



SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 APRIL 2018 - 31 JULY 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, Oriol 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

Item Heading	Officer Contact	Page No
Procurement Options for Living Well Sefton	Julie Murray julie.murray@sefton.gov.uk Tel: 0151 934 3343	4
Special Educational Needs and Disability Process of Assessment Working Group - Final Report	Debbie Campbell debbie.campbell@sefton.gov.uk Tel: 0151 934 2254	5
Parks and Greenspaces Working Group	Ruth Harrison ruth.harrison@sefton.gov.uk Tel: 0151 934 2042	6
Housing Licensing Performance Framework Working Group Final Report	Paul Fraser paul.fraser@sefton.gov.uk Tel: 0151 934 2068	7
Bootle Heritage Complex	Paula Lowrey paula.lowrey@sefton.gov.uk Tel: 0151 934 2734	8
Sefton Economic Strategy Framework	Mike Mullin mike.mullin@sefton.gov.uk Tel: 0151 934 3442	9
ICT Service Provider	Stephan Van Arendsen stephan.vanarendsen@sefton.gov.uk Tel: 0151 934 4081	11
Revenue and Capital Budget Plan 2017/18 – 2019/20 - April 2018	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104	12

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Procurement Options for Living Well Sefton To seek approval for the procurement of Sefton Living Well Service post March 2019.			
Decision Maker	Cabinet			
Decision Expected	24 May 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	Service Users; Service Providers; Clinical Commissioning Groups; Other Council Departments; and Voluntary Sector
Method(s) of Consultation	Evaluation Report dissemination, workshops, meetings, emails, user satisfaction surveys
List of Background Documents to be Considered by Decision-maker	Procurement Options for Living Well Sefton
Contact Officer(s) details	Julie Murray julie.murray@sefton.gov.uk Tel: 0151 934 3343

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Special Educational Needs and Disability Process of Assessment Working Group - Final Report To submit the findings of the Special Educational Needs and Disability Process of Assessment Working Group			
Decision Maker	Cabinet			
Decision Expected	26 Jul 2018 Decision due date for Cabinet changed from 05/04/2018 to 26/07/2018. Reason: The Working Group is still considering evidence for the review			
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 and key Stakeholders			
Method(s) of Consultation	Meetings and correspondence			
List of Background Documents to be Considered by Decision-maker	Special Educational Needs and Disability Process of Assessment Working Group - Final Report			
Contact Officer(s) details	Debbie Campbell debbie.campbell@sefton.gov.uk Tel: 0151			

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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	5 Apr 2018 Decision due date for Cabinet changed from 01/02/2018 to 05/04/2018. Reason: To enable the Final Report to be considered by the Overview and Scrutiny Committee (Regeneration and Skills) on 13 March 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	Housing Licensing Performance Framework Working Group Final Report To seek approval of the Final Report and associated recommendations of the Housing Licensing Performance Framework Working Group
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Decision Maker	Cabinet			
Decision Expected	5 Apr 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	Cabinet Member - Communities and Housing Housing Standards Team Manager; Housing Licensing Development Project Officer; and Housing Strategy Officer			
Method(s) of Consultation	Meetings			
List of Background Documents to be Considered by Decision-maker	Housing Licensing Performance Framework Working Group Final Report			
Contact Officer(s) details	Paul Fraser paul.fraser@sefton.gov.uk Tel: 0151 934 2068			

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	24 May 2018 Decision due date for Cabinet changed from 08/03/2018 to 24/05/2018. 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	Sefton Economic Strategy Framework Completion of the Sefton Economic Strategy Framework following consultation. The strategy presents a rationale for the Council's Growth Programme, one of four key pillars of Framework for Change, agreed by Council in January 2017			
Decision Maker	Cabinet			
Decision Expected	21 Jun 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	Businesses; Developers; Investors; Professional Intermediaries & Networks e.g. Chambers of Commerce, Federation of Small Businesses and Professional Sefton; Other Liverpool City Region Local Authorities/Chief Executives; LCR Combined Authority; Liverpool City Region Local Enterprise Partnership & Sector Boards; Liverpool City Region Employment & Skills Board; Prime Contractors & Supply Chains Members of Sefton Leadership Collaborative, including Further Education, CCGs; Sefton Council for Voluntary Services; The Ten Parishes; Organisations with insight into residents of Working Age			

	especially Jobseekers, People on Low Incomes, and Equality Groups; Transport Providers/Commissioners; Any other relevant groups/organisations
Method(s) of Consultation	<p>High influence consultees – full suite of documentation made available via email, expectation that consultees will consult internally/with members through their networks, allow for informed and in-depth responses, expectation responses will be made public unless otherwise indicated</p> <p>Low influence consultees – Focus groups; also universal invitation to participate through web and other media, refer to the consultation questionnaire form;</p> <p>Online –Focus groups for job seekers via Sefton@Work , Strand by me and People First; web pages containing an invitation to consult, the Sefton Economic Assessment, the consultation document containing the draft Framework, and links to eConsult questionnaire</p> <p>Cascade Briefing – mass mail out of links to Online pages to stakeholders identified above, using existing networks & mailing lists e.g Sefton Economic Forum, plus membership organisations such as InvestSefton electronic business mailing list (c.3000) Sefton CVS; Chambers of Commerce; Federation of Small Businesses et</p> <p>Personalised Invitations – to High influence consultees</p>
List of Background Documents to be Considered by Decision-maker	Sefton Economic Strategy Framework
Contact Officer(s) details	Mike Mullin mike.mullin@sefton.gov.uk Tel: 0151 934 3442

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	ICT Service Provider This report will provide Cabinet with details of the procurement process undertaken in respect of the ICT service and will make appropriate recommendations for the future provision of that service			
Decision Maker	Cabinet			
Decision Expected	5 Apr 2018			
Key Decision Criteria	Financial	Yes	Community	No

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Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Not applicable			
Method(s) of Consultation	Not applicable			
List of Background Documents to be Considered by Decision-maker	ICT Service Provider			
Contact Officer(s) details	Stephan Van Arendsen stephan.vanarendsen@sefton.gov.uk Tel: 0151 934 4081			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Revenue and Capital Budget Plan 2017/18 – 2019/20 - April 2018 To consider any issues required for the preparation, monitoring, reporting and amendment of the revenue and capital financial plans for 2017/18 – 2019/20, including Government grants, financial pressures and service changes.			
Decision Maker	Cabinet			
Decision Expected	5 Apr 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, Trade Unions, Staff and 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