



SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 JANUARY 2018 - 30 APRIL 2018

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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Residential and Care Homes Working Group - Final Report	Debbie Campbell debbie.campbell@sefton.gov.uk Tel: 0151 934 2254	6
Community Equipment Store	Sharon Lomax sharon.lomax@sefton.gov.uk Tel: 0151 934 4900	8
Procurement on behalf of the Liverpool, Knowsley, Sefton and Wirral Regional Adoption Agency	Sarah Austin sarah.austin@sefton.gov.uk Tel: 0151 934 3293	9
Regionalisation of Adoption - Adoption in Merseyside Final Report	Vicky Buchanan vicky.buchanan@sefton.gov.uk Tel: 0151 934 3128	10
Children and Adolescent Mental Health Services Working Group	Ruth Harrison ruth.harrison@sefton.gov.uk Tel: 0151 934 2042	12
Parks and Greenspaces Working Group	Ruth Harrison ruth.harrison@sefton.gov.uk Tel: 0151 934 2042	14
Bootle Heritage Complex	Paula Lowrey paula.lowrey@sefton.gov.uk Tel: 0151 934 2734	16
Provision of Agency Staff	Lynda Mitchell Lynda.mitchell@sefton.gov.uk	17
Tender for Park & Ride Bus Service	Dave Marrin dave.marrin@sefton.gov.uk Tel: 0151 934 4295	19
Revenue and Capital Budget Plan 2017/18 – 2019/20	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104	20
Council Tax Reduction Scheme 2018/19 & Council Tax Base 2018/19	Christine Finnigan christine.finnigan@sefton.gov.uk Tel: 0151 934 4161	21
Revenue and Capital Budget Plan 2017/18 – 2019/20	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104	23
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Details of Decision to be taken	Procurement of an Electronic Case Management System To seek approval for the commencement of a procurement exercise for an Electronic Case Management System which will be utilised by new contracted Domiciliary Care Providers. The procurement exercise will be conducted in partnership with Knowsley MBC.			
Decision Maker	Cabinet			
Decision Expected	11 Jan 2018			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Adult Social Care			
Persons/Organisations to be Consulted	Consultation has taken place with Senior Officers, Domiciliary Care Providers, the Domiciliary Care Elected Members Working Group and other Local Authorities that utilise such a system.			
Method(s) of Consultation	Consultation has taken place via workshops and meetings and the utilisation of an Electronic Case Management System has also been discussed at the Consultation and Engagement Panel.			
List of Background Documents to be Considered by Decision-maker	Procurement of an Electronic Case Management System			
Contact Officer(s) details	Neil Watson neil.watson@sefton.gov.uk Tel: 0151 934 3744			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Residential and Care Homes Working Group - Final Report To submit the findings of the Residential and Care Homes Working Group.
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Decision Maker	Cabinet			
Decision Expected	11 Jan 2018 Decision due date for Cabinet changed from 02/11/2017 to 11/01/2018. Reason: The Working Group is still deliberating on its Final Report and recommendations			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Adult Social Care			
Persons/Organisations to be Consulted	Elected Members and Stakeholders			
Method(s) of Consultation	Meetings and Correspondance			
List of Background Documents to be Considered by Decision-maker	Residential and Care Homes Working Group - Final Report			
Contact Officer(s) details	Debbie Campbell debbie.campbell@sefton.gov.uk Tel: 0151 934 2254			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Community Equipment Store To report the findings of the Community Equipment Store review and to seek approval of the arrangements going forward.			
Decision Maker	Cabinet			
Decision Expected	1 Feb 2018 Decision due date for Cabinet changed from 11/01/2018 to 01/02/2018. Reason: The consultation period has been extended to enable further feedback from Sefton residents			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			

Wards Affected	All Wards
Scrutiny Committee Area	Adult Social Care
Persons/Organisations to be Consulted	Service users; Trades Unions; Health and Wellbeing Board; and Overview and Scrutiny Committee (Adult Social Care and Health)
Method(s) of Consultation	Meetings, presentations and reports
List of Background Documents to be Considered by Decision-maker	Community Equipment Store
Contact Officer(s) details	Sharon Lomax sharon.lomax@sefton.gov.uk Tel: 0151 934 4900

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Procurement on behalf of the Liverpool, Knowsley, Sefton and Wirral Regional Adoption Agency To seek permission to commence a procurement process for regional adoption services to meet statutory requirements of the Regional Adoption Agency			
Decision Maker	Cabinet			
Decision Expected	11 Jan 2018			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Children's Services and Safeguarding			
Persons/Organisations to be Consulted	Head of Children's Social Care; Cabinet Member - Children, Schools and Safeguarding			
Method(s) of Consultation	Meetings, provider engagement, regional team engagement and consultation			

List of Background Documents to be Considered by Decision-maker	Procurement on behalf of the Liverpool, Knowsley, Sefton and Wirral Regional Adoption Agency(RAA)
Contact Officer(s) details	Sarah Austin sarah.austin@sefton.gov.uk Tel: 0151 934 3293

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Regionalisation of Adoption - Adoption in Merseyside Final Report Final Report to seek agreement on the proposal for Regional Adoption in Merseyside in line with Education and Adoption Act 2016.			
Decision Maker	Cabinet			
Decision Expected	11 Jan 2018 Decision due date for Cabinet changed from 07/12/2017 to 11/01/2018. Reason: The Regionalisation of Adoption Report requires agreement and sign off by the four local authorities; and the other local authorities will not be in a position to complete this task prior to 7 December 2017			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Children's Services and Safeguarding			
Persons/Organisations to be Consulted	Staff and Joint Trade Unions			
Method(s) of Consultation	Consultation has taken place internally across the four Local Authority areas			
List of Background Documents to be Considered by Decision-maker	Regionalisation of Adoption - Adoption in Merseyside Final Report			
Contact Officer(s) details	Vicky Buchanan vicky.buchanan@sefton.gov.uk Tel: 0151 934 3128			

SEFTON METROPOLITAN BOROUGH COUNCIL

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Details of Decision to be taken	Children and Adolescent Mental Health Services Working Group To submit the findings of the Children and Adolescent Mental Health Services Working Group.			
Decision Maker	Cabinet			
Decision Expected	11 Jan 2018 Decision due date for Cabinet changed from 07/12/2017 to 11/01/2018. Reason: To enable the Final Report to be considered by the Overview and Scrutiny Committee (Children's Services and Safeguarding) on 5 December 2017			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Children's Services and Safeguarding			
Persons/Organisations to be Consulted	Elected Members, Stakeholders and Residents (Service Users)			
Method(s) of Consultation	Meetings and Correspondence			
List of Background Documents to be Considered by Decision-maker	Children and Adolescent Mental Health Services Working Group			
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	Parks and Greenspaces Working Group To submit the findings of the Parks and Greenspaces Working Group.			
Decision Maker	Cabinet			
Decision Expected	1 Feb 2018 Decision due date for Cabinet changed from 11/01/2018 to			

	01/02/2018. Reason: To enable the Final Report to be considered by the Overview and Scrutiny Committee (Regeneration and Skills) on 23 January 2018			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Elected Members and Stakeholders			
Method(s) of Consultation	Meetings and Correspondence			
List of Background Documents to be Considered by Decision-maker	Parks and Greenspaces Working Group			
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	Bootle Heritage Complex To review the options for the complex and permission to undertake the next steps, such as external funding applications.			
Decision Maker	Cabinet			
Decision Expected	8 Mar 2018 Decision due date for Cabinet changed from 07/12/2017 to 08/03/2018. Reason: Funding streams are still being investigated for the development of the Complex			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	Linacre			

Scrutiny Committee Area	Regeneration and Skills
Persons/Organisations to be Consulted	Members and Stakeholders
Method(s) of Consultation	Meetings and Correspondence
List of Background Documents to be Considered by Decision-maker	Bootle Heritage Complex
Contact Officer(s) details	Paula Lowrey paula.lowrey@sefton.gov.uk Tel: 0151 934 2734

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Provision of Agency Staff The Current Framework for the Provision of Agency Staff is due to expire on 31 January 2018. Halton Council are leading on a Pre-Procurement exercise for the Liverpool City Region, with all members participating in the options appraisal and market review to identify the best solution available as an alternative consideration to conducting a new tender process. This will minimise duplication of seeking competition from the supply market and remove unnecessary resource and process costs for both Council's and suppliers, whilst fully complying with the EU Public Contract Regulations. Approval will be sought for the Council to access the most economically advantageous Framework for the provision of Agency Workers in compliance with both EU Public Contract Regulations and the Contacts Procedure Rules of the Council.</p>			
Decision Maker	Cabinet			
Decision Expected	11 Jan 2018 Decision due date for Cabinet changed from 07/12/2017 to 11/01/2018. Reason: Final information is still awaited from Halton Council who are the lead authority on this Contract			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Open			
Wards Affected	All Wards			

Scrutiny Committee Area	Regulatory, Compliance and Corporate Services
Persons/Organisations to be Consulted	Head of Corporate Resources and the Liverpool City Region
Method(s) of Consultation	Meetings, emails and reports from current Contractor
List of Background Documents to be Considered by Decision-maker	Provision of Agency Staff
Contact Officer(s) details	Lynda Mitchell Lynda.mitchell@sefton.gov.uk

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Tender for Park & Ride Bus Service Tender for provision of park and ride bus service from 1.4.18 to 31.3.23			
Decision Maker	Cabinet			
Decision Expected	11 Jan 2018 Decision due date for Cabinet changed from 05/10/2017 to 11/01/2018. Reason: To allow further discussions to be held with Merseytravel and Southport BID on the future of the service			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	None			
Method(s) of Consultation	None			
List of Background Documents to be Considered by Decision-maker	Tender for Park & Ride Bus Service			
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	Revenue and Capital Budget Plan 2017/18 – 2019/20 To consider any issues required for the preparation, monitoring, reporting and amendment of the revenue & capital financial plans for 2017/18 – 2019/20, including Government grants, financial pressures and service changes.			
Decision Maker	Cabinet			
Decision Expected	11 Jan 2018			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, unions, staff, relevant external organisations, as appropriate.			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to appropriate consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Plan 2017/18 – 2019/20			
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	Council Tax Reduction Scheme 2018/19 & Council Tax Base 2018/19 To update on the Council Tax Reduction Scheme (CTRS) including the outcome of the consultation for 2018/19; to
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	submit recommendations for CTRS 2018/19; and to provide an updated Council Tax Base 2018/19 for approval			
Decision Maker	Cabinet Council			
Decision Expected	11 Jan 2018 25 Jan 2018			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet Member – regulatory, Compliance and Corporate Services; Head of Corporate Resources; Sefton residents; Police and Fire Authorities; Parish Councils; Various stakeholders and partners; Landlords and Sefton employees			
Method(s) of Consultation	E Consult; Press; Emails; Attending forums, stakeholder and partnership events; Notification on landlord housing benefit schedules; Sefton intranet and web site; and Posters in One Stop shops and Libraries.			
List of Background Documents to be Considered by Decision-maker	Council Tax Reduction Scheme 2018/19 & Council Tax Base 2018/19			
Contact Officer(s) details	Christine Finnigan christine.finnigan@sefton.gov.uk Tel: 0151 934 4161			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Revenue and Capital Budget Plan 2017/18 – 2019/20 To consider any issues required for the preparation, monitoring, reporting and amendment of the revenue & capital financial plans for 2017/18 – 2019/20, including
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	Government grants, financial pressures and service changes.			
Decision Maker	Cabinet			
Decision Expected	1 Feb 2018			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, unions, staff, relevant external organisations, as appropriate.			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to appropriate consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Plan 2017/18 – 2019/20			
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 and Capital Budget Plan 2017/18 – 2019/20 To consider any issues required for the preparation, monitoring, reporting and amendment of the revenue & capital financial plans for 2017/18 – 2019/20, including Government grants, financial pressures and service changes.
Decision Maker	Cabinet Council
Decision Expected	15 Feb 2018 1 Mar 2018

Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, unions, staff, relevant external organisations, as appropriate.			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to appropriate consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Plan 2017/18 – 2019/20			
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 and Capital Budget Plan 2017/18 – 2019/20 To consider any issues required for the preparation, monitoring, reporting and amendment of the revenue & capital financial plans for 2017/18 – 2019/20, including Government grants, financial pressures and service changes.			
Decision Maker	Cabinet			
Decision Expected	8 Mar 2018			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			

Scrutiny Committee Area	Regulatory, Compliance and Corporate Services
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, unions, staff, relevant external organisations, as appropriate.
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to appropriate consultation – internal and external to the Council (as appropriate).
List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Plan 2017/18 – 2019/20
Contact Officer(s) details	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104