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Sefton Council 

MEETING: CABINET
DATE: Thursday 3rd October, 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: Ruth Harrison
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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 5 September 2019	(Pages 5 - 16)
* 4	Domiciliary Care Tender Report of the Interim Director for Adult Social Care	Church; Derby; Ford; Linacre; Litherland; St. Oswald; Victoria (Pages 17 - 22)

* 5	Section 75 Agreement Report of the Interim Director for Adult Social Care.	All Wards	(Pages 23 - 30)
* 6	St Teresa's Catholic Infant School - Proposal to Commence Statutory Consultation Report of the Interim Director of Children's Social Care and Education	Birkdale	(Pages 31 - 38)
* 7	Locality Services - Vehicle Parts Procurement Exercise Report of the Head of Locality Services	All Wards	(Pages 39 - 42)
* 8	Specialist Transport Vehicle Procurement Exercise Report of the Head of Locality Services	All Wards	(Pages 43 - 48)
* 9	Locality Services - Vehicle Hire Collaborative Contract Report of the Head of Locality Services	All Wards	(Pages 49 - 52)
* 10	Borough of Culture 2020 Report of the Executive Director	All Wards	(Pages 53 - 68)
* 11	Corporate Apprenticeship Strategy 2019-2022 Report of the Head of Corporate Resources	All Wards	(Pages 69 - 96)
* 12	Revenue and Capital Budget Update 2019/20 Report of the Head of Corporate Resources	All Wards	(Pages 97 - 114)
13	Disposal of former St Wilfrid's School site Report of the Head of Corporate Resources Report To Follow		

THE "CALL IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON MONDAY 16 SEPTEMBER, 2019, MINUTE NO: 42 IS NOT SUBJECT TO "CALL IN".

CABINET

MEETING HELD AT THE COUNCIL CHAMBER, TOWN HALL, SOUTHPORT ON THURSDAY 5TH SEPTEMBER, 2019

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

32. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Maher.

33. DECLARATIONS OF INTEREST

Councillor John Joseph Kelly declared an interest in Agenda Item 5, Minute No: 36 refers, Sefton New Directions Contract, by virtue of his membership to the Board and remained in the Meeting but took no part in the debate.

Councillor Veidman declared an interest in Agenda Item 10, Minute No: 41 refers, Altcar Moss Wellsite, Suttons Lane, Great Altcar: Neighbouring Authority Consultation, by virtue of his position as Chair of the Planning Committee and he left the room during the consideration of the item.

34. MINUTES OF THE PREVIOUS MEETING

Decision Made:

That the Minutes of the Meeting held on 25 July 2019 be approved as a correct record.

35. ADULT SOCIAL CARE - RESIDENTIAL & NURSING CARE SECTOR

The Cabinet considered the report of the Director of Adult Social Care seeking approval for the commencement of a project and consultation relating to the way in which the Council makes payments to the care home sector and to provide an update on work taking place within the sector.

Decision Made: That:

- (1) the ongoing work taking place within the Residential and Nursing care home sector be noted;

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- (2) the commencement of a project to review the way in which the Council makes payments to the care home sector be approved; and
- (3) the fact that following the completion of Stage 1 of the above project, as detailed in Section 3.9 of the report, a further report will be submitted to the Cabinet in January 2020, be noted.

Reason for the Decision:

To update Cabinet on work taking place relating to the sector and to seek approval for the commencement of a project concerning the way in which the Council makes payments to care homes.

Alternative Options Considered and Rejected:

Maintaining the Status Quo – this option was considered and rejected as there is a need to review current mechanisms for payments to the care home sector and to conduct activities to better engage with, and support the sector to ensure that services remain viable and able to meet Sefton's needs.

36. SEFTON NEW DIRECTIONS CONTRACT

The Cabinet considered the report of the Director of Adult Social Care seeking approval on the terms of the extension to the Sefton New Directions Limited contract and to update Members on joint working with Sefton New Directions Limited to review services.

for the commencement of a project and consultation relating to the way in which the Council makes payments to the care home sector and to provide an update on work taking place within the sector.

Decision Made: That:

- (1) Authorise an extension to current contractual arrangements with Sefton New Directions Limited, consisting of an initial three-year period from 1st October 2019 with the further option to extend for a further twelve months after the initial extension period;
- (2) Authorise that future decisions on any variations to the contract, and the option to implement the further twelve-month extension to the contract (beyond the initial three-year extension) be delegated to the Director of Adult Social Care in consultation with the Cabinet Member – Adult Social Care; and
- (3) Note the contents of the report with respect to the continued joint working taking place with Sefton New Directions Limited to review services.

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Reason for the Decision:

To establish new contractual arrangements with Sefton New Directions Limited, hereinafter referred to as New Directions, thus ensuring that services continue to be delivered.

Alternative Options Considered and Rejected:

Not Awarding a Contract Extension – this option was considered and rejected as New Directions is both a Council wholly owned council company and an organisation which remains a key partner to the Council, delivering a range of strategically important services. Furthermore, if the contract was not extended then services to vulnerable people may be affected as new providers would need to be procured.

37. COMMUNITY SUBSTANCE USE: ASSESSMENT, TREATMENT AND RECOVERY SERVICE

The Cabinet considered the report of the Head of Health and Wellbeing advising that in July 2016, Mersey Care NHS Foundation Trust was awarded a contract to provide Adult Substance Use: Assessment, Treatment and Recovery Services with effect from 1 October 2016. The contract was awarded for three and a half years with an option to extend for up to a further two years. Consideration was now required on exercising continuation options as the core contract was due to expire on 31 March 2020.

Decision Made:

That delegated authority be granted to the Director of Public Health, in consultation with the Cabinet Member - Health and Wellbeing, to exercise the option to combine both twelve-month extension / continuation options and exercise an extension to the existing contract for a period of two years from 1 April 2020.

Reasons for the Decision:

For the past two and a half years, Mersey Care NHS Foundation Trust has provided Adult Substance Use: Assessment, Treatment and Recovery Services and has made significant improvements in both the effectiveness of treatment delivery and the reliability of data recording and reporting. The service has demonstrated an overall improvement in the numbers of people successfully engaged and completing treatment with abstinence rates for opiates, crack cocaine and alcohol all within the expected range as calculated by the National Drug Treatment Monitoring System (NDTMS). Local treatment engagement rates for opiates, crack cocaine and alcohol use all exceed national rates while no clients have waited longer than three weeks to receive an intervention.

Public Health Commissioners have no concerns over the quality, performance or governance of the current service. Moreover, the above

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recommendation would provide a longer period of service stability and enable the service to further develop and consolidate important collaborative projects that have been recently initiated. The option would also reduce cost to the Council from engaging in an early procurement exercise.

Alternative Options Considered and Rejected:

- i) Exercise one year extension / continuation option. This option would provide a degree of continuity and stability. However, any continuity / stability derived from exercising this option would be limited to twelve months at which point the Council would still need to consider exercising the second extension / continuation option or re-tender the service.
- ii) Conducting a full procurement exercise would not bring about any significant benefits for Sefton Council, health and social care partners or for users of the substance use service.

Considerable savings were realised throughout the 2016 procurement exercise with a contract value reduced from £3,599,574 per year to £3,276,454 per year. The contract was awarded following robust assessment and evaluation procedures and it was clear that there were only a limited number of acceptable options available within the open market. Mersey Care NHS Foundation Trust is a large local health care provider and is able to draw on a variety of specialist services within the Trust to further compliment service provision, including community mental health and psychology services. Moreover, recent innovative collaborative projects between Mersey Care NHS Foundation Trusts' Substance Use Service, Ambition Sefton and the Trusts Life Room facilities, as well as with Sefton Council Housing Options Team, are showing extremely encouraging outcomes with the option to firm up these arrangements via contract variations should an extension be authorised.

38. 0-19 HEALTHY CHILD PROGRAMME

The Cabinet considered the report of the Head of Health and Wellbeing advising that in September 2016, North West Boroughs Health Care Trust was awarded a contract to provide Integrated 0-19 Healthy Child Programme (HCP) Nursing Services with effect from 1 April 2017. The contract was awarded for three years with an option to extend for up to a further two years.

HCP is an early intervention and prevention public health programme based on a model of "progressive universalism". This means all families receive a number of standard services (universal). Additional services are available to those who need them or are identified as being at risk.

Consideration was now required on exercising continuation options as the main contract was due to expire on 1 April 2020.

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Decision Made:

That authority to exercise the option to extend the current contract for a period of two years from the 1st April 2020, be granted.

Reasons for the Decision

The current contract is from 1 April 2017 to 31 March 2020, with the option to extend for a further 2 years. Approval is sought by the Cabinet to extend the current commission of the HCP Service by an additional two years to March 2022.

This option would provide a longer period of service stability and reduce cost to the Council from engaging in a procurement exercise.

This would enable further review of the service and allow for development of a fully integrated 0-19 public health nursing service, which will influence whether the contract should be varied or recommissioned after this period.

Alternative Options Considered and Rejected:

- i) Exercise one year extension / continuation option. This option would provide a degree of continuity and stability. However, any continuity / stability derived from exercising this option would be limited to twelve months at which point the Council would still need to consider exercising the second extension / continuation option or re-tender the service.
- ii) Conducting a full procurement exercise would not bring about any significant benefits for Sefton Council or for users of the 0-19 service.

39. REGIONAL SUPPORTED AND INDEPENDENT LIVING (SAILS) FRAMEWORK

The Cabinet considered the report of the Director of Children's Social Care and Education seeking to agree the procurement of semi-independent living placements (SAILs) for young people (aged 16+) for the period September 2019 to March 2020 via the Dynamic Purchasing System (DPS) hosted by Tameside Council, and to authorise the procurement for such services beyond April 2020 via the new North West Regional Flexible Purchasing System (FPS) hosted by Bolton Council.

Decision Made: That

- (1) approval be granted for Sefton Council to continue to purchase SAILs placements from the Tameside hosted DPS, for the period 1 October 2019 to 31 March 2020;

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- (2) the Director of Children's Social Care and Education be authorised to participate in the development and procurement of the North West Regional FPS for supported and independent living placements for young people age 16+, to be hosted by Bolton Council, scheduled to commence 1st April 2020 to replace the current DPS;
- (3) the Director of Children's Social Care and Education be authorised to continue to purchase SaLLs placements from the Bolton hosted FPS from 1st April 2020 for the duration of the FPS, providing the procurement is compliant with Sefton's Contract Procedure Rules;
- (4) that should it be identified that the purchasing systems do not meet Sefton' requirements, that delegated authority be granted to the Director of Children's Social Care and Education to conduct individual procurement exercises as and when required and be granted delegated authority to award contracts following such exercises.

Reasons for the Decision:

To ensure that the Council continues to have in place robust mechanisms to procure Semi-Independent Residential Placements (SaLLs) for Young People age 16+.

Alternative Options Considered and Rejected:

The Local Authority carrying out its own EU compliant tender exercise to put its own FPS in place was considered and rejected having considered the benefits and strengths of a regional approach.

40. REVENUE AND CAPITAL BUDGET UPDATE 2019/20

The Cabinet considered the report of the Head of Corporate Resources informing the Cabinet of: -

1. The current forecast revenue outturn position for the Council for 2019/20;
2. The current forecast on Council Tax and Business Rates collection for 2019/20; and,
3. The monitoring position of the Council's capital programme to the end of July 2019, the forecast expenditure to year end, variations against the approved budgets and an explanation of those variations for consideration by Members. Updates to spending profiles and proposed amendments to capital budgets necessary to ensure the efficient delivery of capital projects are also presented for approval.

Decision Made: That

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- (1) the current forecast revenue outturn position for 2019/20 and the current position relating to delivery of savings included in the 2019/20 revenue budget be noted;
- (2) the mitigating measures being used to ensure a balanced forecast outturn position be noted;
- (3) the updates to the spending profiles within the capital programme across financial years, as set out at paragraph 5.1.1 of the report, be noted;
- (4) the latest capital expenditure position as at 31 July 2019 to date of £3.3m, as set out at paragraph 5.2.2 of the report, with the latest full year forecast being £26.7m, as set out at paragraph 5.3.1, be noted;
- (5) explanations of variances to project budgets, as set out at paragraph 5.3.2 of the report, be noted;
- (6) the new scheme added to the Capital Programme under delegated authority for 2019/20, as set out at paragraph 5.9.1 of the report, be noted;
- (7) approval of the Town Centre Commission Fund grant for inclusion in the capital programme be granted, once final approval for the grant is received from Liverpool City Region Combined Authority, as set out at section 5.5 of the report; the Executive Director be granted delegated authority to sign the Grant Agreement; and the S151 Officer be granted delegated authority to authorise grant claim submissions; and
- (8) the fact that capital resources will be managed by the Head of Corporate Resources to ensure the capital programme remains fully funded and that capital funding arrangements secure the maximum financial benefit to the Council, be noted
- (9) the Council be recommended to approve for inclusion in the capital programme the Town Centre Commission Fund grant once final approval for the grant is received from Liverpool City Region Combined Authority, as set out at section 5.5 of the report;

Reasons for the Decision:

To ensure the Cabinet is informed of the forecast outturn position for the 2019/2020 Revenue Budget as at the end of July 2019, including delivery of agreed savings, and to provide an updated forecast of the outturn position with regard to the collection of Council Tax and Business Rates.

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To keep Members informed of the progress of the Capital Programme against the profiled budget for 2019/20 and agreed allocations for future years.

To progress any changes that are required in order to maintain a relevant and accurate budget profile necessary for effective monitoring of the Capital Programme.

To approve any updates to funding resources so that they can be applied to capital schemes in the delivery of the Council's overall capital strategy.

In March 2017 Council approved a three-year budget plan to March 2020. The final year of this plan was revised in February 2019 as part of the process of setting the 2019/20 budget. The Council is in the final 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:

None.

41. ALTCAR MOSS WELLSITE, SUTTONS LANE, GREAT ALTCAR: NEIGHBOURING AUTHORITY CONSULTATION

The Cabinet considered the report of the Chief Planning Officer indicating that Sefton Borough Council had been consulted by Lancashire County Council (LCC as the decision-making body) on a planning application for the construction of a temporary wellsite and associated access track, drill, hydraulically stimulate and test two petroleum exploration boreholes including drilling rig (maximum height 60m) and associated plan and equipment, followed by wellsite and restoration.

There was a restricted timeframe to comment on the planning application and approval was sought to respond to LCC, in the form of an objection.

Members of the Cabinet asked the following questions and the following responses were given by the Head of Economic Growth and Housing:

The Council has a resolution opposing fracking. What weight does this carry in the planning process?

- The Council's opposition to fracking in general and the planning process are two separate considerations.

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Whilst the Council may object to a particular type of development, it carries little weight in the planning process as the Council is still legally obliged, as the local planning authority, to assess each planning proposal on its individual merits.

This is what we have done as part of this consultation, and we believe that the proposal does not form a reliable basis to assess the impacts on residents of this Borough. To avoid any argument that the Council is predetermined on such proposals, the Planning Portfolio Holder (who is also Chair of Planning Committee), has left the room during this item and taken no part in the discussion or decision. This will allow him to chair any Planning Committee meeting where a fracking proposal is on the agenda.

- Is it normally a requirement for any relevant traffic impacts beyond the area of the lead planning authority to be taken into consideration in determining the acceptability of any proposal, and if so, do you feel this has satisfactorily occurred here?

All traffic impacts should be properly assessed, and they include those within the area controlled by the relevant planning authority and the area of neighbouring authorities.

With this proposal, traffic will use roads and junctions within Sefton, and we believe that the Transport Statement does not adequately address this because it does not take into account forecast traffic flows and committed development in Sefton and does not consider the impact of large and heavy construction traffic on our junctions and bridges.

- We take impact on air quality very seriously. Do you believe that this proposal will have a harmful effect on the air quality of Sefton residents?

The situation is unclear at present. The air quality impact assessment has been based on modelling rather than using local data, and we feel it would be more beneficial to gather actual data on ambient air quality to help verify the modelling undertaken. This would provide a more reliable basis to assess any impacts and identify appropriate mitigation.

- Will this proposal have a harmful impact on Sefton residents in terms of noise from associated machinery and traffic?

There could be harmful effects on the amenity of Sefton residents from potential changes in machinery used on site, and we suggest that this operate within ranges to ensure new machinery does not breach any agreed thresholds and harm residents. No details are provided to show how noise will impact on the nearest Sefton residents, including noise associated with construction traffic, and we feel appropriate monitoring must be provided, with a clear action

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plan on what will be done if noise levels or hours of movement are breached.

- The proposed drilling mast at 60m in height is quite significant. Do you think this will harm wildlife?

Our ecological advisors (MEAS) believe that the mast could pose a danger to birds (bird strike), yet their Environmental Statement does not give any consideration to this. The Habitats Regulations Directive also requires the proposal to consider the in-combination effects of other schemes, but provides no details of this.

Decision Made: That:

- (1) it be noted that the proposal was a Key Decision but had not been included in the Council's Forward Plan of Key Decisions. Consequently, the Leader of the Council and the Chair of the Overview and Scrutiny Committee (Regeneration and Skills) had been consulted under Rule 27 of the Access to Information Procedure Rules of the Constitution, to the decision being made by Cabinet as a matter of urgency on the basis that it was impracticable to defer the decision until the commencement of the next Forward Plan because of the tight timeframes in order to respond to the neighbourhood consultation from Lancashire County Council, in order to make the authority aware of the views regarding the planning application;
- (2) it be noted that on 25 January 2018 the Council resolved to oppose fracking in the Borough of Sefton, or fracking outside its Borough, which could affect residents within its Borough;
- (3) to agree the Council's response to this application as this Council objects to the proposal and wishes to see the application refused, for the reasons set out in paragraphs 3.3 and 4.1 of the report, and that Lancashire County Council be reminded of the Council's position, as set out in paragraph 1.5 of the report.

Reasons for the Decision:

To ensure Lancashire County Council is aware of the Council's views regarding the planning application in the interest of Sefton Borough residents and for such views to be considered as material considerations in the determination of the planning application.

Alternative Options Considered and Rejected:

Alternatively, the Council could not respond to the neighbouring authority consultation. However, any views of the Council would not be considered in the Lancashire County Council's determination of the planning application and this is deemed inappropriate.

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42. GAS FRAMEWORK TRANSFER

The Cabinet considered a report, that was deemed by the Deputy Leader of the Council as a report of Urgent Nature pursuant to Chapter 11, Rule 29 of the Access to Information Rules of the Constitution. The report was presented by the Head of Corporate and sought approval for the termination of the CCS Gas framework and subsequent appointment to the NEPO Gas Framework for a two year interim contract, in order to secure early financial savings.

Decision Made: That:

- (1) it be noted that the proposal was a Key Decision that had not been included in the Council's Forward Plan of Key Decisions. Consequently, the Leader of the Council and the Chair of the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) had been consulted under Rule 29 of the Access to Information Procedure Rules of the Constitution, to the decision being made by the Cabinet as a matter of urgency on the basis that it was impracticable to defer the decision until Cabinet in October due to the contract termination date;
- (2) it be noted that the Chair of the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) had been consulted under Rule 46 of the Access to Information Procedure Rules of the Constitution, waiving call in due to the need to procure quickly;
- (3) the termination of the current Crown Commercial Services (CCS) procurement framework contract for gas supplies for all Council buildings, including schools;
- (4) Sefton be authorised to join the North-East Purchasing Organisation (NEPO) for the supply of gas on an interim contract to cover the period 1st April 2020 – 31 March 2022; and
- (5) the continuation of the authority previously delegated to Head of Corporate Resources and the Head of Strategic Support to sign the Customer Access Agreements for the NEPO framework and approve purchasing decisions, be approved.

Reasons for the Decisions:

Sefton have recently reviewed our options within the CCS gas supply framework. Although the market price is low currently, CCS were not able to offer opportunities to capture this saving (approaching £200K in year 1 2020/1 and £175K in year 2 2021/2).

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In order to achieve these savings and remain OJEU compliant, Sefton Officers are suggesting the course of action outlined above to achieve a two year financial saving (based on current prices).

Alternative Options Considered and Rejected:

Do nothing – remain on the current contracts and take a price in April 2020, based on purchasing made during October 2019 – March 2020. This was rejected due to government advice that market conditions during this time were likely to be volatile, hence an increased risk across our portfolio.

Agenda Item 4

Report to:	Cabinet	Date of Meeting:	3 rd October 2019
Subject:	Domiciliary Care Tender		
Report of:	Interim Director for Adult Social Care	Wards Affected:	Church; Derby; Ford; Linacre; Litherland; St. Oswald; Victoria;
Portfolio:	Cabinet Member - Adult Social Care		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

To seek approval to consider the commencement of a procurement exercise to secure new Domiciliary Care Lead Provider/s in areas 4 and 5 of Sefton.

Recommendation(s):

Cabinet is recommended to approve;

- (1) The Interim Director for Adult Social Care be authorised to consider the option of a procurement exercise to establish new Lead Domiciliary Care Providers in areas 4 and 5 of Sefton with a view to entering into contracts for a maximum period of five years comprising an initial three-year period with an option to extend for up to two periods of twelve months; and
- (2) That the Interim Director for Adult Social Care in consultation with the Cabinet Member – Adult Social Care be granted delegated authority to award the Contracts resulting from any procurement, and to award any extensions thereof.

Reasons for the Recommendation(s):

To authorise the Interim Director for Adult Social Care to consider the commencement of a procurement exercise to secure new Lead Provider contractual arrangements in areas 4 and 5 of Sefton.

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

The following options were considered and rejected;

1. **Maintaining the status quo** – this was not considered a viable option due to the current market capacity issues and the proposed future strategic direction of the current Lead Provider.

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2. **Conducting a procurement exercise which would encompass transferring existing services in areas 4 and 5 (either whole or in part)** – this option was considered and rejected as such transfers could further destabilise the market and therefore would not assist with alleviate market capacity issues. Furthermore, any partial transfer of services could potentially not be viable for any new incoming Provider and the current Provider wishes to retain existing services and therefore existing staff.

What will it cost and how will it be financed?

(A) Revenue Costs

Revenue costs with respect to new contracts will be met from existing Domiciliary Care budgets.

(B) Capital Costs

None.

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets):
All resource implications are addressed within the report.
Legal Implications:
Care Act 2014 Care and Support Statutory Guidance Public Contract Regulations 2015
Equality Implications:
The equality Implications have been identified and mitigated.

Contribution to the Council's Core Purpose:

Protect the most vulnerable:
Domiciliary Care provides care and support to vulnerable people assessed as requiring such services, thus ensuring that the Council meets its statutory obligations.

Facilitate confident and resilient communities: Domiciliary Care services support the maintenance of independence, including ensuring that Service Users remain as part of their local communities.
Commission, broker and provide core services: The adoption of the recommendations will ensure that statutory services will continue to be delivered to vulnerable Service Users. The proposed method of awarding new contracts will ensure that all Sefton areas are under the same procurement arrangements.
Place – leadership and influencer:
Drivers of change and reform:
Facilitate sustainable economic prosperity:
Greater income for social investment:
Cleaner Greener

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD5740/19) and the Chief Legal and Democratic Officer (LD4864/19) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

Consultation has taken place with the current Lead Provider in areas 4 and 5.

Implementation Date for the Decision

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

Contact Officer:	Deborah Butcher
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Email Address:	Deborah.Butcher@sefton.gov.uk

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Appendices:

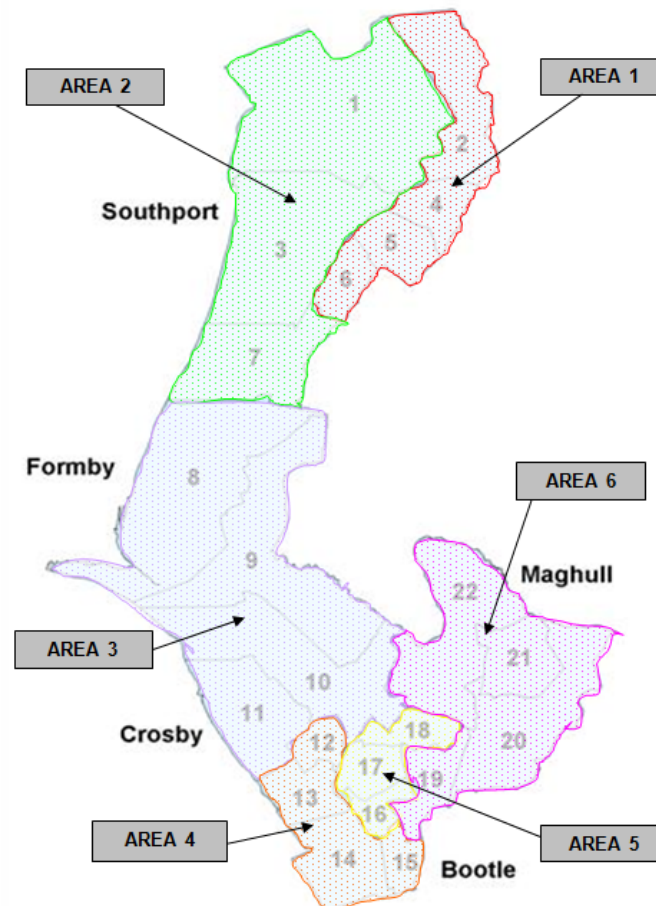
There are no appendices to this report.

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1 In Sefton, Domiciliary Care services are 'split' into the six contracted areas detailed in the map below. In each area, there is a Lead Provider who is required to accept all referrals for care packages commissioned by the Council.



- 1.2 In February 2018, services in Areas 4 and 5 transferred to the current Lead Provider. This encompassed a full transfer of Service Users and care staff from the exiting Provider.
- 1.3 For the other four areas, in 2018 a Cabinet report approved that a joint procurement exercise be conducted with Knowsley under a Liverpool City Region / Tripartite joint working initiative. This encompassed the establishment of a

Pseudo Dynamic Purchasing System (PDPS) which created a list of Domiciliary Care Providers who both expressed an interest in delivering services and who met the quality criteria to deliver such services in Sefton. The procurement exercise was led by Knowsley Council's Procurement Team and the PDPS was established for an initial ten-year period.

- 1.4 At the time of this initial procurement exercise areas 4 and 5 were not included as contractual arrangements were already in place for the areas. There was an immediate "call-off" of the PDPS to award Lead Provider contracts in areas 1, 2, 3 and 6 with these new contracts commencing from 1st August 2018 onwards. All contracts were awarded for an initial three-year period.
- 1.5 The current market is experiencing capacity issues and for areas 4 and 5 discussions have taken place with the current Provider regarding the potential to reduce the current volume of care packages delivered by them, whilst at the same time supporting the Provider to diversify their business from that being solely commissioned by the Council. This is in line with proposals submitted to Cabinet in a separate report relating to the Provider.
- 1.6 As a result, it has been identified that the current best option is to explore securing new Lead Providers for these areas. This would encompass the procurement process detailed in section 2 of this report being followed, which in turn would result in the current Provider retaining all existing care packages and new Lead Providers being secured to deliver new care packages commissioned by the Council. Under this scenario the current Provider would therefore retain all current care staff thus ensuring that it retains a staffing cohort that can deliver all existing work. When instances arise where the level of existing work reduces (principally via the 'natural' ending of existing packages) staff can then be utilised for new non-Council commissioned work as well as in other service areas in the organisation.
- 1.7 However, at this stage ongoing dialogue is taking place with the current Provider and it could be the case that should alternative future service delivery and commissioning arrangements be identified, then the specific procurement exercise detailed in this report may not be required. Should this be the case, then subject to the financial value of the alternative procurement exercise, then either a further report will be submitted to Cabinet or will be conducted in line with Chief Officer or Cabinet Member delegated authority.

2 The proposed procurement exercise to secure new Lead Providers for areas 4 and 5

- 2.1 It is proposed that the Council utilises the existing PDPS to conduct a further 'mini-competition' to secure new Lead Providers. To support this, the Council has (via Knowsley Council's Procurement Team) published a notice to all existing PDPS Providers advising them that areas 4 and 5 are now included in the PDPS and that there is the potential in the future for the Council to "call off" from the PDPS to establish Lead Providers in these areas. Should there be any issues with utilising the PDPS for the procurement then Sefton will conduct its own separate procurement under OJEU light-touch procurement arrangements.

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- 2.2 The procurement would be conducted by Sefton Officers and the following timetable has been formulated for the exercise;

Procurement Activity	Timeframes
Tender Advertised on CHEST	24 th October 2019
Tender Return Date	28 th November 2019
Evaluation of Responses - including Clarification	29 th November 2019 – 20 th December 2019
Scoring Moderation	w/c 6 th January 2020
Chief Officer Award Authorisation	15 th January 2020
Mandatory Standstill Period	16 th January 2020 – 24 th January 2020
Award of Contracts	27 th January 2020
Implementation Period – including engagement with Service Users, establishing finance systems, contracts formulation etc.	27 th January 2020 – 29 th February 2020
Contracts Start Date	1 st March 2020

- 2.3 As the procurement would be conducted under the auspices of the existing PDPS established, then bids would continue to be evaluated solely based on an assessment of quality and Social Value as the Council has set the rates paid for Domiciliary Care services to contracted Providers. Bidders will be required to answer questions relating to issues such as how they will meet the requirements of the service specification, and will be tailored to ensure that they meet the specific requirements of the procurement and so that they meet key Adult Social Care aims and strategic priorities.
- 2.4 The current contract and service specification will be used (regardless of the process used to conduct the procurement) so as to ensure there are consistent contractual and service delivery arrangements in place for the new contracts.
- 2.5 Bids will be evaluated by a panel consisting of Officers from Adult Social Care and the Commissioning Support Team.
- 2.6 Following the procurement exercise it is recommended that the Interim Director for Adult Social Care be granted delegated authority to award the contracts, in consultation with the Cabinet Member – Adult Social Care, resulting from the procurement, and to award any extensions thereof.

Agenda Item 5

Report to:	Cabinet	Date of Meeting:	3 October 2019
Subject:	Section 75 Agreement		
Report of:	Interim Director of Adult Social Care.	Wards Affected:	(All Wards);
Portfolio:	Cabinet Member - Health and Wellbeing		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

The purpose of this report is to seek Cabinet approval for the Council to enter into a new arrangement under Section 75 of the National Health Act 2006 Section 75 Agreement with each of the two Clinical Commissioning Groups (CCGs) of Southport and Formby and South Sefton covering the population of Sefton.

Recommendation(s):

- 1) To note the work to date on the new Section 75 Agreement.
- 2) The Chief Executive, Chief Legal and Democratic Officer and Head of Corporate Resources in consultation with the Cabinet Member, Health and Wellbeing, be granted delegated powers to complete and enter into a new Section 75 Agreement with Southport and Formby Clinical Commissioning Group and South Sefton Clinical Commissioning Group. The agreement will be for a three year period.

Reasons for the Recommendation(s):

Sefton`s Health and Wellbeing Board has the following statutory responsibilities:

- Duty to encourage integrated working.
- Duty to prepare and publish the Joint Strategic Needs Assessment.
- Duty to prepare and publish the Joint Health and Wellbeing Strategy.

Every year since 2014, Sefton has submitted a Better Care Fund Plan. This plan required each Health and Wellbeing Board to work towards a number of "National Conditions". Two "National Conditions" have been that

- The Health and Wellbeing Board agrees "The (BCF) Plan".
- A Section 75 Agreement is in place.

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In addition, The Care Act 2014 requires that funds allocated to local areas for the Better Care Fund must be put into pooled budgets established under Section 75 Partnership Agreements.

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

Not applicable

What will it cost and how will it be financed?

(A) Revenue Costs

These have been detailed and approved in the Better Care Fund 2019/20 Plans by the Health and Wellbeing Board. The total budget for 2019/20 is £48,715,082. Approval of subsequent year plan will be given to the Health and Wellbeing Board.

(B) Capital Costs

These have been detailed and approved in the Better Care Fund 2019/20 Plans by the Health and Wellbeing Board

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets):
As identified in the 2019/20 Better Care Fund plans.
Legal Implications:
This is a statutory requirement
Equality Implications:
There are no equality implications

Contribution to the Council's Core Purpose:

Protect the most vulnerable: Execution of the Section 75 agreement will help to improve outcomes for the most vulnerable
Facilitate confident and resilient communities: Execution of the Section 75 agreement will improve the Health and Wellbeing of all of our communities
Commission, broker and provide core services: The agreement will help shape the integrated Commissioning Strategy and facilitate aligned service delivery
Place – leadership and influencer: The agreement will help shape the integrated Commissioning Strategy and facilitate

aligned service delivery
Drivers of change and reform: The agreement will help shape the integrated Commissioning Strategy and facilitate aligned service delivery
Facilitate sustainable economic prosperity: Maximisation of the Sefton Pound.
Greater income for social investment: Maximisation of the Sefton Pound.
Cleaner Greener N/A

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD5801/19) and the Chief Legal and Democratic Officer (LD4025/19) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

The Schedules have been drafted alongside CCG Colleagues.

Implementation Date for the Decision

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

Contact Officer:	Eleanor Moulton
Telephone Number:	07779162882
Email Address:	eleanor.moulton@sefton.gov.uk

Appendices:

There are no appendices to this report

Background Papers:

Health and Wellbeing Board Report, 11th September 2019. The Better Care Fund Plans 2019/20 which details the financial plans behind this legal agreement. The report referenced this work and that cabinet approval would be sought.

Agenda Item 5

1. Introduction

- 1.1 Section 3 of the Care Act 2014 requires a Local Authority to carry out their responsibilities under Part 1 of the Act with the aim of integrating services with those provided by the NHS and other health related services. It is up to the Local Authority to determine how this integration should take place. In this instance integration means a pooled budget under the auspices of Section 75 of the National Health Act 2006.
- 1.2 The Section 75 agreement provides the governance and legal agreement to support the Better Care Fund delivery.
- 1.3 The current Agreement was signed in March 2018 and provided this governance up to 31st March 2019. The new agreement must in place within this financial year. The new agreement has been reviewed and refreshed by a working group of key Local Authority and Clinical Commissioning Group officers. Including Commissioners, the Director for Adult Social Care, Senior Legal and Finance Managers.

2. Background

- 2.1 Following on from the original 2014 Better Care Fund submission “Making Integration Happen – Sefton’s Health and Social Care Integration Strategy” 2016 – 2020 which set ambitions to: deliver personalised co-ordinated care and health and wellbeing services, promote self-care and resilience, improving local health and wellbeing, reducing inequalities, increasing opportunities for choice and delivering integrated care at a locality level through a seven-day single point of access. The Council and Clinical Commissioning Groups have started work to review success and think about the future delivery of services that meet the Outcomes of our residents best. The established Integrated Commissioning Group are working to develop a Joint Commissioning Strategy. This will support delivery of the Health & Wellbeing Strategy and build on the learning from Better Care Fund and national best practice.
- 2.2 The Integrated Commissioning Group has explored the principles of integrated commissioning, and identified some areas of potential focus, including: Special Educational Needs and Disabilities, Continuing Health Care, Falls and Frailty, Mental Health & Wellbeing, and Children and Young People. We are keen to strengthen Sefton’s locality approach and ensure this offers the opportunity to prioritise aligned outcomes for our residents by doing more together, through joint commissioning and service provision, on the Sefton footprint.
- 2.3 A new Section 75 Agreement will support the development, governance and accountability of this.
- 2.4 The agreement is for a period of three years with annual break clauses. The performance of the services to be detailed in the agreement are reportable via a performance dashboard to the Health and Wellbeing Board Executive on a quarterly basis and to the Health and Wellbeing Board on an annual basis. The Agreement is a sealed document and will require the signatures of the Chief Executive of Sefton Metropolitan Borough Council and the Chief Officer of NHS

South Sefton and NHS Southport and Formby. Any variations to the agreement must be approved by the Health and Wellbeing Executive.

3. A New Section 75 Agreement

- 3.1 Members will recall that a Pooled Budget is a shared budget between organisations supported by appropriate governance structures to enable shared decision making to take place. Arrangements between NHS and Local Authority bodies have been reflected as Pooled Budgets through a Section 75 Agreement (NHS 2006 Act), and will include specific directions to reflect appropriate contribution levels and any further adjustments required should the budget overspend or underspend. The Agreement will also highlight the appropriate risk shares for each party. These risk sharing arrangements will be set up to confirm the further adjustments to the pool in the event of an overspend or underspend compared with the original pool contributions.
- 3.2 The new Agreement will follow on from the previous cabinet approved agreement which was signed in March 2018.
- 3.3 The Better Care framework guidance was issued in July 2019 and the 2019/20 draft plan was submitted to the Health and Wellbeing Board in September 2019. Appendix One details a summary of this income and expenditure.
- 3.4 The new Agreement will reflect our refreshed governance structure, emerging commissioning arrangements, our greater ambition to pool budgets across Health and Social Care and the increased expectation that we will deliver services in an integrated way to deliver better outcomes for the people of Sefton.
- 3.5 The key principles of the Section 75 Agreement include:
 - The Council being the host of the pooled fund.
 - The Agreement term of 3 years with annual break clauses.
 - Partners will agree the precise arrangement in terms of contributions, risk share and commissioning arrangements on a scheme by scheme basis. This will be reviewed and agreed on a yearly basis.
 - Partners can seek to add schemes, remove schemes and alter scheme arrangements within the agreed governance framework and notification period.
 - Agreed assurance and reporting mechanisms to help ensure robust and proper management of the fund and important conditions placed upon the funds to mitigate risks.
 - The continuation of the Health and Wellbeing Board Executive as the body responsible for oversight and review of section 75 Agreement per se and the local plans established in the agreements.
- 3.6 Where the Council is to become Lead Commissioner as defined by the Agreement then any such commissioning will need to be considered by the Cabinet Member or Cabinet dependent on the value of the proposed function or service and must use the Council's procurement processes.

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- 3.7 Consideration of variation, renewal or termination of the Agreement will be a delegated function and again dependent on the nature of the variation could be agreed by the relevant officer, the Cabinet Member and/or Cabinet.
- 3.8 As the Council manages the budgets on behalf of the Clinical Commissioning Group and the Council it will need to ensure that approval for expenditure from the budgets pooled accordingly are embedded into the Council's financial management systems.
- 3.9 It is important that the executive elements of the management of any Section 75 agreements are embedded into both the Council's and Clinical Commissioning Group's processes.
- 3.10 The (Health and Wellbeing Board) Executive Group which reports to the Health and Well Being Board, will undertake the functions and role for oversight and review of the Agreement, as set out, either directly or through a specially commissioned/nominated working group. Membership of such a group will be defined as necessary and supplemented, as required.
- 3.11 Regular performance, activity and finance reports will also be prepared for the Health and Wellbeing Board, and shared with each relevant CCG and the Council to track progress.
- 3.12 The agreement will allow flexibility for the arrangements to continue for a number of years, or be terminated if the funding stream is discontinued. It also enables additional services or funding to be added to the agreement (subject to agreement by the Council and the relevant CCG) to support further health and social integration.

4. Conclusion

- 4.1 Continuation of the successful projects that have been delivered through pooled arrangements to date which include the further implementation and embedding of ICRAS (Integrated Community Reablement Assessment Service) across Sefton, Community Integrated Teams, Social prescribing and the Commissioning of better outcomes for people with a diagnosis of mental health and Learning Disabilities. Is key to meet the Social Care needs and outcomes for the residents of Sefton. There are further opportunities to maximise what we can deliver to our population through growth in our pooled budget arrangements. The correct governance and accountability around this is essential. The refreshed section 75 agreement presented will support this ambition.
- 4.2 To this effect cabinet members are asked;
 - To note the work to date on the new Section 75 Agreement.
 - The Chief Executive, Chief Legal and Democratic Officer and Head of Corporate Resources in consultation with the Cabinet Member, Health and Wellbeing, be granted delegated powers to complete and enter into a new Section 75 Agreement with Southport and Formby Clinical Commissioning Group and South Sefton Clinical Commissioning Group for a period of three years

Appendix One: Summary of Income and Expenditure:

Income >>

Funding Sources	Income	Expenditure	Difference
DFG	£4,250,963	£4,250,963	£0
Minimum CCG Contribution	£22,734,655	£22,734,655	£0
iBCF	£13,738,635	£13,738,635	£0
Winter Pressures Grant	£1,524,885	£1,524,885	£0
Additional LA Contribution	£4,756,944	£4,756,944	£0
Additional CCG Contribution	£1,697,000	£1,697,000	£0
Total	£48,703,082	£48,703,082	£0

Expenditure >>

NHS Commissioned Out of Hospital spend from the minimum CCG allocation

Minimum required spend	£6,460,544
Planned spend	£12,890,000

Adult Social Care services spend from the minimum CCG allocations

Minimum required spend	£11,682,450
Planned spend	£12,693,655

Scheme Types

Assistive Technologies and Equipment	£564,000
Care Act Implementation Related Duties	£927,000
Carers Services	£720,000
Community Based Schemes	£7,979,000
DFG Related Schemes	£9,007,907
Enablers for Integration	£20,700
HICM for Managing Transfer of Care	£0
Home Care or Domiciliary Care	£3,364,040
Housing Related Schemes	£0
Integrated Care Planning and Navigation	£903,850
Intermediate Care Services	£6,224,513
Personalised Budgeting and Commissioning	£2,836,261
Personalised Care at Home	£0
Prevention / Early Intervention	£1,020,000

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Residential Placements	£15,135,811
Other	£0
Total	£48,703,082

Agenda Item 6

Report to:	Cabinet	Date of Meeting:	3 October 2019
Subject:	St Teresa's Catholic Infant School – Proposal to Commence Statutory Consultation		
Report of:	Head of Education Excellence	Wards Affected:	Birkdale and neighbouring wards where pupils reside
Portfolio:	Cabinet Member - Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

The Governing body of St Teresa's Catholic Infant School have written to the local authority stating that they have been unable to set a balanced budget and requesting that the possibility of a merger with their neighbouring Catholic primary school, Our Lady of Lourdes Catholic Primary School, be explored.

The purpose of this report is to provide background information relating to St Teresa's Catholic Infant School and to seek approval for the commencement of the statutory consultation process on the future of the school.

Recommendations:

Cabinet is asked to:

- 1) Note the request from the Governing body of St Teresa's Infant School;
- 2) Note the statutory process outlined in the report;
- 3) Approve the commencement of the statutory consultation process relating to the operation of St Teresa's Infant School with effect from 1st September 2020.

Reasons for the Recommendation(s):

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: (including any Risk Implications)

All options will be explored through the consultation process and recommendations presented back to Cabinet at its conclusion.

What will it cost and how will it be financed?

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(A) Revenue Costs

Revenue implications are outlined in section 2 of this report.

(B) Capital Costs

N/A

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): Meetings will be held with staff in the school and with trade union representatives as part of the consultation process.
Legal Implications: The consultation on the proposal will be carried out in accordance with the requirements of the School Organisation (Establishment and Discontinuance of Schools) Regulation 2013.
Equality Implications: There are no equality implications

Contribution to the Council's Core Purpose:

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

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Finance and ICT (FD 5799/19) and Head of Corporate Legal Services (LD 4023/19) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

Public consultation on the proposal will take place in accordance with statutory requirements.

Implementation Date for the Decision

Immediately following the expiry of the “call-in” period for the Minutes of the Cabinet meeting.

Contact Officer: Marie Stevenson
Email: Marie.stevenson@sefton.gov.uk

Background Papers:

Opening and closing maintained schools: statutory guidance for proposers and decision-makers, November 2018, Department for Education.

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1.0 Background

- 1.1 St Teresa's Catholic Infant School has suffered from falling pupil numbers since receiving a poor Ofsted judgement. They have never fully recovered from this even after achieving a good Ofsted judgement in February 2018. There has also been a decline in the nursery/infant age population in the area which has exacerbated the problem.
- 1.2 Governing bodies have a duty to set a balanced budget each year and the Governing Body of St Teresa's Catholic Infant School has worked hard to reduce costs and set a balanced budget.
- 1.3 The Governing Body of St Teresa's Catholic Infant School met on 19th June 2019 to consider the financial position of the school going forward in the light of no foreseeable increase in pupil numbers and increasing cost. They concluded that they were unable to set a balanced budget. On 25th June 2019 the Chair of Governors wrote to the Head of Schools and Families to request approval for a deficit budget for 2019/20. In the letter they also requested that the possibility of a merger with Our Lady of Lourdes Catholic Primary School be explored.

2.0 Financial Position

- 2.1 St Teresa's Catholic Primary School has a forecast deficit for 2019/20 of £0.066m. This is after reducing its budgets, as far as possible and after agreeing to share a Headteacher from September 2019 with Our Lady of Lourdes Catholic Primary School. The school has seen declining numbers in recent years leading to reduced funding. Without further changes to funding or actions to address an overspend position, the school is expected to have a cumulative deficit of £0.042m by the end of 2020/21.
- 2.2 Our Lady of Lourdes Catholic Primary School has a forecast surplus balance of £0.201m in 2019/20, but is expected to go into a deficit position of £0.035m by the end of 2020/21.
- 2.3 Both schools would therefore be in a combined deficit position of £0.077m by 2020/21, without extra funding or by reducing costs.

3.0 Options

- 3.1 Options to be explored as part of the consultation process include:
 - St Teresa's School to merge with Our Lady of Lourdes Catholic Primary School but continuing to operate from both sites;
 - A merger with Our Lady of Lourdes with all pupils located on the Our Lady of Lourdes site on Grantham Road; or
 - Closure of St Teresa's Infant School.

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4.0 Standards

4.1 St Teresa's Catholic Infant School was rated good at its last Ofsted inspection in February 2018.

5.0 Pupil Places

5.1 The capacity of the school is 90 (Reception to Y2). In May 2019 (School Census return) the school had the following number of pupils on roll which means that they had 61% surplus places:

Reception	Year 1	Year 2	Total
16	17	22	55

In addition, the school has a 30 place nursery class which also has empty places.

Births in the Southport area have declined over the last few years and the latest school capacity return (SCAP 2019) shows that there are 491 (7.23%) surplus places in primary schools in the area. However, there are still a few schools in Southport admitting pupils in excess of their capacity.

6.0 Statutory Process and Outline Timescale

6.1 Local authorities are under a statutory duty to ensure that there are sufficient school places in their area, promote high educational standards, ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential. To help them meet these duties and restructure local provision they have the power to close all categories of maintained schools.

6.2 The Department for Education guidance "Opening and closing maintained schools: statutory guidance for proposers and decision-makers", states that in order to amalgamate or merge two or more existing maintained schools the local authority can publish a proposal to close one school (or more) and enlarge/change the age range/transfer site (following the statutory process as/when necessary) of an existing school, to accommodate the displaced pupils. The remaining school would retain its original school number, as it is not a new school, even if its phase has changed. The statutory process for this would be the same as for a closure proposal and is detailed in 6.3 below.

6.3 The statutory process has five stages:

Stage 1	Consultation	No prescribed timescale (minimum of 6 weeks recommended: school holidays should be taken into consideration and avoided where possible). Likely to be no longer than 12 months.
Stage 2	Publication	1 day
Stage 3	Representation	Must be 4 weeks (this is prescribed in legislation and cannot be shortened or lengthened).
Stage 4	Decision	LA should decide a proposal within 2

		months otherwise it will fall to the Schools Adjudicator. Where permitted appeals must be made within 4 weeks of the decision.
Stage 5	Implementation	No prescribed timetable – but must be as specified in the published notice, subject to any modifications agreed by the decision-maker

6.4 Under section 16(3) of the Education and Inspections Act 2006 a proposer of a school closure must have regard to any guidance issued by the Secretary of State. The Secretary of State considers that these bodies listed below should be consulted in the case of the proposed closure of schools:

- Local Authority (as appropriate);
- The registered parents of registered pupils at the school;
- where the Local Authority is a county council the local district or parish council where the school that is the subject to the proposal is situated;
- in the case of a special school – any Local Authority which maintains a an EHC plan or statement of special educational needs in respect of a registered pupil at the school;
- the Governing Body (as appropriate);
- pupils at the school;
- (if a proposal involves, or is likely to affect a school which has a particular religious character) the appropriate diocese or relevant faith group;
- the trustees of the school (if any);
- teachers and other staff at the school;
- any Local Authority likely to be affected by the proposal, in particular neighbouring authorities where there may be significant cross-border movement of pupils;
- the governing bodies, teachers and other staff of any other school that may be affected;
- parents of any pupils at other schools who may be affected by the proposal including where appropriate families of pupils at feeder primary schools;
- any trade unions who represent staff at the school; and representatives of any trade union of staff at other schools who may be affected by the proposal;
- MPs whose constituencies include the school that is the subject of the proposal or whose constituents are likely to be affected by the proposal; and
- Any other interested body/person that the proposer thinks is appropriate.

6.5 The consultation will consist of meetings with staff, governors and families and provide the opportunity for discussion and written representation. Following the consultation Members will receive a report which will consider the outcome of the consultation as well as detail on pupil numbers and admissions, arrangements for displaced pupils, community impact, impact on denominational provision and any implications for adjacent schools.

7.0 Consultation Proposal

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- 7.1 Given the financial position of the school beyond the current financial year the consultation proposal will be to implement the preferred and recommended approach from 1st September 2020.
- 7.2 The consultation process will enable all stakeholders to express their views which will be considered by the decision-maker as part of the process. It will also be used to develop proposals to meet the needs of pupils who may be affected.

Agenda Item 7

Report to:	Cabinet	Date of Meeting:	3 rd October 2019
Subject:	Locality Services - Vehicle Parts Procurement Exercise		
Report of:	Head of Locality Services Provision	Wards Affected:	All
Portfolio:	Cabinet Member – Locality Services		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt Confidential Report:	No		

Summary

Approval is sought to undertake a compliant tender exercise for the procurement of vehicle parts, components and associated services for the vehicle maintenance service in order to provide such parts, components and services at a more economically advantageous rate.

Recommendation(s):

- 1) That the Head of Locality Services be authorised to conduct a procurement exercise for the provision of vehicle parts, components and associated services with a view to entering into a contract for a maximum period of [5] years comprising an initial [3] year period with an option to extend for up to [2] periods of 12 months.
- 2) That the Head of Locality Services in consultation with the Cabinet Member for Locality Services be granted delegated authority to award the Contract resulting from the procurement [and to award any extension thereof].

Reasons for the Recommendation(s):

Maintaining and servicing the Council's vehicle fleet requires significant expenditure on vehicle parts, components and services for a wide range of vehicle types. Best Value is always sought in relation to the purchase of parts and components via the obtaining of quotations from a range of suppliers. However, it may also be possible to obtain competitive prices for required parts, components and services from a single supplier. This report seeks permission to undertake a procurement exercise to establish whether any additional savings could be generated.

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

Continue to utilise current quotation and procurement methods.

What will it cost and how will it be financed?

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(A) **Revenue Costs** - None

(B) **Capital Costs** - None

Implications of the Proposals:

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

Contribution to the Council's Core Purpose:

Protect the most vulnerable: N/A
Facilitate confident and resilient communities: N/A
Commission, broker and provide core services: The Vehicle Maintenance Service provides a core service in maintaining and operating the Council's vehicle fleet.
Place – leadership and influencer: N/A
Drivers of change and reform: N/A
Facilitate sustainable economic prosperity: N/A
cGreater 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 (FD5796/19) and Head of Regulation and Compliance (LD4020/19) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

There have been no external consultations as this report only seeks permission to undertake a procurement exercise.

Implementation Date for the Decision

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

Contact Officer:	Marie Gosling
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Email Address:	marie.gosling@sefton.gov.uk

Appendices:

There are no appendices to this report

Background Papers:

There are no background papers available for inspection.

Introduction/Background

1. The Vehicle Maintenance & Fleet Management Section is responsible for the overall management and maintenance of the Council's vehicle fleet. There are approximately 300 fleet vehicles owned/maintained by the Authority. The vast majority of vehicles are diesel engine road vehicles.
2. Best Value is always sought in relation to the purchase of parts, components and associated services via the obtaining of quotations from a range of suppliers for each purchase. However, as Sefton's spend on such products is circa £500k per annum, even a relatively small percentage reduction could provide a significant saving.
3. It is proposed that a tender process is undertaken for the supply of commercial vehicle and plant parts, components, and services, in order to 'test the market'.
4. The procurement exercise will be undertaken via The Chest using a compliant OJEU Open Procedure process, and the process will be supported by Sefton Council Procurement Team.
5. It is anticipated that the procurement exercise will be completed in time to have a supplier in place for the commencement of the next financial year 2021/21. The contract length will be for a core three year period, with an option to extend for up to two one year periods, resulting in a maximum contract length of five years.
6. The basis the evaluation and award will be MEAT (*Most Economically Advantageous Tender*) taking into consideration a balance between Quality and Cost.
7. The successful tenderer will have the opportunity to supply parts to the Council for all of the vehicle fleet. However, there will be no guaranteed level of expenditure associated with the agreement, and the Council will reserve the right to benchmark any prices offered for parts, components or services, with the successful tenderer being given the opportunity to price-match if a cheaper price is found
8. Should such an exercise provide a potential opportunity to reduce costs and generate a saving, the saving would then contribute to the associated PSR target and be reported accordingly.

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Agenda Item 8

Report to:	Cabinet	Date of Meeting:	3 rd October 2019
Subject:	Specialist Transport Vehicle Procurement Exercise		
Report of:	Head of Locality Services	Wards Affected:	All
Portfolio:	Cabinet Member – Locality Services		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary

The current Specialist Transport vehicle fleet was initially purchased in 2012/13, with the prudential borrowing being repaid over a five year period up to 2017/18. Following the final repayment of all purchase costs, the fleet is currently being operated for an additional two years (2018/19 and 2019/20). At seven years old the fleet will have reached the point at which it is no longer reliable, and an increased number of breakdowns would be expected, coupled with greatly increased maintenance costs. As such, a replacement vehicle fleet will be required.

In order to procure a new fleet during 2020/21, the procurement process must commence in advance of the vehicles being required. Therefore, in order to provide continuity of service, permission is being sought to commence the required procurement process.

Recommendation(s):

- 1) That the Head of Locality Services be authorised to conduct a procurement exercise for the replacement of the Special Transport vehicle feet.
- 2) That the Head of Locality Services in consultation with the Cabinet Member for Locality Services be granted delegated authority to award the Contract resulting from the procurement.

Reasons for the Recommendation(s):

The current Specialist Transport fleet is reaching the end of its effective life cycle and needs replacement. Maintenance and repair costs are increasing as the vehicles become older.

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

To not renew the fleet risks the current fleet becoming unmaintainable and the service provision liable to be disrupted. A new fleet greatly reduces/eliminates the risk of service delivery disruption

What will it cost and how will it be financed?

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(A) Revenue Costs

The revenue costs of the current fleet, and future fleet replacements, can be met from existing transport budgets within the Specialist Transport Section.

(B) Capital Costs

Until the procurement exercise is undertaken it is not known what the exact capital cost will be. However, once the cost of the replacement fleet of eight vehicles is established, the capital requirement will be incorporated within the development of the Council's 2020/21 Capital Programme, and form part of the Vehicle Replacement Capital Programme 2020/2023.

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets): The existing fleet is now 'owned' by the Council, having been paid for in full, and will be classed as an asset to be disposed of accordingly.
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: Not Applicable
Facilitate confident and resilient communities: Not Applicable
Commission, broker and provide core services: The "new" fleet will ensure delivery of whatever Specialist Transport functions are required from an internal fleet for the next seven years.
Place – leadership and influencer: Not Applicable
Drivers of change and reform:

New engines and emissions technology will contribute towards a cleaner and greener Sefton, and carry forward the commitment of the Council to prevent global warming.
Facilitate sustainable economic prosperity: Not Applicable
Greater income for social investment: Not Applicable
Cleaner Greener The new vehicles will help with all aspects of carbon reduction and contribute to the Council's climate change agenda.

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

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD5794/19) and Head of Regulation and Compliance (LD4018/19) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

There have been no external consultations as this report only seeks permission to undertake a procurement exercise.

Implementation Date for the Decision

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

Contact Officer:	Marie Gosling
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Appendices:

There are no appendices to this report

Background Papers:

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There are no background papers available for inspection.

Introduction/Background

1. The final loan repayment for the current Specialist Transport fleet was made in 2017/18. Therefore, by not replacing the current fleet and extending the vehicle life for an additional two years in 2018/19 and 2019/20, there has been a 'saving' in the Specialist Transport Unit transport budget of approximately £145k per year.
2. However, the fleet is now in the final year of this 'extension', namely 2019/20, and due to the time required for a procurement exercise, permission to commence the procurement exercise is now being sought. This will allow the fleet to start being replaced on a phased basis from the start of the 2020 financial year.
3. The fleet currently consists of 10 vehicles, and when purchased in 2012/13 the unit cost was circa £68k per vehicle.
4. There is provision within the Specialist Transport service budget to fund the capital expenditure required for this procurement exercise. It is this provision which has supported the previous investment from 2012 to 2017 and which has provided a saving over the last two years.
5. The Specialist Transport Unit fleet currently contains two vehicles which are utilised as 'spare vehicles' to cover for maintenance and repairs to the rest of the fleet, or when a vehicle is off the road for a longer period. It is proposed to retain these two spare vehicles to provide the required back-up facility, as even though these vehicles would be older, they would be capable of undertaking a smaller number of journeys and miles over a given year to support the wider fleet as detailed above.
6. This will mean that whilst the number of vehicles in the fleet remains the same at 10 vehicles, the number of vehicles which will be purchased, and subsequently paid for via repayments, will be reduced accordingly to eight vehicles.
7. The procurement exercise will be undertaken via a Framework Partnership Agreement already advertised via an OJEU compliant process, and utilising a mini competition across a number of suppliers. The Council's Procurement Team will oversee the process.
8. The basis of evaluation will be MEAT (*Most Economically Advantageous Tender*) taking into consideration a balance between Quality and Cost.
9. It is anticipated that a new fleet will be procured during the first quarter of the 2020/21 financial year.
10. Once the cost of the replacement fleet of eight vehicles is established, the capital requirement will be incorporated within the development of the Council's 2020/21 Capital Programme, and form part of the Vehicle Replacement Capital Programme 2020/2023.

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11. The current fleet, which is now an asset of the Council, will then be disposed of to generate a sum which can be utilised to offset the fleet cost in year one.

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Report to:	Cabinet	Date of Meeting:	October 3 rd 2019
Subject:	Locality Services – Vehicle Hire Collaborative Contract		
Report of:	Head of Locality Services	Wards Affected:	(All Wards);
Portfolio:	Cabinet Member - Locality Services		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

St Helens Council act as lead Authority for the Merseyside Procurement Partnership (MPP) for Commercial Vehicle Hire. The collaborative group consists of St Helens Council, Liverpool City Council, Halton BC, Knowsley BC, Sefton Council and Wirral Council. The rationale for this collaborative approach is to ensure that competitive pricing is received for the range of hired vehicles required by authorities across Merseyside.

Recommendation(s):

- 1) That the Head of Locality Services in consultation with the Cabinet Member for Locality Services be authorised to commit to the Collaborative Vehicle Hire Contract renewal exercise organised on behalf of Merseyside Authorities by St Helens Council, for a maximum period of [5] years comprising an initial [4] year period with an option to extend for [1] period of 12 months.

Reasons for the Recommendation(s):

Sefton Council currently spends over £400,000 per annum on externally hired vehicles which includes specialist cleansing vehicles, refuse vehicles, tippers, cars, light commercial vans, people carriers and minibuses utilised by all Council departments.

The Council has previously participated in the Merseyside Procurement Partnership Commercial Vehicle Hire Contract and benefited from the range of suppliers available, and the competitive prices quoted, providing the latest specification vehicles and equipment at fixed prices for the contract term.

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

To not participate in the collaborative contract, but to seek individual prices for this Council alone. This approach has been rejected as the Council would not benefit from the economies of scale delivered via the adoption of a collaborative approach resulting in greater purchasing power.

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What will it cost and how will it be financed?

(A) Revenue Costs

There is no specific cost to being a part of the collaborative framework. Costs are only incurred when vehicles are hired. All of the costs associated with the hiring of vehicles are contained within the relevant transport budgets of the Sections, Services and Departments requiring hired vehicles.

(B) Capital Costs

There are no capital costs associated with this exercise as all required vehicles are hired for specific periods of time.

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets): There are no direct resource implication arising from 'membership' of the collaboration, but resources required for payment of hire costs arising from use of the framework are contained within the revenue budget of each respective service area.
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: Not Applicable
Facilitate confident and resilient communities: Not Applicable
Commission, broker and provide core services: Utilisation of this collaborative framework will assist in the delivery of a wide range of core services across the Council for the next four years.
Place – leadership and influencer: Not Applicable
Drivers of change and reform:

Not Applicable
Facilitate sustainable economic prosperity: Not Applicable
Greater income for social investment: Not Applicable
Cleaner Greener Not Applicable

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD5795/19) and the Chief Legal and Democratic Officer (LD4019/19) 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

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Appendices:

There are no appendices to this report

Background Papers:

There are no background papers available for inspection.

Introduction/Background

1. St Helens Council act as lead Authority for the Merseyside Procurement Partnership (MPP) for Commercial Vehicle Hire. They have undertaken a procurement exercise for the external hire of vehicles. The collaborative group

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consists of St Helens Council, Liverpool City Council, Halton BC, Knowsley BC, Sefton Council and Wirral Council.

2. The Procurement was via an EU Procurement Process managed on the Chest portal. The purpose of the combined approach was to drive hired costs down using the purchasing power of all six Merseyside authority's annual hired vehicle requirements.
3. Sefton Council currently spends over £400,000 per annum on externally hired vehicles which includes specialist cleansing vehicles, refuse vehicles, tippers, cars, light commercial vans, people carriers and minibuses utilised by all Council departments.
4. The Council has previously participated in the Merseyside Procurement Partnership Commercial Vehicle Hire contract and benefited from the range of suppliers available and competitive prices quoted, providing the latest specification vehicles and equipment.

The Collaborative Contract

5. The contract will run for a four year period from the award date in October 2019 with a possible extension period of a further year dependant on satisfactory performance.
6. The opportunity will be divided into lots, LOT 1 Passenger & Light Commercial hire, and LOT 2 Heavy Commercial & Plant hire.
7. The contract for Lot 1 will be awarded to multi-suppliers who will be included on a framework giving access to a wide range of vehicles needed to deliver essential day to day public services, both short and long-term hire. Tenderers will be requested to complete a pricing schedule for each category of vehicle and these will be ranked in order of the cost/quality.
8. The contract for Lot 2 will include suppliers who are able to supply heavy Commercial Vehicles or Plant which will be entered onto a framework for each category of vehicle provided and a mini competition would be conducted selecting a minimum of 3 suppliers to provide quotes as and when required.

Report to:	Cabinet	Date of Meeting:	3 October 2019
Subject:	Borough of Culture 2020		
Report of:	Executive Director	Wards Affected:	(All Wards);
Portfolio:	Cabinet Member - Communities and Housing		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

Sefton will be the Liverpool City Region's Borough of Culture for 2020, and an outline programme and business plan have been developed for the year following consultation and engagement with partners and communities across the borough. This feedback recommends focus on local history and the environment as the two priority areas for the programme, with emphasis in all events, activities and initiatives on participation (inclusive of all communities), permanence (assets, activities and relationships lasting beyond 2020), partnerships (working with partner organisations and communities across the borough), and on engendering local pride in Sefton.

Recommendation(s):

- (1) To approve the outline structure of the programme and the business plan;
- (2) To delegate authority for finalisation of the detailed programme to the Cabinet Member (Communities and Housing);
- (3) To note that a supplementary revenue estimate of £0.200m to be fully funded by the Liverpool City Region, be approved by the Executive Director in consultation with the Cabinet (Communities and Housing) and the Section 151 Officer in accordance with Financial Procedure Rules;
- (4) To delegate authority for approval of allocations of available funding in excess of £5,000 to the Cabinet Member (Communities and Housing); and
- (5) To delegate authority for approval of allocations of available funding below £5,000 to the Borough of Culture Steering Group, chaired by the Executive Director, in accordance with the approved detailed programme.

Reasons for the Recommendation(s):

These recommendations will support finalisation of the detailed actions relating to key events and initiatives, as well as pursuit of further funding opportunities. They will also

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enable finalisation of plans for further discussion with partners and communities, including in advance of the proposed launch of the programme in November 2019.

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

- (i) Develop an alternative programme structure – this is not recommended due to the quality and quantity of feedback received from partners and communities that has informed the programme development process.
- (ii) Do not delegate authority for finalisation of the programme – this is not recommended given the time constraints it would place on the finalisation of planning for initiatives and events across the year; efficiency in this process will enable maximum investment in the ideas and initiatives proposed by partners and communities.

What will it cost and how will it be financed?

(A) Revenue Costs

The cost of the programme will be met by funding from the Liverpool City Region Combined Authority and from other external funding sources to be secured. The sum due from the combined authority is £200,000. In accordance with Financial procedure Rules grants in excess of £100,000 up to £250,000 (including from the Liverpool City Region Combined Authority) will be approved by the Executive Director in consultation with the Cabinet Member and the Section 151 Officer (need to change this if the grant is less than £100k). Any additional external funding will also be approved in line with Financial Procedure Rules.

(B) Capital Costs

There are no capital costs associated with the programme.

Implications of the Proposals:

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

The proposals aim to maximise community participation and benefit with the funding available. The cost of the programme will be met by funding from the Liverpool City Region Combined Authority and from other external funding sources, which will be approved in line with financial procedure rules.

Legal Implications:

There are no legal implications.

Equality Implications:

There are no equality implications.

Contribution to the Council's Core Purpose:

<p>Protect the most vulnerable: The programme will be finalised to ensure engagement of all communities, supporting positive health and wellbeing outcomes through participation, and reflecting the ethos of a borough for everyone.</p>
<p>Facilitate confident and resilient communities: Engagement has been undertaken and will continue with communities across the borough, reflecting their objectives and opportunities and supporting engenderment of local pride.</p>
<p>Commission, broker and provide core services: Not applicable.</p>
<p>Place – leadership and influencer: The focus of the programme will be on stories about us, by us, and for us – this will support engenderment of local pride in Sefton and the places within.</p>
<p>Drivers of change and reform: The programme is aiming to increase participation in a range of cultural activities.</p>
<p>Facilitate sustainable economic prosperity: Not applicable</p>
<p>Greater income for social investment: The programme team will maximise opportunities from external funding sources to support the implementation of ideas, events and initiatives with communities across the borough.</p>
<p>Cleaner Greener: A key element of the programme will be on environmental sustainability, supporting the Council's objectives in this respect.</p>

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD5798/19) and the Chief Legal and Democratic Officer (LD4022/19) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

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Communications via local press and radio in April and May 2019 ascertained a wide range of feedback from partners and communities across the borough, in terms of ideas, initiatives and proposals. This feedback has been used to develop the structure and focus of the programme, and the key priorities and stories therein.

Engagement with partners and communities has continued in response to this feedback, and informal and proactive consultation has taken place with existing partner organisations across the borough.

A consultation event was hosted on 18th July 2019, at which further perspectives and ideas were sought. That feedback has informed the programme and the proposals within the report.

External consultation and engagement will be ongoing throughout the balance of 2019 and into 2020, with the programme structured to enable further progression of new ideas and opportunities as communications continue with partners and communities across Sefton.

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 Following discussion with Cabinet earlier in 2019 once Sefton was confirmed as the Liverpool City Region's Borough of Culture, focus for the Borough of Culture (BoC) 2020 programme has remained on **Sefton people and stories – stories about us, stories by us, and stories for us – all of us**. This is broad enough to support a wider range of ideas and opportunities, and aligns with the prioritisation of Sefton's communities in the development of ideas, initiatives and events. It has also resonated with communities and partners in engagement to date on the BoC opportunity.

1.2 The Liverpool City Region's Borough of Culture framework identified five key elements proposed to underpin the programmes across the years. These comprise:

- **Children and young people** – accessing, enjoying, learning and thriving through culture and creative engagement with skills and talent pathways.
- **Positive outcomes** – wellbeing, health, education, cohesion and future world of work.
- **Communities** – increased participation, particularly the ageing society. **All communities / parts of Sefton.**
- **Distinctiveness of place** – promoting the creative and culture offer to local people and visitors.
- **Infrastructure** – leaving a **legacy** through better infrastructure for culture and creativity.

1.3 Moreover, we have identified what would be additional Core Principles for Sefton's Borough of Culture 2020 programme, using "four Ps" which have been identified to support discussion and prioritisation regarding opportunities for the BoC programme:

- **Participation** – initiatives that maximise opportunity for participation; not just event attendance, but in the cultural activities themselves (arts, music, writing, etc); and ensuring **inclusivity** – reflective of a borough for everyone (irrespective of gender, age, ethnicity, geography, ability, demography, etc).
- **Partnerships** – working with partners to deliver 2020 and beyond together; this is the borough's year of culture, not the council's.
- **Permanence** – ideas, installations, events and relationships that will remain in place beyond 2020.
- **Pride** – opportunities that help engender pride in our community and the communities within Sefton

2. Themes and programme structure

2.1 The theme of the year will be stories – it is proposed to use the tagline "**Myths and Realities**" to support this. The shape of the year would be:

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- Focused on much of the storytelling across the earlier parts of the year – relating to local heritage, and recognising the nature of history and stories and how myth, memory, perspective and subjectivity influence such stories over time.
- Becoming increasingly focused on the environmental theme over the second half of the year, culminating in the notable events and initiatives to be developed for November 2020, hopefully to coincide with the UN Climate Change Summit (which London is bidding to host). Whereas a story such as Napoleon III in Southport could border on “myth”, the climate change emergency would be the “reality”.

2.2 The nature of the challenges involved in storytelling and myths is recognised. It is therefore critical that evidence is used where it exists to support such stories, or that there is transparency on where such evidence may not exist. This ought not to hinder the BoC opportunity given the wealth of stories, ideas and opportunities emerging, but will require management in the appropriate manner.

2.3 The shape of the year outlined above reflects the key themes identified by our communities and our partners through feedback, engagement, and the Sefton CVS event held in July 2019. This has been consolidated and captured as well to support engagement with potential funding partners.

2.4 **Local History** is consistently identified as a key area of opportunity, with the stories people want to tell, or that people want to celebrate, being identified through the engagement to date. This is discussed further in section 3.

2.5 **Environmental sustainability** is the other key theme identified by partners and communities. It is therefore intended that the shape of the year reflects these focus areas and demonstrates that we have listened to communities and partners in maximising the BoC opportunity. Section 4 discusses this area further.

2.6 The above identifies the basis for the stories to be told across the year (the “what”), and there are a range of means through which these stories can be told (the “how”). By way of example, the story of Isaac Roberts is one that resonates with communities in Maghull (see section 3), and this can be progressed through such means as blue plaques, events, performances, creative writing and photography.

2.7 While there might be some major new events across the borough, across the year, the foundation of Sefton’s programme for BoC 2020 is a **large number of community-led initiatives and events**, in all areas of the borough, celebrating stories of our people and our place.



3. Local History and Heritage

3.1 Local history and heritage has been identified as a priority by our communities and partners, and provides a large number of ideas and opportunities for stories across the year.

3.2 The approach has been to understand what these stories are, and the range of ways in which those stories can be captured, communicated and celebrated. There is a long list of stories that provide opportunities to engage local communities during the programme, and it is proposed to identify and finalise those priorities through further consultation with communities.

3.3 **Sefton's Interactive History Trail** – this would comprise 30 locations across Sefton, based on the finalised list of priorities, where as well as, or instead of, a traditional blue plaque, would be a permanent “**Comic Strip Board**”. This would tell the story in a small number of boxes, with a final box including a link which would take the reader into an online application. This would include further details or information relating to the person or story. The app would enable the reader to “collect” these, with incentives particularly for young people across Sefton to collect all 30. Anticipated benefits would include:

- A phasing that supports continued engagement of communities across the year
- An approach that engages the interest of young people in local history and heritage
- A physical product that is distinctive
- A framework for the programme across the year
- Legacy - a trail that should last beyond 2020
- A trail of stories that will help engender and celebrate local pride

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3.4 The board would comprise a short story about the person, event or place in question over 6-7 boxes. There would be a final box that includes a QR code, or similar, to take the reader to an online application which would include a video or animation telling more detail, or the next stage of a story (depending on how the board in question is written). The reader would be encouraged to “collect” all 30 boards via the app, with incentives for young people to participate in local history and to explore the borough beyond their own community.

3.5 It is proposed to use the trail as the basis of an Arts Council funding bid, which could include:

- Design and artwork
- Story curation
- Construction and installation of the boards
- Development, implementation and maintenance of the app and the online content
- A number of events associated with the board unveilings

3.6 The maintenance of the boards will be discussed with the Council’s street scene management team, to ensure that they are maintained to a suitable standard for a sustainable period, and / or that they have a life span before which they are moved or removed, to ensure that they reflect the street scene of the borough. Partner and sponsor engagement will be relevant in this respect, in terms of location, maintenance, and potentially costs of production and installation.

3.7 A potential partner has been identified to deliver the artwork – a local professional artist who works with children’s magazines. However, procurement processes, intellectual property, etc, will be discussed to ensure the correct approach to commissioning and delivering the trail.

3.8 The aim would be to have a board unveiled for each of the 30 across the year, linked to related events or other activities associated with those stories. For example, if one of the BoC2020 launch events would relate to Isaac Roberts, that board would be unveiled at that event; or if a wall mural were to be installed and unveiled, the board would be unveiled at the same time.

3.9 In the finalisation, development and implementation of the boards, we would engage with historical societies across the borough, as well as with those who’ve raised some of these ideas through their feedback.

3.10 Myths and Realities

It would be proposed in the curation of each story to be transparent and respectful in terms of which elements of each story are historical fact, and which may have less evidence. This approach would align with such programmes as *Horrible Histories*, which uses a narrator to add detail to stories on screen in terms of what is true, and what can’t be evidenced. This would be woven into the boards, the online element, and the wider story

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curation, perhaps using a squirrel image as the narrator to communicate this where necessary.

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4. Environment

- 4.1 The other key theme that has emerged strongly from community engagement is the environment. This would align well with the Council's brand and vision for the borough, as well as presenting a range of opportunities.
- 4.2 In terms of the "Myths and Realities" tagline, this would be positioned as the "reality". There may be events and initiatives throughout the year, but it would be proposed to focus on this particularly in October and November 2020, to align with the timing of the UN Climate Summit that London is bidding to host. Regardless of their success, this timing would offer opportunity for national profile of suitable events and installations.
- 4.3 As well as events and initiatives focused on the same themes – participation of communities, permanent legacy, and pride – it would be proposed to commission a series of permanent installations across the borough to reflect this "reality".
- 4.4 It is proposed to develop this element of the programme as part of the strategic and organisation-wide discussions that are commencing following the Council's climate emergency motion.
- 4.5 Moreover, it would be proposed to implement an environmental policy for the year that ensures that our activities and events are reflective of the council's ethos and vision for the borough in this regard. (e.g. single use plastics in catering provision at events).
- 4.6 One notable opportunity that will be progressed is the proposal for every child in the borough to plant a bulb during the year, potentially as part of the November 2019 launch programme, and potentially designed to grow into the BoC logo, or something aligned to one or more of our stories. The plan and the funding route will be developed by Green Sefton.

5. Community-led events and initiatives

- 5.1 Our external communications activity to date, our partner engagement, and the CVS event in July, have all identified a large number of community-led events, initiatives and ideas that will form the foundation of Borough of Culture 2020. Feedback has been extremely positive from almost all parties with whom we have engaged, reinforcing that the focus recommended by the Leader and Cabinet has resonated very well with our communities across the borough.
- 5.2 In programming and in presentational terms, it is proposed that this large range of activity will form the core of our plan for BoC 2020, complemented by the larger events. This will be developed and finalised over the balance of 2019 and into early 2020, but we are confident based on what we have seen already that this programme will be truly inclusive of the whole borough, in every sense.
- 5.3 We already have a large range of examples to start to illustrate the strength and breadth of community feedback and ideas. This list continues to grow and remains under development, and will be brought to Cabinet Members for review in line with the approach to funding allocation.
- 5.4 In terms of funding, it is proposed to allocate a portion of the core budget to this programme of initiatives. However, a sizeable contribution to this will be a bid to the National Lottery Heritage Fund for a community grants fund, which would be used to support a wide range of events and initiatives across 2020. We will also explore commercial sponsorship opportunity, and Sefton CVS and NLHF are also facilitating a funding workshop in October 2019 for partners to directly access this funding (for larger sums).
- 5.5 In terms of identification or priorities, allocation of funding, and exploration of alternative funding opportunities, it would be proposed to also explore options for use of Sefton Crowd.

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6. Calendar

6.1 To illustrate the shape of the year, and some of the key events proposed, this section captures the outline calendar for BoC2020 at this stage.

6.2 November 2019 – Launch Events

The Wirral BoC year in 2019 culminates in November, and it is proposed to use this month for handover to Sefton, and for a series of launch events across the borough. These would include a civic event, with a formal handover at the LCR Cultural Awards in Wirral, 28th November 2019; the Constellations event in Crosby, of which there will be one in each LCR borough in October / November 2019; the opening of the Kingsley & Co café / library / bookshop by Y-Kids in Bootle, and the Bootle Children’s Literature Festival; and other events to be confirmed.

6.3 Other events

The programme will also include an event across the borough in February or March 2020, focused on light and projection onto notable buildings across the borough – this will include artwork as well as writing by residents from across the borough.

The Jockey Club are keen to be a key partner across the programme, across the whole borough, and across the year, and opportunities for a launch event in November 2019 and opportunities relating to the Grand National are being explored. A key story for them is Red Rum, which they believe is being forgotten or is unknown by younger generations. Close engagement is ongoing with their marketing and communications team, to ensure leverage of their resources to maximise the profile of the programme all year, including at the Grand National itself.

Given the history of the borough and the 75th anniversary of VE Day in 2020, it is proposed to ensure that the programme recognises this event. It would be proposed to unveil a Bootle Blitz board at this time, and to explore some of the community-led projects proposed on this subject area. Sefton CVS have proposed to lead on undertaking similar arts projects on the beaches as were undertaken with the Olympic rings and the poppies, which could be appropriately themed for this anniversary. This would be designed to align to the wider council and borough programmes for this anniversary.

The Council has a wide range of material that would enable a more comprehensive exhibition on the subject during the month, and across the year, and the Atkinson will develop a plan (using a new mobile wall system and smart tables) to exhibit this in Bootle as part of the programme.

6.4 We are also exploring a range of other ideas, many led by communities and partners, including some “pop-up” events that will benefit from the element of surprise.

- 6.5 Although the existing array of exciting events across the borough runs across the year (notably the Grand National in April, as above), many take place between August and October. These include Southport Flower Show, Southport Air Show and the British Musical Fireworks Championships, each of which includes opportunity for alignment with the BoC programme and themes, and in some cases a “new take” on the event. These will continue to be led by the existing teams, with income and expenditure budgeted separately, as previously.
- 6.6 Although various community-led initiatives and events across the year will include an environmental aspect, and the related policies will influence the whole programme, it is proposed that the month of November is focused on sustainability and the environment. This not only reflects the feedback from our communities from consultation to date, but also aligns with the ethos and vision for the borough and for the council. London is presently bidding to host the UN’s Global Climate Change Summit in November 2020, so there will be strong alignment with an event with national and international profile, irrespective of London’s success in their bid (but strengthened if they are successful).
- 6.7 Although a range of initiatives and ideas have been proposed by communities and partners, it is proposed that this element of the programme be developed in collaboration with a working group reviewing the council-wide challenges and opportunities in this area, to ensure alignment of approach and output, and maximisation of the opportunity this element of the programme provides.
- 6.8 The Atkinson and Library Services teams have an existing programme under development for 2020, and a range of new ideas and opportunities for the BoC programme.
- 6.9 This calendar will be further developed by the team over the coming months, and although a fuller programme will be mapped out in advance of the November 2019 launch, including a range of the opportunities identified by partners and communities, this would continue to grow throughout 2020 as engagement builds across the borough.

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7. Business Plan

7.1 The Business Plan for BoC 2020 remains draft, but is described for illustrative purposes to reflect the priorities of the programme.

7.2 Funding routes include the core Liverpool City Region Combined Authority funding, as well as opportunities to be pursued with Culture Liverpool, the Arts Council, National Lottery Heritage Fund, and commercial sponsorship.

7.3 The business plan will ensure focus on and prioritisation of the community-led events and initiatives, with a review and approval process in accordance with the delegation of authority proposed.

7.4 **Measurement of Success** - Liverpool City Region plans to place Culture and Creativity at the heart of the strategic objectives:

- i) to accelerate economic growth
- ii) improve skills and
- iii) further develop its distinctive visitor offer
- iv) to support a place-based strategy and the city region's plans for a Local Cultural Partnership (LCP).

Indicators of impact and success on each borough are the core underpinning of the success of the Borough of Culture programme.

In partnership with the Borough of Culture Evaluation working group, the Institute of Cultural Capital (ICC) and Liverpool John Moores University (LJMU) have developed an evaluation framework for each borough to implement before, during and after their year of culture.

This framework will provide the longitudinal evaluation of the Borough of Culture programme for the next 4 – 5 years and will develop a methodology which will attribute causality to a large-scale cultural invention.

The framework is designed to help each borough to plan evaluation / research methods for the programme of culture, which will range from business/ residential surveys, case study examples, feedback sessions to commissioned research for major events through the Liverpool Enterprise Partnership (LEP).

The research and evaluation will also provide a local picture of the impact of cultural intervention for Sefton in 2020 and beyond.

Implementing and collating research will take time and the need to be realistic to what extent we can carry out this research will need to be considered.

An essential part of the bidding process for funding of an event and/ or space will need to have a research condition which can be used to develop the framework.

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Major events (new and existing) will have major research (carried out by the LEP) and existing events will have previous research which can be used in comparison.

The total cost of the Borough of Culture research and evaluation is a £5k contribution from each of the Boroughs towards the costs.

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8. Communications and Marketing Plan

8.1 A Communications Plan has been developed for Borough of Culture 2020 and the aim is to ensure key audiences are engaged, involved, able to participate and feel it is inclusive. Our overall vision is to engender pride and belonging across the borough.

8.2 Key communications objectives are to:

- Encourage ideas/involvement from staff, partners, communities and businesses
- Ensure key audiences are engaged and support the programme
- Highlight/promote the cultural programme to key audiences
- Encourage participation
- Instil a sense of pride and celebrate Sefton's cultural distinctiveness

8.3 So far, communications activity has focused on 'warming people up' to Borough of Culture 2020 opportunities with staff engagement, exploring potential collaborations with partners and encouraging ideas from our Sefton residents. A video is in production and will be unveiled in September to visually show how our communities are embracing this opportunity, what culture means to them and also some of the ideas they would love to see come to life in 2020.

8.4 As part of the communications plan, given that the Council does not intend to set up a new cultural team on the back of Borough of Culture status, it has been agreed that it would be much better and more productive to utilise existing Council websites and social media channels, given the strength of these channels and their followership. All the Council's existing digital channels will clearly emphasise that Sefton is Borough of Culture 2020 with appropriate branding and profile biographies to maximise this opportunity

8.5 The next stage for communications is to develop a more detailed marketing plan and identify the funding that will be needed for essential activities, including outdoor advertising, paid-for media, social media advertising, marketing collateral, printed programmes, sponsorship opportunities and the setting up of media partnerships.

Report to:	Cabinet	Date of Meeting:	3 rd October 2019
Subject:	Corporate Apprenticeship Strategy 2019 – 2022		
Report of:	Head of Corporate Resources	Wards Affected:	All Wards
Cabinet Portfolio:	Regulatory, Compliance and Corporate services		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

This report provides an update of the Council’s Corporate Apprenticeship Programme, progress to date, an overview of recruitment, procurement and the approach to these issues. The report also sets out how we intend to deliver our Corporate Apprenticeship Strategy and Action Plan 2019-2022 to ensure we have and maintain a highly trained, ambitious and flexible workforce whilst continuing to attract and retain the very highest talent to live and work in Sefton to deliver our Vision 2030 and Core Purpose.

Recommendation(s):

- (1) To note the performance of Sefton’s Corporate Apprenticeship Programme.
- (2) To approve the Corporate Apprenticeship Strategy and Action Plan 2019 – 2022.

Reasons for the Recommendation(s):

The Corporate Apprenticeship Strategy and Action Plan 2019 - 2022 is a key driver that will support and underpin the work of the Corporate Apprenticeship Team (CAT). This includes our ambition to achieve our annual apprenticeship target for Sefton Council and Schools, whilst also contributing to the Government’s wider ambition of achieving 3 million new apprenticeship starts by 2020.

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

The Strategy and Action Plan was not adopted as a way forward, however such an approach would lead to a lack of co-ordination and guidance in workforce planning issues.

What will it cost and how will it be financed?

(A) Revenue Costs

The training costs for existing staff can be met from the apprenticeship levy. The match funding for salaries can also be met within existing budgets and service areas must identify their level of contribution from existing budgets.

(B) Capital Costs

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None.

Implications of the Proposals:

<p>Resource Implications (Financial, IT, Staffing and Assets):</p> <p>The Apprenticeship Levy can be used to fund apprenticeship training and assessment for apprentices. The levy does not cover salary, travel or subsistence costs, all of which must be funded from existing service area budgets.</p>
<p>Legal Implications:</p> <p>None.</p>
<p>Equality Implications:</p> <p>There are no equality implications.</p>

Contribution to the Council's Core Purpose:

<p>Protect the most vulnerable:</p> <p>Enabling vulnerable young people who are care leavers to access training and apprenticeship opportunities is an important part of the Strategy and Action Plan. A trained and motivated workforce is also important in protecting the most vulnerable</p>
<p>Facilitate confident and resilient communities:</p> <p>Apprenticeships will support succession planning of the Council and will provide Apprenticeship opportunities to the communities we serve.</p>
<p>Commission, broker and provide core services:</p> <p>Creating opportunities for apprentices to support the Council's core service provision.</p>
<p>Place – leadership and influencer:</p> <p>Delivering leadership and management training to the existing workforce and newly recruited apprentices will help achieve this as.</p>
<p>Drivers of change and reform:</p> <p>Apprentices support the Council's vision, values and the framework for change programme.</p>

Facilitate sustainable economic prosperity: The recruitment of apprentices will address local growth challenges whilst building on the strengths and opportunities that already exist.
Greater income for social investment: Upskilling apprentices to ensure they are job ready and able to contribute to the economic growth of Sefton.
Cleaner Greener It is anticipated apprentices will be able to support the Cleaner Greener agenda.

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD5763/19) and Chief Legal and Democratic Officer (LD4887/19) 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

(Please delete as appropriate and remove this text)

Contact Officer:	Michael Mainwaring, Workforce Learning and Development Manager
Telephone Number:	0151 934 2483
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Appendices:

The following appendices are attached to this report:

Appendix 1: Corporate Apprenticeship Strategy and Action Plan 2019 – 2022

Background Papers:

There are no background papers available for inspection.

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1. Introduction/Background

- 1.1 Apprenticeships are full-time paid jobs which incorporate on and off the job training. A successful apprentice will receive a nationally recognised qualification on completion of their contract. There are over 200 different types of apprenticeships (frameworks and standards), available in 13 broad sector subject areas. Apprenticeships can be studied at different qualification levels:
 - Intermediate Apprenticeships lead to Level 2 qualifications (equivalent to 5 GCSE passes)
 - Advanced Apprenticeships lead to Level 3 qualifications (equivalent to 2 A level passes), and
 - Higher and Degree Apprenticeships lead to Level 4, 5, 6 and 7 qualifications.
- 1.2 The government published *English Apprenticeships: Our 2020 Vision* in 2015. It sets out an ambitious new target for 3 million new apprenticeship starts by 2020. This is being enabled by the introduction of the Apprenticeship Levy, whereby employers will pay training providers directly via the Digital Account Service (DAS). The new system will also increase the number of steps on the apprenticeship ladder by gradually introducing Higher and Degree level apprenticeships. Some are available now and others are being developed by Trailblazer groups such as the Social Work degree apprenticeship which was recently approved for delivery.
- 1.3 Apprenticeships offer the Council an opportunity to re-balance an ageing workforce, build capacity and grow skills to meet its future business needs. These apprenticeships focus on building career pathways for people of all ages to gain specific qualifications and expertise the Council requires now and in years to come.
- 1.4 Apprenticeships also enable the Council to realise its commitment to reducing youth unemployment in a tangible and measurable way. Firstly, by offering permanent positions to some apprentices; and secondly by supporting time-expired apprentices to find work in the wider jobs market. Council-hosted opportunities lead to high success rates for participants gaining employment outside the Council after completion of their apprenticeship.
- 1.5 Cabinet allocated funding to facilitate the introduction of the Apprenticeship scheme in Sefton, initially committing £200,000 for 2013/2014. This has since increased to the current rate of £254,050 which is the budget for 19/20. This amount includes funding for all levels of apprenticeships and it also enabled Sefton to move to Liverpool City Region pay rates, which improved the pay and quality of the scheme.
- 1.6 Service areas can currently apply for 50% match funding from the Corporate Apprenticeship Budget to cover salaries and on-costs for new apprenticeship vacancies. If the department can identify the remaining 50% from their own budget lines, an ECF is completed and submitted to panel for approval. Establishment Control have a good overview of the recruitment requirements and budgets for each service area. In some cases, a more than 50% contribution has been made to departments if the department can show a reason for being unable to match fund. This overall method has worked well.

2. Progress to Date/Successes

- 2.1 Since April 2017, the Council has been required to contribute to pay an apprenticeship levy. The Council currently has an apprenticeship levy target of which 2.3% of the workforce must be apprentices. For Sefton Council (including community and voluntary controlled schools) this equates to 136 apprentices for 2018/19 for both Sefton Council and schools. The breakdown for Sefton Council was to recruit 122 apprentices and 14 apprentices for Schools. This figure will change annually as it is calculated on the total head count.
- 2.2 The Department for Education (DoE) stipulates that most public sector bodies (including Sefton Council) are in scope to provide an annual return in terms of their performance against the levy target. For the period 1st April 2017 – 31st March 2018, Sefton Council recruited 100 apprentices which equates to 1.6% of the workforce. Overall, we ranked 97th out of a total of 310 Local Government organisation across England and 2nd across the Liverpool City Region. This was an excellent achievement given some of the challenges we have faced with regards to the recruitment of apprentices (explained later). It's also worth noting that if the Council were to exclude schools from the above calculations the Council over-achieved on its recruitment targets. Performance figures for 2018/19 will be published in October 2019.
- 2.3 Since the introduction of the levy to date, The CAT has recruited 234 apprentices with a further 5 opportunities identified. This number includes newly recruited apprentices and the conversion of existing employees where possible to training which are apprenticeship opportunities.
- 2.4 Apprentices are also able to access the Redeployment scheme for Council employees when they are within the last two months of their contract. This has been very successful and for the period 1st April 2018 – 31st March 2019, 10 apprentices have gained positions within the Council via this route.
- 2.5 The CAT is also working with the Council's core service areas and Schools to continually identify new apprenticeship opportunities. This includes identifying new apprenticeship standards aligned to workforce development needs including opportunities to access degree level apprenticeships.

3. Challenges and solutions

- 3.1 Public services are going through major changes in response to a range of issues such as budget cuts, increased localisation, greater demands for service user voice and control, increased public expectations and a mixed economy of welfare provision.
- 3.2 In the context of apprenticeships, continued budgetary challenges are having/have had an impact on the numbers of new apprenticeship starts (excluding existing staff) for the following financial years:
 - 2016/17 – 43 new apprentices recruited
 - 2017/18 – 47 new apprentices recruited

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- 2018/19 – 32 new apprentices recruited

The above figures demonstrate a reduction in the number of new apprenticeship starts for 2018/19. The reason being some service areas are finding it difficult to identify the funding to cover salaries and associated on-costs due to their own budgetary issues and challenges.

- 3.3 A reduction in the number of new apprenticeship starts will make it difficult to meet the 2.3% target. This target consists of new apprenticeship starts and the existing workforce however, once we reach saturation with our existing staff we become even more reliant on new starters. Our current approach is a combination of both new starts and existing staff which means we stand a greater chance of meeting the 2.3% target. A reduction in either will have an impact on performance. It's also worth noting that the recruitment of new apprentices contributes to the running costs of the CAT. The CAT provides information, advice and support to the Council's core service areas and schools who are interested in recruiting apprentices.
- 3.4 Officers are currently investigating a series of options to ensure departments can continue to access match funding from the Corporate Apprenticeship budget to cover salaries and on-costs for new apprenticeship vacancies. Departments can request 25%, 50% or 75% funding dependent upon their current budget situation. Requests for funding are discussed with Finance in the first instance then sent to the Establishment Control Panel for verification and approval.
- 3.5 Existing procurement arrangements have also presented some challenges. For example, new apprenticeship standards are being published on a weekly basis and under the current arrangements, we would need to carry out a separate procurement exercise for each new standard that is identified. The current approach to procurement is not sustainable due to the time it takes to procure new apprenticeship opportunities including the impact on existing capacity and resources.
- 3.6 A solution was identified for the future procurement of apprenticeship training provision and a paper submitted to Cabinet to approve the use of the YPO (Yorkshire Purchasing Organisation) framework from January 2019. This will enable the Council to access apprenticeship standards through a range of local and national suppliers and provides a much more flexible and sustainable approach.
- 3.7 With regards to the existing workforce, for the period 2018/19, approximately 15 apprentices (existing staff) dropped out of their apprenticeship programme within the first 3 months. Reasons include work pressures (existing staff), lack of support from some managers, opportunities to gain better paid employment elsewhere (for recruited apprentices) and personal issues. Drop outs (non-completions) have a significant impact upon the training providers we work with in terms of securing future funding/contracts from the Skills Funding Agency.
- 3.8 To overcome the issue of non-completions, we will work with Heads of Service and Managers to ensure staff are made aware if they sign up for an apprenticeship the expectation is they commit for the full duration of the programme. A monthly report will also be supplied to Heads of Service to raise awareness of non-completions/investigate the reasons why employees have failed to complete their

apprenticeship programme as in some circumstances there may be genuine reasons.

- 3.9 All apprenticeships stipulate that apprentices are required to spend 20% of their apprenticeship training off the job, especially for degree level apprentices. Off the job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This may include shadowing colleagues, researching for assignments, attending classroom training, eLearning, webinars etc. For some apprenticeships, apprentices may need to attend mandatory day release (½ or full day) once per week to develop their theoretical knowledge in a relevant subject area. It is important that managers support their staff to obtain the 20% of the job requirement and to record this as part of their apprenticeship or failure to do will have an impact on their achievement.
- 3.10 Our Corporate Apprenticeship Strategy and Action Plan 2019-2022 will ensure we have and maintain a highly trained, ambitious and flexible workforce whilst continuing to attract and retain the very highest talent to live and work in Sefton.

4. Corporate Apprenticeship Strategy and Action Plan 2019 – 2022

- 4.1 A Corporate Apprenticeship Strategy and Action Plan has been developed and this sets out how the Council as an employer will contribute to its 2030 partnership vision by:
- Ensuring positive learning experiences and;
 - Promoting and developing new employment and training opportunities.
- 4.2 Apprenticeships within the Council are seen and valued as high-quality pathways to successful careers, providing opportunities for new and existing employees to develop and assist the Council in meeting its current and future skills needs.
- 4.3 The Council faces a number of challenges over the next few years and these challenges can only be met if we have the right people, with the right time to meet demands. Apprenticeships therefore need to form an integral part of our organisational workforce development strategy to provide the Council with a talent pool that supports our current and future skill needs.
- 4.4 The proposed Apprenticeship Strategy for Sefton Council sets out as an employer the positive action that we will take in our approach to apprenticeships as part of our workforce development strategy. The strategy will guide individual service areas (adopting a One Council approach) in their actions to support the strategy and in meeting the specific skills challenges they face.
- 4.5 The strategy will also support and work alongside other talent and work entry initiatives such as work experience, traineeships, graduate programmes and internships as part of our wider talent approach. Our commitment is not just about achieving numbers, the Council wants to embed apprenticeships in our people strategies, talent management and career pathways, ensuring we provide a modern employment offer and viable route into and through the Council for both new and existing staff.

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5. Success Measures and Performance Monitoring

- 5.1 The success of the Council's Corporate Apprenticeship Programme is focused around five strategic aims that were highlighted as important to measure as an indication of success. These include:
1. **Developing Skills.** We will help apprentices develop strong professional capabilities and be part of a highly capable, skilled and engaged organisation with effective leadership and management.
 2. **Enhancing Diversity and Social Mobility.** We will ensure that apprenticeships are a key component of an inclusive organisation that reflects the society it serves.
 3. **Embedding Apprenticeships.** We will create apprenticeships that provide a modern employment offer and viable route into and up through the organisation and wider economy.
 4. **Ensuring Quality Experiences.** We will make sure apprentices receive high quality training and feel engaged with the organisation and the work it does.
 5. **Delivering Return on Investment.** We will build apprenticeship schemes that achieve the best mix of quality and economic efficiency.
- 5.2 It is critical that reliable data on apprenticeships is collected to enable the Council to report and publish its contribution towards the national target of three million apprenticeship starts. Our ability to measure our success based upon the above five strategic aims is reliant on robust baseline data that allows us to understand where we are now, so we can accurately assess and inform our strategic aims and ambitions for the future. See **appendix 1 "Apprenticeship Strategy and Action Plan 2019-2022; pages 10-29** for further information about our success measures.

6. Strategy launch and next steps

- 6.1 In terms of next steps, it is recommended that the Cabinet Member for Regulatory, Compliance and Corporate services to formally approve the Apprenticeship Strategy and Action Plan 2019 – 2022. This strategy is a key driver that will support and underpin the work of the CAT and Cabinet. This includes our ambition to achieve our annual apprenticeship target for Sefton Council and Schools, whilst also contributing to the Governments wider ambition of achieving 3 million new apprenticeship starts by 2020.
- 6.2 Following approval of the Apprenticeship Strategy, Sefton Corporate Learning Centre (CAT) will work with Heads of Service, Schools and Communication Team to devise a plan to formally launch the strategy.

Appendix 1

**Corporate Apprenticeship Strategy
and Action Plan**

2019 – 2022

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Foreword

A message from our Chief Executive

Creating a strong and prosperous Sefton that is resilient and resourceful can only be achieved if we have a highly trained, ambitious and flexible workforce and can continue to attract and retain the very highest talent to live and work in our area. Apprenticeships can make a positive contribution to this by creating opportunities for young people and by providing a framework for the workforce, of all ages, to undertake relevant qualifications, helping to raise skills and aspirations.

The Government's Vision for Apprenticeships 2020 has continued to highlight the value of apprenticeships to economic prosperity and its recent apprenticeship reforms have called for a substantial rise in the number of apprentices. Sefton Council has a responsibility in helping to create these opportunities both as an employer and as a strategic leader. In addition, it is also crucial that we continue to take positive action in utilising apprenticeships as part of the Council's own workforce development strategy.

This Apprenticeship Strategy offers the opportunity for the Council to provide entry routes into the organisation, particularly for young people, as well as enable our existing workforce to undertake relevant apprenticeship qualifications aligned to current and future skills needs. Adopting a more strategic approach as to how we attract, retain and develop our workforce to meet our communities' needs both now and in the future is vital. Apprenticeships are an integral part of this.

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1. Introduction

This document sets out one of the many ways that the Council as an employer will contribute to its 2030 partnership vision by:

- Ensuring positive learning experiences and;
- Promoting and developing new employment and training opportunities.

The Apprenticeship Strategy for Sefton Council sets out as an employer the positive action that we will take in our approach to apprenticeships as part of our workforce development strategy. This Apprenticeship Strategy is intended to be a dynamic activity and will be regularly reviewed and updated in response to local and national changes. It will be overseen by the Learning and Development Board, Head of Corporate Resources, Chief Personnel Officer and the Workforce Learning and Development Manager.

The strategy will guide individual service areas (adopting a One Council approach) in their actions to support the strategy and in meeting the specific skills challenges they face. The Apprentice Strategy also supports and works alongside other talent and work entry initiatives such as work experience, traineeships, graduate programmes and internships as part of our wider talent approach. Our commitment is not just about achieving numbers, the Council wants to embed apprenticeships in our people strategies, talent management and career pathways, ensuring we provide a modern employment offer and viable route into and through the Council for both new and existing staff.

2. Vision

Apprenticeships within the Council are seen and valued as high quality pathways to successful careers, providing opportunities for new and existing employees to develop and assist the Council in meeting its current and future skills needs.

The Council faces a number of challenges over the next few years. These challenges can only be met if we have the right people, with the right skills at the right time to meet demands. Apprenticeships therefore need to form an integral part of our organisational workforce development strategy to provide the Council with a talent pool that supports our current and future skill needs.

“I am currently undertaking my Level 3 Business Administration apprenticeship in Sefton Council’s busy Corporate Personnel department in HR. I’m thoroughly enjoying my apprenticeship and even though this may sound cliché, I’m literally learning something new each day. The job role itself is so varied, which is something I love as it keeps me highly motivated and excited as new cases come in all the time and policies continue to change.

It has really surprised me how much I’ve enjoyed learning about all of the different policies and legislations, as before I started this apprenticeship I had never worked in HR but now I don’t see myself anywhere else.”

Personnel Department, Corporate Resources

3. Context

Meeting current and future skills needs

Apprenticeships offer the Council an opportunity to help address many issues in respect of an ageing workforce; building capacity and to introduce new skills to meet its future business needs. These apprenticeships focus on building career pathways for people to gain specific qualifications and expertise the Council requires now and in years to come. It's about maximising opportunities to spend the apprenticeship levy and using it creatively and innovatively to support the Council's major change programme the "Framework for Change" and Sefton's 2030 vision.

Apprenticeships also allow the Council to demonstrate its commitment to reducing youth unemployment in a tangible and measurable way. Firstly, by offering apprentices to apply for re-deployment opportunities towards the end of their apprenticeship fixed term contract. Secondly by offering additional employability support from Sefton@Work to find employment in the wider jobs market.

Government reforms

The government published *English Apprenticeships: Our 2020 Vision* in 2015. It sets out an ambitious new target for 3 million new apprenticeship starts by 2020. This is being enabled by the introduction of the Apprenticeship Levy, whereby employers will pay training providers directly via the Digital Account Levy Funds. The new system will also increase the number of levels on the apprenticeship ladder by introducing and phasing in Higher and Degree level apprenticeships.

Supporting Sefton Council's strategic ambitions

Providing apprenticeships and routes into apprenticeships are an integral part of Sefton's wider economic, skills strategy and education strategy by helping to raise skills and aspirations. One of the key aims of the Council's apprenticeship programme is to invest and upskill the current workforce to ensure they possess the right, skills, knowledge and behaviours that support a 21st Century Public Sector organisation.

As a leader of public services and one of the largest employers in the area, it is also important that our workforce is representative of the communities we serve. The strategy recognises there are challenges for individuals who are looking for work and in adopting the strategy we will be cognisant of those issues. These include young people aged 18-24, care leavers, the long term unemployed, returners to the labour market and those with disabilities, as they try to compete against more experienced candidates. Sefton Council, as an employer and as a strategic leader, has a responsibility in helping to create opportunities for disadvantaged groups.

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Apprenticeship Strategy Aims

The success of the Council's Corporate Apprenticeship Programme is focused around five strategic aims. These include the following:

1. **Developing Skills.** We will help apprentices develop strong professional capabilities and be part of a highly capable, skilled and engaged organisation with effective leadership and management.

This includes providing opportunities for existing staff to utilise apprenticeships to refresh, gain skills and progress their career; this will help to develop talent within the organisation. Opportunities will also be made available to give new and aspiring managers an opportunity to complete a Leadership and Management qualification.

We will develop profession-orientated apprenticeships at a variety of levels for both new and existing employees (including higher, degree and masters level) and in areas where the Council has identified skill gaps (e.g. commercial, digital and leadership and management). This includes developing staff across all service areas to identify and achieve higher level apprenticeship qualifications.

2. **Enhancing Diversity and Social Mobility.** We will ensure that apprenticeships are a key component of an inclusive organisation that reflects the society it serves.

This includes promoting apprenticeships to those from underrepresented groups and low socio-economic backgrounds and improving recruitment processes accordingly, to emphasise the importance of potential rather than the finished product. A good example of this is our Sefton Care Leavers Programme explained on **page 6**.

3. **Embedding Apprenticeships.** We will create apprenticeships that provide a modern employment offer and viable route into and up through the organisation and wider economy.

This includes considering apprenticeships as part of strategic workforce planning, location strategies, talent management, people strategies and career pathways.

We will actively promote apprenticeships within the Council as valuable recruitment and talent pipeline and develop a pro-apprenticeship culture amongst managers and staff. This also includes the coordination of information briefing sessions throughout the year to promote the full range of apprenticeship opportunities and research new apprenticeships as requested.

4. **Ensuring Quality Experiences.** We will make sure apprentices receive high quality training and feel engaged with the organisation and the work it does.

This includes working with reputable training providers, complying with apprenticeship standards and securing senior and line management to ensure accountability for the quality of the apprenticeship schemes.

We will work in partnership with the Training Providers to embed Sefton's Values and Behavioural Competency Framework by linking these to relevant apprenticeship frameworks and standards.

We will continually celebrate the achievement of apprentices through a range of events such as the Star Awards and 'Meet and Greet' briefings/events with the Chief Executive and Cabinet members.

5. Delivering Return on Investment. We will build apprenticeship schemes that achieve the best mix of quality and economic efficiency.

This includes working collaboratively across the organisation to ensure apprenticeships fit efficiently within workforce planning and maximise strategic outcomes of delivering apprenticeships within the resources available. We will work with the Executive, Senior Leadership Boards and Managers to map apprenticeships, including higher levels, to meet critical business needs and to identify new career pathways.

We will continue to work with schools to provide a range of apprenticeship opportunities to be new and existing employees. This will ensure we continue to meet their on-going business needs.

On-going promotion of our 2030 vision, values and behaviours are key to the achievement of our strategic ambitions. The recruitment of new and existing staff into apprenticeship opportunities will help the organisation to achieve those ambitions.

We are fully committed to creating a positive, warm and welcoming work environment for everyone (staff, service users and residents).

I have recently completed my Level 2 Business Administration Apprenticeship with Sefton council in which I gained many skills and widened my experiences. I had the opportunity to work with all different teams over Merton House including business intelligence, independent visiting and advocacy, access to files and general admin jobs. During working with different teams, it helped build my confidence working with new people.

I got given the chance to complete my Level 3 in the commissioning support admin team which I am really enjoying up to now, I have been given more jobs and responsibilities which have helped me develop a wider knowledge of my role.

Overall, my apprenticeship has been better than I thought, and I am really enjoying my journey so far."

Strategic Support & Independent Visiting & Advocacy

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4. Number of apprentices gaining permanent roles within the Council

Apprenticeships within the Council have predominately been utilised to provide entry opportunities for young people to undertake a Business Administration Level 2 framework and develop their skills for future Administration roles within the Council or another employer.

Within the Council apprenticeships have been recruited to in virtually every service area and the programme has been a real success. The quality of apprentices in recent recruitment has been very high and they have been highly valued by the service areas in which they worked and have brought real enthusiasm, energy and new ideas to the Council and schools.

One of our aims is to retain our apprentices and to provide opportunities to gain permanent employment with the Council. This is evidenced by the number of apprentices we are recruiting and retaining across different service areas.

Apprentices are also able to access the Redeployment scheme in the same way as Council employees when they are within the last two months of their contract. This has been very successful and numerous apprentices have gained positions within the Council via this route.

Unfortunately, we cannot make an offer of employment in every case therefore on-going support for our apprentices is crucial. We work closely with Sefton@Work to ensure apprentices have every chance of finding a permanent position within the LCR.

Increasing opportunities for existing employees

We currently provide apprenticeships from across a broad range of occupational areas. These apprenticeships lead to QCF qualifications such as diplomas and functional skills (English, Maths and ICT).

We will continue to engage with training providers and Higher Education Institutions where necessary and in line with the Council's Contract Procedure Rules, to offer any new apprenticeship standards that will support the Council to meet its 2030 vision.

See **Appendix 1** for a list of the occupational areas we currently support.

Care Leavers

Those leaving care have been identified as a particular group who find it hard to enter and sustain the labour market. It is especially difficult for those that have not had the opportunity or developed the ability to navigate the complexities of finding and sustaining work. Whilst apprenticeships can provide an opportunity, research and evidence has shown without the right support mechanisms and basic employability skills in place, many care leavers find it difficult to sustain and complete an apprenticeship. Consequently, Sefton Council developed a pre-apprenticeship route, Pathway Programme.

See **Appendix 2** for further reading about Sefton's Care Leavers programme.

Working with schools

To maximise the opportunities from the levy it is essential that schools are aware of the Apprenticeship opportunities. Schools that are included in the Council's levy charge are required to contribute to the 2.3% apprenticeship target set by the Government. The Council is responsible for publishing data regarding the number of apprentice starts within schools as part of the Council's annual apprenticeship report required by the Government.

In addition to providing information, advice and guidance relating to the reforms, we also work with schools to promote the benefits the changes can offer in helping to meet skill gaps and future workforce needs. This will include raising awareness of the new apprenticeship standards in development for Teachers, Teaching Assistants and School Business Directors, as well as a range of other broader standards that could be used by the wider schools' workforce in helping to create apprentice opportunities.

In addition to this we will strengthen the relationships with the wider school population to promote apprenticeship opportunities as routes into jobs and careers within the Council.

Working with Partners

Sefton Council works in collaboration with the LCR in sharing best practice and will work in partnership to jointly commission relevant Higher Degree Level Apprenticeships. The opportunity to maximise the levy funds in conjunction with other partners to develop the skills that are required for Sefton's economy will also be critical for the future.

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5. Success Measures and Performance Monitoring

It is critical that reliable data on apprenticeships is collected to allow the Council to report and publish our contribution towards the national target of three million apprenticeship starts. Our ability to measure success is reliant on robust baseline data that allows us to understand where we are now, so we can accurately assess and inform our ambitions for the future.

The ambitions and measures on **pages 13-18** are areas we have highlighted as important to measure as an indication of success. Specific measurables and metrics will be developed and implemented by the Corporate Apprenticeship Team with support from different service areas.

Progress against these measures will be monitored and tracked on a quarterly basis by the Learning and Development Board. This will ensure clear governance, accountability and a structured approach to Sefton Council's Corporate Apprenticeship Programme, which assures senior and line manager engagement of these measures.

Appendix 3 provides a copy of the success measures that will be used to monitor progress against the five strategic aims identified in this document.

Appendix 1 – Occupational areas we currently support

Occupational Area	Job Role
Business Administration	Business Support Officer, Admin Assistant, Personal Assistant, Legal Secretary, Office Junior, IT Assistant, Personnel Assistant, Finance
Customer Service	Receptionist, Customer Advisor, Library Assistant, Leisure Assistant, Contact Centre, Customer Liaison, Generally deal with customers
Child Development	Nursery and Child Care Assistants, Youth Workers
Health and Social Care	Family Support Workers, Residential Support Workers, Care Assistants
Hospitality & Catering	Cooks, Cooks in charge, General Assistant
Management	Team Leader, Manager, Supervisor, Duty Manager, Cleansing Officer, Area Officer
Horticulture	Parks and Green Spaces Personnel
Digital Marketing and Media	Communications Assistant, Tourist and Information Assistant, Marketing Assistant
Leisure	Lifeguard, Fitness Instructor, Coach, Receptionist, Duty Manager, Swimming Teacher, Operational Assistant
Legal Services	Legal Assistants
Accountancy / Finance (AAT)	Finance Assistant, Admin Assistant, Finance officers
Warehousing	Technicians, Drivers, Store Manager
Facilities	Caretaker, Site Manager, Security Assistant
Engineering	Engineer, Street Lighting Operative, Maintenance Technician, Security
Human Resources	HR, Personnel
School Business Professional	School Bursars, School Finance/HR

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Teacher	Teaching staff
Large goods Vehicle (LGV) Driver and Auto Electric Hybrid	Drivers, Cleansing Operatives and Vehicle Maintenance Workshop Operatives
Payroll and Pensions	Payroll and Pensions Administrators

Appendix 2 – Sefton Care Leavers Programme

Before the young person starts the programme they will meet with the training provider who will complete an assessment; the results of the assessment will give an indication of the best path for the young person.

STEP 1 (12 weeks Study Programme)	Introduction to Employment
Preparation for Work – up to 3 vocational work tasters (4 weeks on each)	
2 days Placement (8 hours)	
1 day Training Provider (8 hours)	
Focus on English and Maths	
Bursary and travel pass	

This is the engagement phase aimed at disengaged LAC/CL who are not participating in mainstream education/employment/training opportunities. It gives them the opportunity to explore vocational ideas and develop basic employability skills in the workplace i.e. attendance, timekeeping, conduct.

STEP 2 (Min 6 wks Study Programme)	Preparation for Employment
Consolidation – work placement in the vocational area of choice, with an increased focus on the attainment of qualifications.	
3 days Placement (8 hours)	
1 day Training Provider (8 hours)	
Bursary and travel pass	

Once a vocational choice is identified, the LAC/CL will complete a minimum of 6 weeks placement in this area or until the young person has shown a commitment and readiness to move to employment.

As they have gained confidence in the workplace, there will now be an increased focus on working towards a number of qualifications which form part of the apprenticeship framework, including literacy, numeracy and a technical certificate.

STEP 3 (6 - 12 months Traineeship / Apprenticeship)
Supported Apprenticeship/Employment
Full time supported employment

This stage will be individualised to the young person's needs and they will either complete a 6 month traineeship or a full apprenticeship.

Once a young person has successfully completed steps 1 and 2, they will have demonstrated that they are prepared to step up into employment. They will:-

- Be vocationally focused and have increased aspirations for the future
- Be more prepared for a structured full time routine
- Understand the conduct required of an employee

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- Have built up a good work ethic
- Have increased motivation and self-confidence.

The principles of wraparound support will be at the heart of all 3 stages of the programme, including: -

- Supported Transition Process
- Individual Learning Plans
- Workplace Mentor Support
- Review Meetings
- Celebration of Achievements.

The pathway will not be the same for each young person; this programme is dictated on the needs and aspirations.

Each young person will complete stages 1 and 2 although the time on each of the stages will differ. Once they are at stage 3 some of the young people will complete a full apprenticeship framework whereas others may only complete a traineeship. Ultimately the aim is to give skills, knowledge, experience and qualifications whilst they are on the journey.

Currently we have 5 young people from leaving care employed on apprenticeships.

Since

January 2017 there have been 8 young care leavers starting on the Pathway Programme.

Appendix 3 – Success Measures

1. Developing skills

What does success look like? Apprentices with strong professional capabilities, to be part of a highly capable, skilled and engaged organisation with effective leadership.

	Ambition	Delivering...	Measure...
1.	Where Sefton Council has identified a skills gap for the professions and functions to develop and deliver apprenticeships by 2020.	...apprenticeships that are targeted in priority areas to meet existing and future skills gaps and help develop world class leaders and experts at all levels of the organisation.	...the number of apprenticeships delivered across Commercial, Digital, Leadership and Management and Project Delivery.
2.	Develop opportunities to utilise higher level apprenticeships in support of skills needs, raising skills and aspirations.	...training at all levels across Sefton Council. This will raise the profile of apprenticeships and allow service areas to build them into workforce plans to address specific gaps.	...the spread of apprenticeship levels for new starts enrolling on a higher level qualification.
3.	For a sample of service areas to agree that apprentices have allowed the relevant service area/department to reduce their reliance on contingent labour (agency workers, consultants, independent contractors) in areas where the Council has identified skill gaps.	...a reduction in contingent labour in areas where the Council has a shortage of skills.	...employer responses as part of the Council's employer survey.

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2. Enhancing Diversity and Social Mobility

What does success look like? Apprenticeships to be a key component of an inclusive organisation that reflects the society we serve.

	Ambition	Delivering...	Measure...
1.	In line with wider Sefton Council ambitions and the work of the Corporate Equality Group, to attract and recruit apprentices from a variety backgrounds including those who may face additional barriers searching for apprenticeship opportunities.	...a diverse workforce that reflects the society it serves and contributes to remaining an inclusive organisation.	...diversity data for apprentices and the divergence of representation against the economically active population.
2.	To monitor the diversity and inclusiveness of all apprenticeship starts from 1 st April 2018.	...data that will enable a more inclusive workforce and social mobility throughout the organisation.	...the evolution of the diversity of the apprenticeship intakes and the inclusivity of the Council.
3.	For apprenticeships to be embedded in the Council's Equality and Diversity Policy.	<p>...an assurance that apprenticeships are recognised as pivotal to changing the demographic of our workforce.</p> <p>Execution of the strategy will specifically ensure:</p> <ul style="list-style-type: none"> • Targeted engagement with young people from low socio-economic areas, inspiring them to consider apprenticeships. This includes managing the apprenticeship element of Sefton's Care Leavers Programme. • Recruitment processes that are based on an 	...specific elements of the strategy such as, outreach, recruitment and representation.

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		inclusive definition of talent, identifying and attracting people from a range of backgrounds, recognising potential, rather than the finished product.	
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3. Embedding Apprenticeships

What does success look like? Apprenticeships to provide a modern employment offer and viable route into, and up through, the organisation and wider economy.

	Ambition	Delivering...	Measure...
1.	For an apprenticeship offer to be available for all service areas including opportunities for progression by 2020.	...new entry routes into the relevant service areas with clear talent pipelines and career pathways in areas where the Council aims to increase capability.	...delivery plans and progress of the different service areas and functions.
2.	To increase the number of leadership and management apprenticeships to support the Corporate Management Programme.	...clear career paths, which set out experiences, skills and qualifications required at each level and structured opportunities to develop these, so that we can retain and develop our people.	...the progress of the apprentices on an annual basis
3.	Annually, for apprentices to take part in the annual staff survey and to understand how their work contributes to Sefton's 2030 vision.	...a council where every apprentice feels valued, an integral part of the organisation and a contributor to the brilliant work that it delivers.	...the engagement of apprentices on an annual basis through the staff survey.

4. Ensuring Quality Experiences

What does success look like? Apprentices that receive high quality training and feel engaged with the organisation and the work it does.

	Ambition	Delivering...	Measure...
1.	To work with training providers to embed Sefton's values and behavioural Competency Framework by linking these to relevant apprenticeship frameworks and standards.	...partnering with training providers and upskilling them so they are aware of and understand Sefton Council's behaviours and values.	...behaviours and values to measured as part of the annual staff survey.
2.	Where possible, to work with training providers who, at the point of procurement, are rated 'outstanding' or 'good' by the Office for Standards in Education, Children's Services and Skills (Ofsted).	...partnering with training providers that, as deemed by an external regulator, offer high quality training and support for apprentices. This will ensure quality of training is consistently high across the Council.	...delivery plans and progress of Sefton Council and School employees.
3.	To celebrate the achievement of apprentices through a range of events such as the Star Awards and 'Meet and Greet' briefings and events with the Chief Executive and Cabinet members.	...engaged apprentices that feel valued and appreciated for their hard work and dedication.	...Annual start award nominations and the numbers of apprentices attending 'Meet and Greet' briefings and events.

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5. Delivering Return on Investment

What does success look like? Implementing apprenticeship schemes that achieve the best mix of quality and economic efficiency, by working collaboratively across the Council to maximise strategic outcomes within the resources available.

	Ambition	Delivering...	Measure...
1.	To monitor the number of apprentices that complete their apprenticeship and, directly after, remain employed in the Council.	...an assurance that apprenticeships are delivering a return on investment by continuing to contribute to Sefton Council.	...the progress of the apprentices on an annual basis.
2.	For a sample of service areas to agree that apprentices have improved productivity in their department.	...an insight into the added value that apprentices have in their departments.	...staff responses as part of the annual staff survey.
3.	To monitor and evaluate the apprenticeship levy for both Sefton Council and Locality Authority maintained schools.	...a strategy to ensure that money the organisation is paying into the levy is effectively funding Sefton Council and School apprenticeships.	...the breakdown of spend by apprenticeship level and starts, as well as the amount of levy not utilised.
4.	To work in partnership with the Liverpool City Region (LCR) Local Authorities to collaborate on procurement and new apprenticeship opportunities.	...an LCR partnership that provides information, advice and support to enable Sefton Council to meet its apprenticeship ambitions and aims.	...an increase in the number of LCR procurement opportunities in areas where this is of greatest value e.g. Social Work, Occupational Therapy and Leadership and Management qualifications.
5.	To work with schools to provide a range of apprenticeship opportunities for both new and existing employees.	...an increase in the number of apprenticeship standards available specifically for schools.	...the progress of the apprentices on an annual basis.

Report to:	Cabinet	Date of Meeting:	3 October 2019
Subject:	Revenue and Capital Budget Update 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:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

To inform **Cabinet** of: -

1. The current forecast revenue outturn position for the Council for 2019/20;
2. The current forecast on Council Tax and Business Rates collection for 2019/20; and,
3. The monitoring position of the Council’s capital programme to the end of August 2019, the forecast expenditure to year end, variations against the approved budgets and an explanation of those variations for consideration by Members. Updates to spending profiles and proposed amendments to capital budgets necessary to ensure the efficient delivery of capital projects are also presented for approval.

Recommendations:

Cabinet is recommended to: -

Revenue Budget

- 1) Note the current forecast revenue outturn position for 2019/20 and the current position relating to delivery of savings included in the 2019/20 revenue budget;
- 2) Note the mitigating measures being used to ensure a balanced forecast outturn position;

Capital Programme

- 3) Note the latest capital expenditure position as at 31 August 2019 to date of £4.7m (paragraph 5.2.2) with the latest full year forecast being £26.7m (paragraph 5.3.1).
- 4) Note explanations of variances to project budgets (paragraph 5.3.2).
- 5) Note that capital resources will be managed by the Head of Corporate Resources to ensure the capital programme remains fully funded and that

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capital funding arrangements secure the maximum financial benefit to the Council.

Reasons for the Recommendation(s):

To ensure Cabinet are informed of the forecast outturn position for the 2019/2020 Revenue Budget as at the end of August 2019, including delivery of agreed savings, and to provide an updated forecast of the outturn position with regard to the collection of Council Tax and Business Rates.

To keep members informed of the progress of the Capital Programme against the profiled budget for 2019/20 and agreed allocations for future years.

To progress any changes that are required in order to maintain a relevant and accurate budget profile necessary for effective monitoring of the Capital Programme.

To approve any updates to funding resources so that they can be applied to capital schemes in the delivery of the Council's overall capital strategy.

In March 2017 Council approved a three-year budget plan to March 2020. The final year of this plan was revised in February 2019 as part of the process of setting the 2019/20 budget. The Council is in the final 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 2019/20 there is currently a forecast deficit of £2.663m. Mitigating measures have been identified in order to meet this deficit and are detailed within the report.

(B) Capital Costs

The Council's capital budget in 2019/20 is £26.030m. As at the end of August 2019, expenditure of £4.677m has been incurred and a full year outturn of £26.713m 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:

<p>Resource Implications (Financial, IT, Staffing and Assets):</p> <p>There is currently a budget shortfall of £2.663m forecast for 2019/20 and as previously reported, mitigating actions have been identified in order to address this. However, it should be noted that significant pressure and risk remains in four key business areas, namely Adults and Children’s Social Care, Education Excellence and Locality Services. 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.</p>
<p>Legal Implications:</p> <p>None</p>
<p>Equality Implications:</p> <p>None</p>

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.

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

What consultations have taken place on the proposals and when?

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(A) Internal Consultations

The Head of Corporate Resources is the author of the report (FD 5800/19)

The Chief Legal and Democratic Officer has been consulted and has no comments on the report (LD 4024/19).

(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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Appendices:

APPENDIX A – Capital Programme 2019/20 to 2021/22

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 year of this plan was revised in February 2019 as part of the process of the Council setting the 2019/20 budget. This report updates the forecast revenue outturn position for 2019/20, including the delivery of savings included in the 2019/20 budget.
- 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 The capital section of the report informs members of the latest estimate of capital expenditure for 2019/20 and updates forecast expenditure for 2020/21, 2021/22 and future years. The capital budget to date is presented in section 5.1. Sections 5.2 and 5.3 review progress of the capital programme. Finally, section 5.6 confirms that there are adequate levels of resources available to finance the capital programme.

2. Summary of the Forecast Outturn Position as at the end of August 2019

- 1.0 Members will be provided with updates of the Council's forecast financial position each month during this financial year. Significant pressures have been identified in several service areas, particularly Children's Social Care, Locality Services and Home to School Transport. The latest forecast of service expenditure indicates an overspend of £2.663m. The table below highlights the variations:

	Budget	Forecast Outturn	Variance	Previously Reported Position	Movement since last month
	£m	£m	£m	£m	£m
<u>Services</u>					
Strategic Management	3.245	3.188	-0.057	0.000	-0.057
Strategic Support Unit	2.723	2.720	-0.003	0.000	-0.003
Adult Social Care	96.765	96.765	0.000	0.000	0.000
Children's Social Care	33.356	34.654	1.298	0.992	0.306
Communities	19.535	19.535	0.000	0.000	0.000
Corporate Resources	4.800	4.701	-0.099	-0.080	-0.019
Economic Growth & Housing	6.041	5.995	-0.046	0.000	-0.046
Education Excellence	9.859	10.118	0.259	0.265	-0.006
Health & Wellbeing	18.060	17.990	-0.070	-0.055	-0.015
Highways & Public Protection	11.192	11.192	0.000	0.000	0.000
Locality Services	13.809	13.809	0.000	0.000	0.000
Total Service Net	219.385	220.667	1.282	1.122	0.160

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Expenditure					
Provision relating to 2018/19 Service Pressures	0.000	0.000	0.000	0.000	0.000
Budget Pressure Fund	1.000	1.000	0.000	0.000	0.000
Public Sector Reform Savings not allocated to services (see para 2.3)	(0.950)	0.000	0.950	0.950	0.000
Council Wide Budgets	6.527	6.958	0.431	0.443	-0.012
Levies	34.156	34.156	0.000	0.000	0.000
General Government Grants	(40.979)	(40.979)	0.000	0.000	0.000
Total Net Expenditure	219.139	221.802			
Forecast Year-End Deficit			2.663	2.515	0.148

1.1 The key forecast variations in the outturn position, including any significant variations from the July position, are as follows: -

- Children's Social Care (£1.298m net overspend, increase of £0.306m)** – The Placement and Packages budget overspent by £5.612m in 2018/19. The equivalent forecast overspend in 2019/20 is currently £6.450m due to the increase in Looked After Children since the end of 2018/19, from 525 to 541, and the full year impact of new cases from 2018/19. However, an allocation of £4.900m from the *Provision relating to 2018/19 Service Pressures* has reduced the forecast overspend to £1.550m. This is an increase of £0.307m compared to July due to six new placements occurring in the month, which along with the payment of some backdated invoices, increases the forecast outturn by approximately £0.400m. However, some invoices are due to be raised to the CCG's to reduce this.

There are net underspends across other areas of the service totalling £0.252m.

The cost of Placements and Packages is the largest risk to the Council's budget position and it is expected that the position will change. The Council is looking at developing a range of options to address the inherent demand and costs of Looked After Children whilst supporting our most vulnerable residents.

- Education Excellence (£0.259m overspend)** - Home to School transport external provision has a projected overspend of £2.142m. This budget overspent by £1.817m in 2018/19 but is forecast to overspend by a further £0.325m due to the full year effect of the increased costs of new external transport contracts issued in September 2018. However, an allocation of £1.800m from the *Provision relating to 2018/19 Service Pressures* has reduced the forecast overspend to £0.342m. In addition, there are net underspends across other areas of the service totalling £0.083m.
- Highways and Public Protection (£0.157m overspend before mitigating actions)** – There is a shortfall on car parking income (£0.124m) due to poorer weather in the first quarter compared to 2018/19. The approved saving from

negotiating extensions to highways maintenance contracts has not realised the amount anticipated (£0.399m shortfall). This has been mitigated by re-aligning Highway Maintenance budgets for 2019/20. The service will reduce the Highway Maintenance and Highway Management Programmes as required to mitigate the forecast overspend and ensure the forecast outturn is within the service budget.

- **Locality Services (£0.245m overspend before mitigating actions)** – The service pressures experienced in 2018/19 have continued into 2019/20.
 - Security Service (£0.216m overspend) – The forecast deficit is a reflection of an under recovery of income to support the cost base. The forecast deficit has improved since 2018/19 (from £0.486m overspend) due to additional internal works being undertaken by the service. Despite this improvement in income, the certainty of future income is not assured although efforts are being made to secure new contracts.
 - Green Sefton (£0.072m overspend)- The service was expected to achieve savings of £0.330m in 2019/20. Plans to increase income within the Golf courses will not be achieved in the current year as improvements to the courses to encourage customers are not expected until 2020/21.
 - These overspends have been reduced by a net underspend of £0.043m elsewhere within the service.

Mitigating actions have been identified which will bring the forecast outturn within the service budget. These include generating additional income through increased use of assistive technology and external security services as well as temporarily reducing expenditure on supplies and services.

- **Public Sector Reform Savings not allocated to services (£0.950m overspend)** – see paragraph 2.3 below.
- **Council Wide Budgets (£0.431m)** – the increase in pay budgets due to pay awards and pension increases, after allowing for fees and charges increases for traded services, is £0.403m greater than the provision built into the 2019/20 budget.

Savings Delivery

1.2 The 2019/20 Budget included £9.803m of savings from Public Sector Reform (PSR) projects. Current forecasts are that £8.853m of savings will be deliverable in the year (90%). An analysis of the overall savings for 2019/20 are shown in the summary below:

	Total Saving 2019/20	Forecast - Achieved In 2019/20	Forecast – Not Achieved 2019/20
	£m	£m	£m
PSR1 - Acute Wrap Around	0.230	0.000	0.230
PSR2 – Locality Teams	4.408	4.408	0.000
PSR4 - All Age Pathway	0.089	0.089	0.000

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PSR6 - Commercialisation	0.405	0.405	0.000
PSR8 – Asset Maximisation	0.512	0.512	0.000
PSR9 – ICT & Digital Inclusion	3.439	3.439	0.000
PSR10 - Commissioning	0.720	0.000	0.720
Total PSR Projects	9.803	8.853	0.950

- 1.3 The shortfall on the achievement of savings shown in the table is included in the forecast outturn position shown in paragraph 2.1.
- 1.4 In addition, service budget options of £2.269m were approved for 2019/20. These have been built into service budgets and any shortfall in achievement of these savings is included in the forecast outturn position for each service.

Measures to close the residual gap in 2019/20

- 1.5 The forecast budget deficit as at August 2019 is **£2.663m**. This reflects the risks that were inherent in the Council's financial position, particularly around demand for Children's Social Care and other demand led services. Major Services Reviews have commenced for Adult Social Care, Children's Social Care, Education Excellence and Locality Services with a view to reduce this budget pressure where possible.
- 1.6 The budget for 2019/20 includes a Budget Pressures Fund of £1.000m. Council gave delegated authority to the Chief Executive and the Head of Corporate Resources, in conjunction with the Leader of the Council, to allocate this Fund. Cabinet in its previous meeting agreed to allocate £0.765m to support the budget pressure identified and balance the forecast outturn position. However, as noted above the position has worsened in August and it is assumed that a further **£0.148m** can be used to contribute to the Council's overall position. This would leave a remaining £0.087m being retained to be utilised should further pressures be identified in future months.
- 1.7 The net forecast outturn position for 2019/20 is therefore:

	£m
Forecast Year-End Deficit (Paragraph 2.1)	2.663
Business Rates Reserve increase (previously Agreed by Cabinet)	-1.750
Budget Pressures Fund	-0.913
Forecast Year-End Deficit	0.000

- 1.8 Whilst the above table shows a balanced forecast outturn position, there are risks still inherent in the position, particularly relating to Looked After Children, meaning the position may worsen during the year. Should a deficit be forecast then further mitigating actions will need to be presented, including using the remaining Budget Pressures Fund, not filling vacant posts, a freeze on all but essential expenditure

and any other appropriate measure to ensure a balanced forecast outturn position can be achieved.

- 1.9 An assessment will need to be made on the potential impact on the budget for 2020/21. The Business Rates Reserve usage is a one-off item so the net overspend without this is £1.750m. If this continues to be a pressure in 2020/21 then this will need to be considered as part of the three-year Budget Plan, with sustainable savings required to offset the pressure.

2 Council Tax Income – Update

- 3.1 Council Tax income is shared between the billing authority (Sefton Council) and the three major precepting authorities (the Fire and Rescue Authority, the Police and Crime Commissioner and the Combined Authority – Mayoral Precept) pro-rata to their demand on the Collection Fund. The Council's Budget included a Council Tax Requirement of £133.099m for 2019/20 (including Parish Precepts), which represents 84.1% of the net Council Tax income of £158.306m.
- 3.2 The forecast outturn for the Council at the end of August 2019 is a deficit of +£0.246m. This variation is primarily due to:
 - The surplus on the fund at the end of 2018/19 being lower than estimated (+£0.151m);
 - Gross Council Tax Charges in 2019/20 being higher than estimated (-£0.148m);
 - Exemptions and Discounts (including a forecasting adjustment) being higher than estimated (+£0.243m).
- 3.3 Due to Collection Fund regulations, the Council Tax deficit will not be transferred to the General Fund in 2019/20 but will be carried forward to be recovered in future years.
- 3.4 A forecast surplus of £1.160m was declared on the 15 January 2019 of which Sefton's share is £0.996m (85.8%). This is the amount that will be distributed from the Collection Fund in 2019/20. Any additional surplus or deficit will be distributed in 2020/21.

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 £64.739m for 2019/20, which represents 99% of the net Business Rates income of £65.393m. 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 August 2019 is a surplus of -£0.887m on Business Rates income. This is due to:
 - The surplus on the fund at the end of 2018/19 being higher than estimated (-£0.092m);

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- Increase in the gross charge on rateable properties (-£0.368m)
- Other reliefs (including a forecasting adjustment) being lower than estimated in 2019/20 (-£0.427m).

4.3 Due to Collection Fund regulations, the Business Rates surplus will not be transferred to the General Fund in 2019/20 but will be carried forward to be distributed in future years. However, £0.473m of the surplus forecast in paragraph 4.2 will be required to offset the shortfall in Section 31 grants due to certain reliefs being lower than estimated in 2019/20.

4.4 A forecast surplus of £1.768m was declared in January 2019. Sefton's share of this is -£1.750m which is made up of an amount brought forward from 2017/18 (-£2.169m) and the impact of variations in 2018/19 (+£0.419m). This is the amount that will be distributed from the Collection Fund in 2019/20 and any additional surplus or deficit will be distributed in 2020/21.

5 Capital Programme 2019/20 – 2021/22 & Future Years

5.1 Capital Budget

1.1.1. The Capital Budget and profile of expenditure for the three years 2019/20 to 2021/22 is:

2019/20	£26.030m
2020/21	£10.885m
2021/22	£0.730m

1.2. Budget Monitoring Position to August 2019

1.2.1. The current position of expenditure against the budget profile to the end of August 2019 is shown in the table below. It should be noted that budgets are profiled over the financial year which skews expenditure to the final three quarters of the financial year.

1.2.2. As would be expected Education Excellence carries out most of its capital works during key school's holiday periods such as the summer recess, whilst Highways and Public Protection completes most of its programmed works during quarters 2 and 3. The Adult Social Care expenditure excluding core Disabled Facilities Grant (DFG) expenditure is also profiled to quarters 3 and 4.

Service Area	Budget to Aug-19	Actual Expenditure to Aug-19	Variance to Aug-19
	£m	£m	£m
Adult Social Care	1.145	1.090	-0.055
Communities	0.063	0.058	-0.005
Corporate Resources	0.176	0.132	-0.044
Economic Growth & Housing	0.049	0.053	0.004
Education Excellence	0.969	1.061	0.092
Highways & Public Protection	2.172	1.811	-0.361
Locality Services	0.354	0.472	0.118
Total Programme	4.928	4.677	-0.251

1.2.3. Analysis of significant spend variations over (+) / under (-) budget profile:

Corporate Resources

Scheme	Variation	Reason	Action Plan
Fire Door Statutory Compliance	£19,212	Delays due to contractor not completing work as required.	The contractor has been discharged and a replacement is being sought to complete the work.

Education Excellence

Scheme	Variation	Reason	Action Plan
Linacre Primary – Classroom Refurb	£50,765	Spending on these school's schemes is ahead of schedule.	The projects will be completed as planned with no additional funding required.
Lydiate Primary – General Refurb	£19,414		
Linaker Primary – Additional Classroom	-£20,000	No interim valuation has been submitted by the contractor and therefore payment could not be made as scheduled.	The scheme has now completed and all accounts will be settled with the contractor.
Redgate Primary – Rewire Phase 2	£113,271	Project is due to finish soon. Contractor has been unreliable in terms of claiming payments.	No over-spend anticipated. Will work with the contractor to revise cost profile to better reflect timing of payments.
Netherton Moss Primary – Rewire	-£30,081	Less progress had been made on the project than anticipated.	Work has now caught up over the summer. Payments will be completed in September.

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Norwood Primary – Remodelling	-£30,914	Work on the ramp is still behind schedule.	Contractor is still working to catch up.
St Luke’s Primary – Resource Hall	-£20,000	Less progress had been made on the project than anticipated.	Work has now caught up over the summer. Payments will be completed in September.

Highways & Public Protection

Scheme	Variation	Reason	Action Plan
Dib Lane Improvements	-£46,666	Contractor not able to schedule in the required minor works when needed.	Will monitor situation and look to engage an alternative contractor to complete on schedule if required.
A565 Altcar Road Signals	£50,176	The budget for this expenditure is being held under Accessibility – Pedestrian Refuges allocation.	Expenditure will be realigned to the Accessibility budget.
A59 Maghull Route Management	£274,436	Statutory undertakers payments are being made up front.	Budget profile will be revised to take account of the front loading of spend.
Highway Maintenance	£146,525	Work has been completed ahead of schedule.	Expenditure will not exceed the budget as work can be halted once the budget has been exhausted.
Street Lighting Maintenance	-£38,780	Ordering delays with replacement lighting.	Ordering will be brought up to date.
M58 J1 Improvements	-£688,271	Works on site and proceeding as planned but contractor has submitted a revised cost schedule.	New cost profile to be reviewed and budget to be updated.

Locality Services

Scheme	Variation	Reason	Action Plan
CERMS	£71,244	Work is progressing on these projects as planned but invoices have been paid earlier than anticipated. No overspend is forecast against total budget allocation.	Budget profile will be reviewed and will liaise with contractor about timing of payments. Some work is weather dependent and hence timing issues with profile.

The Pool and Nile Watercourses	£15,052	Compensation events have occurred on the contract due to delays in modelling work with United Utilities.	Project contingency is sufficient to cover the extra cost so no overspend anticipated.
Tree Planting Programme	£24,720	Maintenance costs have been incorrectly applied to the project.	The maintenance costs will be expensed to the revenue budget.

1.2.4. In the July report a number of schemes that reported variances to budget contained action plans to address the variance. Progress on these is as follows:

Locality Services

Scheme	Variation	Action Plan	Progress to date
Crosby Flood and Coastal Scheme	£38,090	Budget profile will be reviewed to align payments with cost profile. Further info to be obtained from contractors regarding timing of payments.	The budget profile has been updated and the project spend is now on track.

Education Excellence

Scheme	Variation	Action Plan	Progress to date
Forefield Infants – New Toilet Block	-£20,373	Contractor to catch up on work over the summer and schemes will be completed within the agreed budget.	The budget profile has been updated and the project spend is now on track.

1.3. Capital Programme Forecast Outturn 2019/20

1.3.1. The current forecast of expenditure against the budget profile to the end of 2019/20 and the profile of budgets for future years is shown in the table below:

Service Area	Full Year Budget 2019/20	Forecast Out-turn	Variance to Budget	Full Year Budget 2020/21	Full Year Budget 2021/22
	£m	£m	£m	£m	£m
Adult Social Care	4.762	4.760	-0.002	0.000	0.000
Communities	0.225	0.219	-0.006	0.314	0.000
Corporate Resources	1.291	1.291	0.000	0.100	0.000
Economic Growth & Housing	0.332	0.332	0.000	0.133	0.000
Education Excellence	3.512	3.514	0.002	8.566	0.191

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Highways & Public Protection	13.243	13.932	0.689	0.178	0.000
Locality Services	2.665	2.665	0.000	1.594	0.539
Total Programme	26.030	26.713	0.683	10.885	0.730

A full list of the capital programme by capital scheme is at **appendix A**.

1.3.2. Analysis of significant spend variations over budget profile in 2019/20:

Highways & Public Protection

Scheme	Variation	Reason	Action Plan
M58 Junction 1 Improvements	£688,540	Delays to the project due to longer than anticipated time to secure the land. Contractual payments had to be made to the contractor in the interim. Additional redesign costs have also been incurred. The total forecast overspend is £780k over 2019/20 and 2020/21.	Additional funding will be requested from the CA project management office. If this is unsuccessful, the transport programme will be reviewed to identify resources that can be redirected to the M58 scheme.

1.4. Adult Social Care

1.4.1. As noted in the June monitoring report the success of delivering the schemes is based upon an Adult Social Care project board being set up in quarter 2, with the majority of this year's spend consequently being profiled into quarters 3 and 4. The Director of Adult Social Services has an established programme approach across a number of areas and the capital programme will be monitored through this approach.

1.4.2. The following progress has been made on schemes in August:

- A programme plan is in development and an extra care housing post has been recruited to. Interviews have been arranged to recruit a programme manager for the Extra Care Housing scheme.

1.5. Special Educational Needs and Disabilities (SEND)

1.5.1. Sefton has made a bid to the Department for Education in order to draw down SEND capital grant funding in 2019/20 of £0.849m. This funding has been matched by £0.301m from the balance of existing school's allocations.

1.5.2. The Department for Education (DfE) is currently reviewing these schemes and will release the funds to Sefton in the coming months once they are satisfied that the plans have met the funding requirements.

1.5.3. The Council has yet to receive a response from the DfE regarding the release of funds. The Director of Children's Social Care and Education will write to the Department to request a formal response.

1.6. Programme Funding

1.6.1. The table below shows a how the capital programme will be funding in 2019/20:

SOURCE	£m
Grants	22.852
Contributions (incl. Section 106)	1.259
Capital Receipts	0.265
Prudential Borrowing	1.654
Total Programme Funding	26.030

1.6.2. The programme is reviewed on an ongoing basis to confirm the capital resources required to finance capital expenditure are in place, the future years programme is fully funded and the level of prudential borrowing remains affordable subject to the issue raised in paragraph 5.3.2.

1.6.3. The Head of Corporate Resources will continue to manage the financing of the programme to ensure the final capital funding arrangements secure the maximum financial benefit to the Council.

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APPENDIX A – Capital Programme 2019/20 to 2021/22

Capital Project	Budget		
	2019/20 £	2020/21 £	2021/22 £
Adult Social Care			
Adult Social Care IT Infrastructure	44,020	-	-
South Hub	11,257	-	-
Primary Care Integration	39,500	-	-
Core DFG Programme	2,200,000	-	-
Wider Social Care Programme	2,467,000	-	-
Communities			
Atkinson Studio Stage	11,929	-	-
Dunes All Weather Pitches - Invest To Save	13,083	-	-
Crosby Lakeside Adventure Centre Watersports	75,157	-	-
Formby Library Improvements	-	6,620	-
Libraries - Centres of Excellence	80,000	265,237	-
Bootle Library	-	42,372	-
S106 - Litherland Ward	44,640	-	-
Corporate Resources			
Corporate Maintenance	113,022	-	-
STCC Essential Maintenance	219,718	-	-
St John Stone Site – Infrastructure Works	623,210	-	-
Magdalen House Alterations	144,979	-	-
Meadows Community Base	6,328	-	-
Aintree Community Base	7,783	-	-
NAC Community Base	21,010	-	-
Southport Town Hall Community Base	31,850	-	-
Family Wellbeing Centres	122,816	100,000	-
Economic Growth & Housing			
Marian Square, Netherton CCTV	-	40,405	-
REECH Project	37,162	-	-
Southport Commerce Park - 3rd Phase Development	13,173	-	-
Housing Investment (HMRI)	29,100	62,680	-
Southport Pier Project	252,528	29,675	-
Education Excellence			
Healthy Pupils Fund	178,000	-	-
Schools Programme	2,526,724	3,511,848	190,982
Planned Maintenance	655,203	4,000,000	-

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Special Educational Needs & Disabilities	151,850	1,054,650	-
	2019/20 £	2020/21 £	2021/21 £
Highways and Public Protection			
Accessibility	265,000	-	-
Completing Schemes/Retentions	32,250	-	-
Healthy Lifestyles	1,590,000	-	-
Road Safety	120,000	-	-
A565 Route Management and Parking	710,000	-	-
Strategic Planning	523,990	-	-
Traffic Management and Parking	2,417,500	-	-
Highway Maintenance	2,039,446	-	-
Bridges & Structures	243,110	-	-
Drainage	225,000	-	-
Street Lighting Maintenance	300,000	-	-
UTC Maintenance	100,000	-	-
Major Transport Schemes	4,677,589	177,836	-
Locality Services			
Thornton Garden of Rest Improvements	3,692	-	-
Burials & Cremation Insourcing - Vehicles & Equipment	-	200,000	-
Formby Strategic Flood Risk Management Programme	-	44,141	-
Merseyside Groundwater Study	20,000	11,508	-
Four Acres Multi Agency Flood Options	3,352	-	-
CERMS	658,892	410,274	-
Natural Flood Risk Management	10,000	-	-
The Pool & Nile Watercourses	58,602	-	-
Crosby Flood & Coastal Scheme	358,947	306,190	500,000
Seaforth & Litherland Strategic Flood Risk	-	30,000	-
Hall Road & Alt Training Bank - Rock Armour	50,000	-	-
Ainsdale & Birkdale Land Drainage Scheme	30,000	-	-
Surface Water Management Plan	170,000	-	-
Parks Schemes	116,773	552,873	-
Tree Planting Programme	54,300	39,174	38,600
Vehicle Replacement Programme	1,130,614	-	-
TOTAL PROGRAMME	26,030,099	10,885,483	729,582

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