become part of the wider grounds maintenance functions already being successfully delivered by Green Sefton.

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Report to:	Cabinet	Date of Meeting:	20 June 2019
Subject:	Acceptance of Adult Education Budget Grant to Support Sefton Adult Community Learning Service		
Report of:	Head of Economic Growth and Housing	Wards Affected:	(All Wards);
Portfolio:	Cabinet Member - Regeneration and Skills		
Is this a Key Decision:	Yes	Included in Forward Plan:	yes
Exempt / Confidential Report:	No		

Summary:

The Adult Education Budget is part of the Liverpool City Region Devolution deal on employment & skills from the next academic year. The offer which has now been made to Sefton Council for the academic year 2019/20 therefore comes from the Combined Authority rather than the Education Skills Funding Agency, as it has done in previous years. The level of grant available to Sefton has been increased from the 18/19 allocation of £787k to £820k, an additional inclusion of a sum of £150,000 for the operation of some agreed “test and learn” pilot activities.

Recommendation(s):

(1) Note the offer of £969,724 Adult Education Budget funding available to Sefton Council, which is ring-fenced for the delivery of adult community learning provision for residents aged over 19.

(2) Accept a formal offer of funding, in consultation with Head of Corporate Resources, from the Liverpool City Region Combined Authority when this is available, entering into a contractual agreement with the Liverpool City Region Combined Authority.

Reasons for the Recommendation(s):

Sefton Council is requested to undertake this key decision at this time in order to maintain continuity of service for adult learners and allow the Service to make necessary arrangements for service planning and resource decisions for the year ahead.

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

The only alternative option would be to not accept the offer of Adult Education Budget. Refusal of the grant would result in Sefton Council being unable to deliver this important service for adults who need introductory or second chance learning to improve their wellbeing and employability. The Service is well established and well regarded; it fulfils a

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considerable need within our communities and directly contributes to the Council's Vision and values and is central to the achievement of our corporate objectives. The option to discontinue a Community Learning Service has therefore been rejected.

What will it cost and how will it be financed?

(A) Revenue Costs

The decision relates to the acceptance of grant flowing into the Council and does not incur any additional costs to the Council as the operations will be funded entirely by the AEB grant.

(B) Capital Costs

N/A

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets): There are no resource implications as this proposal relates to funding flowing in to the Council
Legal Implications: There are no legal implications
Equality Implications There are no equality implications

Contribution to the Council's Core Purpose:

Protect the most vulnerable: Adult Community Learning offers opportunities for residents who have had less favourable educational attainment to access second chance learning opportunities to improve their confidence and wellbeing. The Service targets a high proportion of learners who are vulnerable in terms of low skills, long term worklessness, BAME, Learning difficulties and other disabilities.
Facilitate confident and resilient communities: A key focus of the Adult Community Learning curriculum is on promoting community cohesion and connectivity.
Commission, broker and provide core services: Adult Community Learning offers sub-contracting opportunities to high quality local delivery partners
Place – leadership and influencer: Adult learning has a strong influence in civic awareness and the promotion of pride and cohesion in communities

<p>Drivers of change and reform: Adult Community Learning has a key role to play in the further development of the Council's strategy for early intervention and prevention and wider public-sector reform.</p>
<p>Facilitate sustainable economic prosperity: Improving the skills of the workforce is central to this Service's objectives and the Council's wider aims on inclusive growth, by enabling more local residents to gain the skills and confidence they need to take up employment opportunities arising from investment and regeneration.</p>
<p>Greater income for social investment: The Service engages with a number of social enterprises including an in-house Bistro and a range of other community groups, enabling them to access skills development and improve their effectiveness.</p>
<p>Cleaner Greener Environmental awareness is integrated into many aspects of the Adult Community Learning curriculum and learners are encouraged to be more aware of energy consumption & supply, impacts upon our ecology etc and provides opportunities to make real change, such as courses to encourage learners to grow their own food.</p>

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD.5666/19) and the Chief Legal and Democratic Officer (LD.4790/19....) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

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.

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1. Introduction/Background

1.1 Adult Education Budget has been incorporated into the Liverpool City Region Devolution deal on employment and skills from the academic year 2019/20. A grant allocation of £51,380,231 from the Department for Education in respect of the devolved Adult Education Budget for the period 1st August 2019 to 31st July 2020 was accepted by Liverpool City Region Combined Authority at its meeting on 12th April 2019. This meeting detailed the individual grant allocations for all agreed AEB delivery organisations, including Sefton Council.

1.2 The devolution of the Adult Education Budget has enabled the Combined Authority to tailor the delivery to the need of its residents. It also provided an opportunity for flexibility and innovation which included increasing the threshold salary for learners to the Real Living Wage. Three test and learn areas will be piloted in 2019/20, specifically to improve the life chances of residents. The findings from these pilots will be used to help inform future delivery for English for speakers of other languages (11 pilots), digital skills (10 pilots) and English and maths (10 pilots).

1.3 The Adult Education Budget funding allocation has now been distributed to those Further Education Colleges, Local Authorities and Independent Training providers who deliver adult community learning and, through a competitive procurement process, some funding has also been allocated to other organisations who have evidenced their capacity to deliver.

1.4 Sefton officers have been in negotiation with the CA over the last period to agree the funding for Sefton, its scope and priorities for our communities. This has resulted in a funding offer which is in line with our planned objectives for the Service and is comparable with recent years' performance. The AEB offer, excluding pilot programmes, for the period 1st August 2019 to 31st July 2020 is £819,724.

1.5 Sefton has also agreed to operate two of the Test and Learn pilots in the coming academic year, focusing on innovative methods to track and improve progression for learners and new ways of working with regard to digital learning. An additional funding offer of £150,000 has been made for these pilot programmes bringing Sefton's total Adult Education Budget grant offer to £969,724 for the period 1st August 2019 to 31st July 2020.

1.6 The Combined Authority is currently awaiting a formal contract for the total Adult Education Budget for the sub-region. Sefton has been assured that once this wider contract is secured, a specific contract for Sefton will be forthcoming from the Combined Authority. This is expected to be received before the commencement of the new academic term.

1.7 Test & Learn pilot 1– Blended Learning Progression in English, Maths and English as Second Language training.

The intention of this Pilot is to offer blended approaches to education, utilising technology to engage all adult learners wanting to further their education/training, career and or skills. An element of this pilot will test innovative progression tracking of learners, particularly those who are taking part in ESOL provision. As businesses increase digitisation, workers are more likely to work across different physical locations. Blended learning approaches can help prepare employers and employees to excel in such work environments through improving digital skills and confidence. For learners aspiring to

career progression, or those intending to improve their skills in their current position, blended learning can provide huge benefits utilising online learning making use of available resources and technologies together with face to face, traditional techniques to consolidate learning within a more traditional delivery structure. The service has a key role in ensuring non-traditional learners who are furthest away from the job market are equipped with necessary skills and feel confident to carry out duties associated with new emerging markets. Research suggests that people who start in low paid work have a relatively low chance of progressing to better paid work and careers. Many Sefton residents in low paid, precarious work have insufficient support to increase their earnings or maximise transferable skills to change their careers. The pilot will work closely with local businesses in collaboration with Sefton@work to identify or create development opportunities that will benefit workers and businesses.

1.8 Test /& Learn Pilot 2 Business Ready Digital Skills

This pilot aims to close the current gap in digital skills and confidence that persists between our residents who have low digital skills and no recent work history and the wider workforce. By reducing this deficit, the pilot will equip learners to progress into employment across many sectors, including the technology sector with a “ Digital Passport” The project will engage learners who are traditionally hard to reach, unemployed and or are in low paid precarious employment and provide them with an array of digital skills that are applicable in all aspects of everyday life as well as in the workplace. We aim to engage local employers to work with us on this concept of the “Digital Passport” through collaboration with Sefton@work and we intend to apply this to our local workforce challenges in sectors such as health and social care, social enterprises, financial services and customer service.

Building ICT skills, awareness and confidence positively impacts upon learner experience in numerous ways and we believe this is a passport to improved outcomes in terms of prosperity, personal effectiveness and self-actualisation. One of the aims of this project is to assess current ICT skills of learners and further develop these skills, learn new skills and identify transferable skills using a range of software packages that can be used by learners in the world of employment.

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