



SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 DECEMBER 2013 - 31 MARCH 2014

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

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

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

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

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

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

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

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

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

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

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

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

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

NOTE:

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

Margaret Carney
Chief Executive

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Medium Term Financial Plan 2014/15, 2015/16 and 2016/17	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104	15
Strategic Asset Management Plan (SAMP) and Asset Disposal Policy (ADP)	David Street david.street1@sefton.gov.uk Tel: 0151 934 2751	16
Revenue Budget Savings	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082	17
Medium Term Financial Plan 2014/15, 2015/16 and 2016/17	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104	18
Revenue Budget Savings	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082	19
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Revenue Budget Savings	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082	25
To approve the Council's Treasury Management Policy and Strategy for 2014/15 and the Prudential Indicators for 2014/15	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082	26
Capital Programme	Margaret Carney margaret.carney@sefton.gov.uk Tel: 0151 934 2057	27
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Revenue Budget Savings	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082	30
Southport Business Improvement District (BID)	Mark Catherall mark.catherall@sefton.gov.uk Tel: 0151 934 3455	31
Merseyside and West Lancashire Traveller Accommodation Assessment	Ian Loughlin ian.loughlin@sefton.gov.uk	32
An extension of the existing Energy Efficiency and Renewable Energies in Social and Low Income Housing (REECH) Project	Mo Kundi mo.kundi@sefton.gov.uk Tel: 0151 934 3447	33
The Atkinson - Museum Fit Out	Steve Deakin steve.deakin@sefton.gov.uk Tel: 0151 934 2372	34
Mersey Forest Plan (Final Draft) - To seek approval as Policy	Andrew Hall andrew.hall@sefton.gov.uk Tel: 0151 934 3604	35
Sefton's Investment Priorities for the Borough.	Mark Long mark.long@sefton.gov.uk Tel: 0151 934 3471	36
Employment Development and Development of Local Town Centres and Economies	Ruth Harrison ruth.harrison@sefton.gov.uk Tel: 0151 934 2042	37

Working Group Final Report		
Community Environmental Fund	Mark Long mark.long@sefton.gov.uk Tel: 0151 934 3471	38
Report on Consultation: Sefton Local Plan	Steve Matthews steve.matthews@sefton.gov.uk Tel: 0151 934 3559	39
Parking Services Review	Dave Marrin dave.marrin@sefton.gov.uk Tel: 0151 934 4295	40
Fees and Charges for the Council	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082	41
Liverpool City Region Local Enterprise Partnership (LCRLEP) Investment Strategy	Mark Long mark.long@sefton.gov.uk Tel: 0151 934 3471	42
Fees and Charges for the Council	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082	43

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Breast Start - Contract extension request</p> <ul style="list-style-type: none"> • Currently the provision is contracted with Netherton Feelgood Factory • The services are meeting requested performance monitoring • The current performance indicators do not truly reflect the activity needed • Therefore revised performance indicators are required. • Possibility to integrate the provision into a reduced number of contracts and providers • The capacity of the Public Health team to engage in a procurement activity prior to Sept 2014 would be minimal, due to other contracts with more risk, higher value and poor performance to be prioritised • The review and commissioning / procurement would require 6 months to complete. • Therefore an extension of the current contract to allow a review and procurement to happen • The newly procured / commissioned service would commence 1st April 2015 			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Health and Social Care			
Persons/Organisations to be Consulted	Reviews are currently being undertaken and will include a wide variety of stakeholders. In particular, the following have or will be consulted: Head of Corporate Legal Services; Head of Corporate Finance & ICT			
Method(s) of Consultation	The Consultation Plans have been agreed by the Consultation and Engagement Panel and include a range of consultation methods. The Council's Procurement processes will be followed in procuring the services			
List of Background Documents to be Considered by Decision-	Cabinet report including rationale for decision making process			

maker	
Contact Officer(s) details	Dr. Janet Atherton janet.atherton@sefton.gov.uk Tel: 0151 934 4866

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>GP and Pharmacy contracts (NRT / NHS Health Checks) That Cabinet agrees to waive the Contract Procedure Rules and authorise a 12 month extension of the existing NHS Health Check Contracts (a mandatory public health function) to enable the procurement process to be completed. This would be an extension of 12 months to the current GP and Pharmacy contracts without contract amendments. This is individual contracts with both GPs and Pharmacies. This would be an extension of 12 months to the current GP and Pharmacy contracts without contract amendments. The cost of full 12 month extension to include all current contracts would be £939,000</p> <p>Rationale</p> <ul style="list-style-type: none"> • The current provision is performing well, is meeting targets and has a good geographical coverage across the borough. • Public Health has developed and is currently piloting a clinical audit tool. The results of which will be available by December 2013. • The Cheshire and Merseyside Collaborative Service are reviewing NHS Health Checks looking at the pros and cons of commissioning on a larger footprint. This review will not be completed prior to March 2014 • Public Health England launched their NHS Health Check implementation review and action plan in July 2013, we are awaiting the recommendations which are due spring 2014 • The capacity of the Public Health team to engage in a procurement activity prior to September 2014 would be minimal, due to other contracts with more risk, higher value and poor performance being prioritised 			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Health and Social Care			

Persons/Organisations to be Consulted	Reviews are currently being undertaken and will include a wide variety of stakeholders. In particular, the following have or will be consulted: Head of Corporate Legal Service; Head of Corporate Finance & ICT
Method(s) of Consultation	The Consultation Plans have been agreed by the Consultation and Engagement Panel and include a range of consultation methods. The Council's Procurement processes will be followed in procuring the services
List of Background Documents to be Considered by Decision-maker	Cabinet report including rationale for decision making process
Contact Officer(s) details	Dr. Janet Atherton janet.atherton@sefton.gov.uk Tel: 0151 934 4866

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Smoking Cessation - Contract extension request Members will be asked to approve the extension</p> <ul style="list-style-type: none"> • A 6 month contract extension requested to allow the review to be completed and any identified procurement activity • The cost of a six month extension would be £258,041 • Currently the service is delivered by Liverpool Community Health • The current agreement expires on the 31 March 2014 • It is subject to review outcomes and recommendations • It delivers <ul style="list-style-type: none"> ○ smoking cessation clinics ○ smoking cessation champions ○ support for the pharmacy Nicotine Replacement Therapy and Level 2 Smoking cessation offer • Currently the service holds the Patient Group Directives (PGD) and the training for the PGD for CHAMPIX which is part of the pharmacy smoking cessation offer 			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Health and Social Care			
Persons/Organisations to be Consulted	Reviews are currently being undertaken and will include a wide variety of stakeholders. In particular, the following have or will be consulted: Head of Corporate Legal Services; Head of Corporate Finance and ICT			
Method(s) of Consultation	The Consultation Plans have been agreed by the Consultation and Engagement Panel and include a range of consultation methods. The Council's Procurement processes will be followed in procuring the services			

List of Background Documents to be Considered by Decision-maker	Cabinet report including rationale for decision making process
Contact Officer(s) details	Dr. Janet Atherton janet.atherton@sefton.gov.uk Tel: 0151 934 4866

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Procurement of Infection Control Services To seek approval from Members to procure the provision of an Infection Control Service for Sefton; and for a contract extension of 3 months to allow for the procurement activity to be completed. The contract for the current Infection Control services is due to expire on the 31 March 2014 and it is intended to procure re-specified service. The current provider is Liverpool Community Health Trust. Members will be asked to approve the procurement and the process for procurement, including delegation of the decision to award contracts, following the procurement process, to the Director of Public Health</p>			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Health and Social Care			
Persons/Organisations to be Consulted	Consultation has been undertaken with key stakeholders in developing new service specifications. In particular, the following have or will be consulted: Head of Corporate Legal Service; Head of Corporate Finance & ICT; Clinical Commissioning Groups, Local authorities and other health partners			
Method(s) of Consultation	The Council's Procurement processes will be followed in procuring the services			
List of Background Documents to be Considered by Decision-maker	Service specifications for Infection control; Infection Control procurement schedules			
Contact Officer(s) details	Dr. Janet Atherton janet.atherton@sefton.gov.uk Tel: 0151 934 4866			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Fees and Charges for the Council To set the 2014/15 Fees and Charges for the Council. This includes fees for the following services – Adult Social Care and Health and Well-Being.			
Decision Maker	Cabinet			
Decision Expected	16 Jan 2014			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Health and Social Care			
Persons/Organisations to be Consulted	Internal consultation			
Method(s) of Consultation	Direct Contact with relevant officers			
List of Background Documents to be Considered by Decision-maker	Reports approved by each relevant Cabinet Member on fees and charges. All current fees and charges can be viewed by copy and pasting the hyperlink below into the browser bar at the top of this page: http://modgov.sefton.gov.uk/moderngov/documents/s44810/Updated%20Proposed%20Fees%20Charges%20Booklet%20for%20201314.pdf			
Contact Officer(s) details	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Fees and Charges for the Council To set the 2014/15 Fees and Charges for the Council. This includes fees for the following services – Adult Social Care and Health and Well-Being			
Decision Maker	Cabinet			
Decision Expected	27 Feb 2014			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Health and Social Care			
Persons/Organisations to be Consulted	Internal consultation			
Method(s) of Consultation	Direct Contact with relevant officers			
List of Background Documents to be Considered by Decision-maker	Reports approved by each relevant Cabinet Member on fees and charges. All current fees and charges can be viewed by copy and pasting the hyperlink below into the browser bar at the top of this page: http://modgov.sefton.gov.uk/moderngov/documents/s44810/Updated%20Proposed%20Fees%20Charges%20Booklet%20for%20201314.pdf			
Contact Officer(s) details	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Medium Term Financial Plan 2014/15, 2015/16 and 2016/17</p> <p>Council approved the Revenue Budget for 2014/15 on 28 February. This was based upon Government grant levels assumed at that time. The Government has since indicated changes to funding levels for 2014/15 and the December report will highlight the potential impact on the Council. Final figures are unlikely to be announced until late December, it is anticipated that this will be reported to Cabinet in January. The December report will also highlight the potential financial position for the Council in 2015/16 and 2016/17. This will be prepared based on initial Government indications of grant funding changes for these years and potential service pressures. Any variations to this position will be reported to the January Cabinet meeting</p>			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Chief Executive Strategic Leadership Team			
Method(s) of Consultation	Meetings			
List of Background Documents to be Considered by Decision-maker	Revenue Budget report to Cabinet 28 February 2013			
Contact Officer(s) details	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Strategic Asset Management Plan (SAMP) and Asset Disposal Policy (ADP) To agree the Council's SAMP and ADP. The Council's SAMP is a key document that establishes how the Council proposes to align its property assets, both operational and non-operational, to enable the delivery of Council services. The Council's ADP sets out why and how the Council selects property assets for disposal and why a particular disposal method is chosen for any particular asset			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Lead Members Strategic Capital Investment Group Asset Management Group			
Method(s) of Consultation	Briefings Through Capital Strategy Governance Structure			
List of Background Documents to be Considered by Decision-maker	None			
Contact Officer(s) details	David Street david.street1@sefton.gov.uk Tel: 0151 934 2751			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Revenue Budget Savings To update the position on the achievement of Revenue budget savings for 2013/14, and to determine actions to be taken. It is essential for financial planning that the Council achieves its agreed targets. Where there is an expectation that a saving will not be achieved, it is essential that that compensatory action is taken to ensure the Council is not adversely affected financially.			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Internal consultation			
Method(s) of Consultation	Direct Contact with relevant officers.			
List of Background Documents to be Considered by Decision-maker	Report of the Head of Corporate Finance and ICT on the Council's performance in achieving the agreed saving options for 2013/14			
Contact Officer(s) details	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Medium Term Financial Plan 2014/15, 2015/16 and 2016/17</p> <p>Council approved the Revenue Budget for 2014/15 on 28 February. This was based upon Government grant levels assumed at that time. The Government has since indicated changes to funding levels for 2014/15 and the December report will highlight the potential impact on the Council. Final figures are unlikely to be announced until late December, it is anticipated that this will be reported to Cabinet in January. The December report will also highlight the potential financial position for the Council in 2015/16 and 2016/17. This will be prepared based on initial Government indications of grant funding changes for these years and potential service pressures. Any variations to this position will be reported to the January Cabinet meeting</p>			
Decision Maker	Cabinet			
Decision Expected	16 Jan 2014			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Chief Executive Strategic Leadership Team			
Method(s) of Consultation	Meetings			
List of Background Documents to be Considered by Decision-maker	Revenue Budget report to Cabinet 28 February 2013			
Contact Officer(s) details	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Revenue Budget Savings To update the position on the achievement of Revenue budget savings for 2013/14, and to determine actions to be taken. It is essential for financial planning that the Council achieves its agreed targets. Where there is an expectation that a saving will not be achieved, it is essential that that compensatory action is taken to ensure the Council is not adversely affected financially.			
Decision Maker	Cabinet			
Decision Expected	16 Jan 2014			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Internal consultation			
Method(s) of Consultation	Direct Contact with relevant officers.			
List of Background Documents to be Considered by Decision-maker	Report of the Head of Corporate Finance and ICT on the Council's performance in achieving the agreed saving options for 2013/14.			
Contact Officer(s) details	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Fees and Charges for the Council To set the 2014/15 Fees and Charges for the Council. This includes fees for the following services – Corporate Services and Learning and Development			
Decision Maker	Cabinet			
Decision Expected	16 Jan 2014			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Internal consultation			
Method(s) of Consultation	Direct Contact with relevant officers			
List of Background Documents to be Considered by Decision-maker	Reports approved by each relevant Cabinet Member on fees and charges. All current fees and charges can be viewed by copy and pasting the hyperlink below into the browser bar at the top of this page: http://modgov.sefton.gov.uk/moderngov/documents/s44810/Updated%20Proposed%20Fees%20Charges%20Booklet%20for%20201314.pdf			
Contact Officer(s) details	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Approval of Authority's Pay Policy The Council's Pay Policy is a document that describes the pay arrangements that apply to the whole of the workforce (excluding schools). It includes details of grades and salaries that are paid to all employees and any allowances they are entitled to receive. It is published in accordance with the requirements of the Localism Act 2011			
Decision Maker	Council			
Decision Expected	23 Jan 2014			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet Member – Corporate Services and Performance Chief Executive Trade Unions			
Method(s) of Consultation	Meetings			
List of Background Documents to be Considered by Decision-maker	Report of Head of Corporate Personnel			
Contact Officer(s) details	Mark Dale mark.dale@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Council Tax Base (including the Council Tax Reduction Scheme) and National Non-Domestic Rates</p> <p>The <u>Council Tax Base and the Council Tax Reduction Scheme</u> were approved by Council 24 January 2013. The Council at its meeting held on 28 February 2013 agreed a budget proposal for 2014/15 which requires a change to the Council Tax charges for vacant properties (unoccupied and substantially unfurnished). This report will seek approval to progress the Council Tax technical change for Council approval in 2014. The Council Tax Reduction Scheme has been operating since April 2013. The report will review the scheme and consider any options for change and the resulting financial implications.</p> <p>The <u>National Non-Domestic Rates</u> Return for 2014/15 has to be approved by Cabinet. This is a procedural issue that the Council has to complete and return to the Department of Communities and Local Government. The figures, based on known / expected levels of Council Tax and Non-domestic properties are used to determine estimates of income that the Council will receive in 2014/15.</p>			
Decision Maker	Council			
Decision Expected	23 Jan 2014			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Head of Corporate Finance and ICT Head of Corporate Legal Service Police and Fire Authorities Council tax owners outside the borough Various stakeholders			
Method(s) of Consultation	Meetings Direct communication – via letter Stakeholder events including partnership meetings with landlords. Members			

List of Background Documents to be Considered by Decision-maker	Reports on NNDR derived from the Northgate Council Tax system, and ad hoc reports provided by arvato Government Services. DCLG updates.
Contact Officer(s) details	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Fees and Charges for the Council To set the 2014/15 Fees and Charges for the Council. This includes fees for the following services – Corporate Services and Learning and Development			
Decision Maker	Cabinet			
Decision Expected	27 Feb 2014			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Internal consultation			
Method(s) of Consultation	Direct Contact with relevant officers			
List of Background Documents to be Considered by Decision-maker	Reports approved by each relevant Cabinet Member on fees and charges. All current fees and charges can be viewed by copy and pasting the hyperlink below into the browser bar at the top of this page: http://modgov.sefton.gov.uk/moderngov/documents/s44810/Updated%20Proposed%20Fees%20Charges%20Booklet%20for%20201314.pdf			
Contact Officer(s) details	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Revenue Budget Savings To update the position on the achievement of Revenue budget savings for 2013/14, and to determine actions to be taken. It is essential for financial planning that the Council achieves its agreed targets. Where there is an expectation that a saving will not be achieved, it is essential that that compensatory action is taken to ensure the Council is not adversely affected financially			
Decision Maker	Cabinet			
Decision Expected	27 Feb 2014			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Internal consultation			
Method(s) of Consultation	Direct Contact with relevant officers			
List of Background Documents to be Considered by Decision-maker	Report of the Head of Corporate Finance and ICT on the Council's performance in achieving the agreed saving options for 2013/14			
Contact Officer(s) details	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>To approve the Council's Treasury Management Policy and Strategy for 2014/15 and the Prudential Indicators for 2014/15</p> <p>There is a legal requirement for the Council to set its policies and strategies with regard to the forthcoming year's borrowing and investments. In addition, boundaries / indicators to enable measurement of performance on its treasury management activities are also required to be established prior to the start of the next financial year</p>			
Decision Maker	Council			
Decision Expected	6 Mar 2014			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet – 27 February 2014 Internal consultation			
Method(s) of Consultation	Direct Contact with relevant officers			
List of Background Documents to be Considered by Decision-maker	Report of the Head of Corporate Finance & ICT on the Council's Treasury Management Policy & Strategy for 2014/15 and the Prudential Indicators for 2014/15			
Contact Officer(s) details	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Capital Programme To set the Council's Capital Programme for 2014/15. The Council is required to agree a Capital Budget for the forthcoming financial year. The initial programme will be agreed on 6 March 2014, but subsequent updates will be required, as and when the Government announces its capital allocations for the Authority			
Decision Maker	Council			
Decision Expected	6 Mar 2014			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet – 27 February 2014 Internal consultation			
Method(s) of Consultation	Direct Contact with relevant officers			
List of Background Documents to be Considered by Decision-maker	Report of the Head of Corporate Finance & ICT on the Capital Programme			
Contact Officer(s) details	Margaret Carney margaret.carney@sefton.gov.uk Tel: 0151 934 2057			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Local Government Act 2003 - Chief Financial Officer's Requirements - Robustness Report To comply with statute the Chief Financial Officer is required to report to Council prior to the approval of the budget and the setting of the Council Tax, to give assurance that the budget is robust and that there are adequate reserves and balances. The report will be based on the proposals presented to Cabinet and Council in preparation for the Council meeting of 6 March 2014			
Decision Maker	Council			
Decision Expected	6 Mar 2014			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet - 27 February 2014 Internal consultation			
Method(s) of Consultation	Personal report of the Head of Corporate Finance & ICT. Consultation with SLT will take place as appropriate			
List of Background Documents to be Considered by Decision-maker	Budget 2014/15 and specified saving proposals			
Contact Officer(s) details	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Council Tax and Council's Revenue Budget To set the Council Tax for 2014/15 and to set the Council's Revenue Budget for 2014/15. The Council is legally required to agree a budget for the forthcoming financial year (an indicative budget for 2014/15 was agreed at the Council meeting held on 28 February 2013). In addition, there is a legal requirement to set the Council Tax for the forthcoming year</p>			
Decision Maker	Council			
Decision Expected	6 Mar 2014			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	A wide number / variety of organisations have been consulted (wef 11 October 2012) following the identification of revenue budget saving options for 2014/15. In addition, members of the general public, service users, providers of services and partner organisations and groups have been consulted. Should there be any need for additional saving options for 2014/15, this will also follow the above consultation process			
Method(s) of Consultation	A range of methods including face to face meetings, direct with groups (including under-represented groups), organisations and service providers. In addition, media releases, workshops with the general public and web based tools, such as e-consult have been used			
List of Background Documents to be Considered by Decision-maker	Report of the Head of Corporate Finance & ICT on the Revenue Budget, (including a statement on the robustness of the financial plans), and the proposed Council Tax for 2014/15			
Contact Officer(s) details	Margaret Carney margaret.carney@sefton.gov.uk Tel: 0151 934 2057			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Revenue Budget Savings To update the position on the achievement of Revenue budget savings for 2013/14, and to determine actions to be taken. It is essential for financial planning that the Council achieves its agreed targets. Where there is an expectation that a saving will not be achieved, it is essential that that compensatory action is taken to ensure the Council is not adversely affected financially			
Decision Maker	Cabinet			
Decision Expected	27 Mar 2014			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Internal consultation			
Method(s) of Consultation	Direct Contact with relevant officers			
List of Background Documents to be Considered by Decision-maker	Report of the Head of Corporate Finance and ICT on the Council's performance in achieving the agreed saving options for 2013/14			
Contact Officer(s) details	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Southport Business Improvement District (BID) The purpose of this report is to present the final Southport BID Manifesto for approval. The report is also likely to; indicate how many votes the Council will have in the ballot and the financial costs associated with this; authorise the Chief Executive or designated Officer to vote 'yes' in relation to the Council's votes; and authorise the Council to enter into an Operating Agreement and Partnership Agreement with the operating body for the Southport BID			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	Cambridge; Dukes			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Cabinet Member - Regeneration and Tourism Businesses within BID Area			
Method(s) of Consultation	Shadow BID Board have lead on an extensive consultation process that involves meetings, events and letters			
List of Background Documents to be Considered by Decision-maker	Southport BID Manifesto			
Contact Officer(s) details	Mark Catherall mark.catherall@sefton.gov.uk Tel: 0151 934 3455			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Merseyside and West Lancashire Traveller Accommodation Assessment To agree the findings of the assessment of accommodation for travellers (i.e. gypsies and travellers) and to agree an approach to finding sites (if any are needed), and including these within the Sefton Local Plan			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Departments within the Council, NHS, and other partner organisations that provide services to traveller communities; the traveller community itself; groups with links to the traveller community			
Method(s) of Consultation	Online survey; telephone interviews; face to face interviews with traveller community			
List of Background Documents to be Considered by Decision-maker	Planning Policy for Traveller Sites (March 2012)			
Contact Officer(s) details	Ian Loughlin ian.loughlin@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	An extension of the existing Energy Efficiency and Renewable Energies in Social and Low Income Housing (REECH) Project To agree to the virement of £1,147,363 of the uncommitted REECH European Regional Development Fund grant to Helena Partnership			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Cabinet Member – Regeneration and Tourism REECH Steering Group			
Method(s) of Consultation	Via written reports and at meetings			
List of Background Documents to be Considered by Decision-maker	Report to Cabinet dated 27 January 2011 entitled “REECH Programme”			
Contact Officer(s) details	Mo Kundi mo.kundi@sefton.gov.uk Tel: 0151 934 3447			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	The Atkinson - Museum Fit Out Approval of the Procurement Proposals for the design and installation of the fit out of The Atkinson Museum Galleries			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	Ainsdale; Birkdale; Cambridge; Dukes; Kew; Meols; Norwood			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	The Heritage Lottery Fund Cabinet Member – Regeneration and Tourism Cabinet Member – Children, Schools, Families and Leisure			
Method(s) of Consultation	Direct discussion with the Heritage Lottery Fund officer Direct consultation with the Cabinet Members			
List of Background Documents to be Considered by Decision-maker	Funding Bid and Offer Letter from the Heritage Lottery Fund			
Contact Officer(s) details	Steve Deakin steve.deakin@sefton.gov.uk Tel: 0151 934 2372			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Mersey Forest Plan (Final Draft) - To seek approval as Policy</p> <p>The Mersey Forest Plan is a long term and strategic guide to the work of The Mersey Forest team and Partners. It is a locally developed Plan which is approved by government, and has been co-created with partners and through consultation (with over 1,600 responses). It will be refreshed every ten years, with any minor amendments made to the online version merseyforest.org.uk/plan. It is accompanied by a Delivery Plan which sets out monitoring and shorter-term activities, covers a five year period and is reviewed annually. This allows consideration to be given to the resource availability at the time</p>			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Cabinet Member – Communities and Environment - 25 Sept 2013			
Method(s) of Consultation	The Mersey Forest consulted on the Plan and received 1600 responses			
List of Background Documents to be Considered by Decision-maker	The Mersey Forest Plan (Final Draft)			
Contact Officer(s) details	Andrew Hall andrew.hall@sefton.gov.uk Tel: 0151 934 3604			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Sefton's Investment Priorities for the Borough. The purpose of the report is to inform thinking and direction in relation to Cabinet's top priorities. It is likely to indicate how different types of investment and infrastructure could be brought forward – based on need and opportunities for financing including work through the Liverpool City Region and the Liverpool City Region Local Enterprise Partnership (LCERLEP). A light refresh will need to be undertaken annually once approved.			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Cabinet Member – Regeneration and Tourism May 2013			
Method(s) of Consultation	May 2013 Report to Cabinet Member – Regeneration and Tourism and subsequent briefing updates. Investment priorities officer group			
List of Background Documents to be Considered by Decision-maker	None			
Contact Officer(s) details	Mark Long mark.long@sefton.gov.uk Tel: 0151 934 3471			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Employment Development and Development of Local Town Centres and Economies Working Group Final Report To approve recommendations from the Employment Development and Development of Local Town Centres and Economies Working Group.			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Overview and Scrutiny Committee (Regeneration and Environmental Services)			
Method(s) of Consultation	Final Report			
List of Background Documents to be Considered by Decision-maker	None			
Contact Officer(s) details	Ruth Harrison ruth.harrison@sefton.gov.uk Tel: 0151 934 2042			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Community Environmental Fund</p> <p>The purpose of the report is to update Cabinet about the Community Environmental Fund and approve the way forward in accessing these funds.</p> <p>It is expected that the L2 River Terminal will trigger contributions from the Port of Liverpool to the Community Environmental Fund. L2 is expected to be open for June 2015.</p> <p>The report will be reporting on the criteria for accessing this funding and how it is intended to be managed. The report will be recommending that Cabinet authorise the Director of Built Environment to develop Expressions of Interest and Applications as required into the Community Environmental Fund. Also that the approval of the completed application be delegated to the Director of Built Environment in conjunction with relevant Cabinet Portfolio holders.</p> <p>The application process may develop under the Green Print for Growth Framework which the Cabinet approved as policy in August 2012.</p>			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Cabinet Member – Regeneration and Tourism			
Method(s) of Consultation	May 2013 Report to Cabinet Member – Regeneration and Tourism and subsequent briefing updates. Passed to officers for comment			
List of Background Documents to be Considered by Decision-maker	GreenPrint for Growth Framework August Cabinet 2012			
Contact Officer(s) details	Mark Long mark.long@sefton.gov.uk Tel: 0151 934 3471			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Report on Consultation: Sefton Local Plan Analysis of responses to the consultation on the Preferred Option Stage of the Local Plan for Sefton, with recommendations for what further work needs to be carried out before agreeing the Publication Draft of the Local Plan.			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2013			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Extensive consultation during July – September 2013			
Method(s) of Consultation	Public events, meetings			
List of Background Documents to be Considered by Decision-maker	Individual responses to consultation			
Contact Officer(s) details	Steve Matthews steve.matthews@sefton.gov.uk Tel: 0151 934 3559			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Parking Services Review To agree the outcome of the Phase 1 of the parking review and any proposals resulting from the review.</p> <p>The review will consider:</p> <ul style="list-style-type: none"> • The Councils enforcement policy • Charges made on-street and in all off-street car parks • Assess the purpose, sustainability and charging regime on all car parks, • Possible impacts on footfall in the town centres and local shopping areas of any changes to charging. • All new technologies available including pay by phone, ANPR, card payments. • The current stock of Pay and Display machines and consider the options for and the costs involved in their replacement. • Policy on Residents Privileged Parking. 			
Decision Maker	Cabinet			
Decision Expected	16 Jan 2014			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Public, Groups Directly Impacted			
Method(s) of Consultation	Internet, meetings			
List of Background Documents to be Considered by Decision-maker	None			
Contact Officer(s) details	Dave Marrin dave.marrin@sefton.gov.uk Tel: 0151 934 4295			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Fees and Charges for the Council To set the 2014/15 Fees and Charges for the Council. This includes fees for the following services – Built Environment and Street Scene.			
Decision Maker	Cabinet			
Decision Expected	16 Jan 2014			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Internal consultation			
Method(s) of Consultation	Direct Contact with relevant officers.			
List of Background Documents to be Considered by Decision-maker	Reports approved by each relevant Cabinet Member on fees and charges. All current fees and charges can be viewed by copy and pasting the hyperlink below into the browser bar at the top of this page: http://modgov.sefton.gov.uk/moderngov/documents/s44810/Updated%20Proposed%20Fees%20Charges%20Booklet%20for%20201314.pdf			
Contact Officer(s) details	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Liverpool City Region Local Enterprise Partnership (LCRLEP) Investment Strategy</p> <p>The purpose of the report is to ask Cabinet to:- Note a Sefton appraisal of the LCRLEP Investment Strategy, which is due to be submitted to Government at the end of September and to formally approve the LCRLEP Investment Strategy. This Investment Strategy is particularly important in relation to the focus of future funding directed to the LCRLEP, including European Union structural funds over the next 6 years.</p>			
Decision Maker	Cabinet			
Decision Expected	27 Feb 2014			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Cabinet Member – Regeneration and Tourism (September 2013)			
Method(s) of Consultation	Report to Cabinet Member – Regeneration and Tourism (September 2013) and subsequent briefing updates			
List of Background Documents to be Considered by Decision-maker	None			
Contact Officer(s) details	Mark Long mark.long@sefton.gov.uk Tel: 0151 934 3471			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Fees and Charges for the Council To set the 2014/15 Fees and Charges for the Council. This includes fees for the following services – Built Environment and Street Scene			
Decision Maker	Cabinet			
Decision Expected	27 Feb 2014			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Internal consultation			
Method(s) of Consultation	Direct Contact with relevant officers			
List of Background Documents to be Considered by Decision-maker	Reports approved by each relevant Cabinet Member on fees and charges. All current fees and charges can be viewed by copy and pasting the hyperlink below into the browser bar at the top of this page: http://modgov.sefton.gov.uk/moderngov/documents/s44810/Updated%20Proposed%20Fees%20Charges%20Booklet%20for%20201314.pdf			
Contact Officer(s) details	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082			