



SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 APRIL 2014 - 31 JULY 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

FORWARD PLAN INDEX OF ITEMS

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Adult Social Care Change Programme	Jan McMahon jan.mcmahon@sefton.gov.uk Tel: 0151 934 4431	4
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Capital Programme	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082	7
Revenue Budget Savings	Margaret Rawding margaret.rawding@sefton.gov.uk Tel: 0151 934 4082	8
Programme of Meetings 2014/15	Paul Fraser paul.fraser@sefton.gov.uk	9
Housing Allocations Policy Changes	Neil Davies neil.davies@sefton.gov.uk Tel: 0151 934 4837	10
Town Centres Working Group - Final Report	Ruth Harrison ruth.harrison@sefton.gov.uk Tel: 0151 934 2042	11
Merseyside and West Lancashire Traveller Accommodation Assessment	Ian Loughlin ian.loughlin@sefton.gov.uk	12
Parking Services Review	Dave Marrin dave.marrin@sefton.gov.uk Tel: 0151 934 4295	13
Market Testing Exercise: Proposals for Potential Partnership Arrangement, Investment, Development and Management of Southport Golf Links and Bootle Golf Course	Rajan Paul rajan.paul@sefton.gov.uk Tel: 0151 934 2370	14
Street Lighting - Sub Contractor Framework	Andrew Sawyer andrew.sawyer@sefton.gov.uk	15
Sefton Strategic Housing Market Assessment 2013	Alan Young alan.young@sefton.gov.uk Tel: 0151 934 3551	16

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Details of Decision to be taken	Adult Social Care Change Programme Update on the February 2014 approvals - The Council continues to face significant budgetary challenges over the coming years and therefore needs to look at new and innovative approaches to deliver services whilst reducing the cost of provision and protecting the most vulnerable. This report will update Cabinet on progress to date and seek approval for planned activity			
Decision Maker	Cabinet			
Decision Expected	19 Jun 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	Public Engagement and Consultation Panel held on 15 November 2013. Agenda and minutes 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/ieListDocuments.aspx?CId=498&MId=7527			
Method(s) of Consultation	Public Engagement and Consultation Panel held on 15 November 2013. Agenda and minutes 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/ieListDocuments.aspx?CId=498&MId=7527			
List of Background Documents to be Considered by Decision-maker	Adult Social Care Change Programme			
Contact Officer(s) details	Jan McMahon jan.mcmahon@sefton.gov.uk Tel: 0151 934 4431			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Sefton Carers Strategy Sefton Carers Strategy has been produced in co-operation with a number of partners including Sefton Council for Voluntary Service, Clinical Commissioning Groups, Carers Centre and PSS Young Carers. Wider consultation on the Strategy has taken place with stakeholders, carers and those they care for as well as the wider public. Cabinet are asked to agree the Sefton Carers Strategy for publication in April 2014</p>			
Decision Maker	Cabinet			
Decision Expected	19 Jun 2014			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Health and Social Care			
Persons/Organisations to be Consulted	<p>Public Engagement and Consultation Panel held on 20 September 2013. Agenda and minutes can be viewed by copy and pasting the hyperlink below into the browser bar at the top of this page: http://sb1msgov1:9070/ieListDocuments.aspx?CId=498&MId=7526&Ver=4</p>			
Method(s) of Consultation	<p>Public Engagement and Consultation Panel held on 20 September 2013. Agenda and minutes can be viewed by copy and pasting the hyperlink below into the browser bar at the top of this page: http://sb1msgov1:9070/ieListDocuments.aspx?CId=498&MId=7526&Ver=4</p>			
List of Background Documents to be Considered by Decision-maker	<p>Public Engagement and Consultation Panel held on 20 September 2013. Agenda and minutes can be viewed by copy and pasting the hyperlink below into the browser bar at the top of this page: http://sb1msgov1:9070/ieListDocuments.aspx?CId=498&MId=7526&Ver=4 Strategy Document; EIA; Consultation Report; Action Plan; Sefton Carers National</p>			

	and Local Context Document
Contact Officer(s) details	Robina Critchley robina.critchley@sefton.gov.uk Tel: 0151 934 4900

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 Council			
Decision Expected	24 Apr 2014 June 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 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	15 May 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	Programme of Meetings 2014/15 To seek approval of the programme of meetings for the 2014/15 municipal year			
Decision Maker	Council			
Decision Expected	24 Apr 2014			
Key Decision Criteria	Financial	No	Community Impact	No
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Head of Planning Services Head of Corporate Finance and ICT Head of Business Intelligence and Performance Management Cabinet – 27 February 2014			
Method(s) of Consultation	Via Email			
List of Background Documents to be Considered by Decision-maker	Report of the Director of Corporate Services Programme of Meetings 2014/15			
Contact Officer(s) details	Paul Fraser paul.fraser@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Housing Allocations Policy Changes The Councils of Halton, Knowsley, Liverpool, Sefton and Wirral jointly operate a housing allocations scheme known as Property Pool Plus. This features a common allocations policy, which was introduced in September 2012. There are aspects of the policy which now need to change due to a number of developments including:</p> <ul style="list-style-type: none"> - New powers and requirements under the Localism Act 2011. - A new Government Code of Guidance on local authority housing allocations. - New Regulations regarding Armed Forces personnel. - The Welfare Reform Act 2012. 			
Decision Maker	Cabinet			
Decision Expected	15 May 2014			
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 - Regeneration and Tourism. Clients on the housing register, community organisations, and partner organisations such as social landlords were also contacted to raise their awareness of the consultation.			
Method(s) of Consultation	A draft version of the policy could be viewed at www.propertypoolplus.org.uk together with a survey questionnaire so that stakeholders could submit their views on the proposed changes.			
List of Background Documents to be Considered by Decision-maker	Housing Allocations Policy changes			
Contact Officer(s) details	Neil Davies neil.davies@sefton.gov.uk Tel: 0151 934 4837			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Town Centres Working Group - Final Report To submit findings and recommendations to Cabinet in relation to a review undertaken by Members of the Overview and Scrutiny Committee (Regeneration and Environmental Services) regarding Town Centres.			
Decision Maker	Cabinet			
Decision Expected	15 May 2014			
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	Report to Overview and Scrutiny Committee (Regeneration and Environmental Services).			
List of Background Documents to be Considered by Decision-maker	None Town Centres Working Group - Final Report			
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	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	15 May 2014			
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	<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	15 May 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	<p>Market Testing Exercise: Proposals for Potential Partnership Arrangement, Investment, Development and Management of Southport Golf Links and Bootle Golf Course</p> <p>To report on the outcome of the above market testing exercise and agree a way forward for the future arrangements for both Southport Golf Links, and Bootle Golf Courses</p>			
Decision Maker	Cabinet			
Decision Expected	15 May 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	Head of Corporate Finance and ICT Head of Corporate Legal Services			
Method(s) of Consultation	Circulation of draft report.			
List of Background Documents to be Considered by Decision-maker	Market testing exercise: proposals for potential partnership arrangement, investment, development and management of Southport Golf Links and Bootle Golf Course			
Contact Officer(s) details	Rajan Paul rajan.paul@sefton.gov.uk Tel: 0151 934 2370			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Street Lighting - Sub Contractor Framework This report shall be seeking permission to invite Tenders on a cost / quality basis for suitable Contractors to be added to a Framework Contract. The scope of the work to be delivered under the Framework will be street lighting and associated electrical highway street furniture. The Framework will be utilised as required to support the Authorities own in-house street lighting operations team.			
Decision Maker	Cabinet			
Decision Expected	15 May 2014			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	No			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Head of Corporate Finance and ICT Head of Corporate Legal Services			
Method(s) of Consultation	Via Email			
List of Background Documents to be Considered by Decision-maker	None Street Lighting - Sub Contractor Framework			
Contact Officer(s) details	Andrew Sawyer andrew.sawyer@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Sefton Strategic Housing Market Assessment 2013 This study will update the Strategic Housing Market Assessment carried out in 2008 and published in 2009. The study will provide an updated assessment of borough housing needs (including market and affordable) to inform (a) the local plan process and (b) current council policies regarding affordable housing used to negotiate legal agreements [‘Section 106’] on affordable housing contributions as part of mixed tenure housing developments.			
Decision Maker	Cabinet			
Decision Expected	15 May 2014			
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	Registered [Social Housing] Providers; developers/house-builders/agents, Home Builders Federation, council officers; Neighbouring Local Authority officers; general public			
Method(s) of Consultation	A Housing Market Partnership Stakeholder Event; a formal 4 week public consultation on the draft study report commencing February 2014.			
List of Background Documents to be Considered by Decision-maker	Sefton Strategic Housing Market Assessment 2013			
Contact Officer(s) details	Alan Young alan.young@sefton.gov.uk Tel: 0151 934 3551			