



SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 AUGUST 2018 - 30 NOVEMBER 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

Item Heading	Officer Contact	Page No
Healthwatch Sefton	John Keogh john.keogh@sefton.gov.uk Tel: 0151 934 3718	4
Joint Public Health Service between Sefton and Knowsley	Matthew Ashton matthew.ashton@sefton.gov.uk, Margaret Jones margaret.jones@sefton.gov.uk Tel: 0151 934 3348, Lisa Whittingham lisa.whittingham@sefton.gov.uk	5
Housing Development Company	Kerry Smith kerry.smith@sefton.gov.uk	6
Bootle Heritage Complex	Nicky Owen nicky.owen@sefton.gov.uk	7
Ways to Work-ESF Grant Acceptance	Claire Maguire claire.maguire@sefton.gov.uk Tel: 0151 934 2684	8
Business Growth Programme - ERDF Grant Acceptance	Mike Mullin mike.mullin@sefton.gov.uk Tel: 0151 934 3442	9
Place Marketing for Investment Project - ERDF Grant Acceptance	Mike Mullin mike.mullin@sefton.gov.uk Tel: 0151 934 3442	10
Information, Advice and Guidance Service for Not in Education, Employment or Training (NEET) Young People	Claire Maguire claire.maguire@sefton.gov.uk Tel: 0151 934 2684, Ian Weller ian.weller@sefton.gov.uk	11
Enforcement Agent Contract for All Debts	Christine Finnigan christine.finnigan@sefton.gov.uk Tel: 0151 934 4161	12
Utility Procurement Plan	Rebecca Johnstone Rebecca.Johnstone@sefton.gov.uk Tel: 0151 934 4138	13
Transactional Finance, HR / Payroll and ICT Services - September 2018	Christine Finnigan christine.finnigan@sefton.gov.uk Tel: 0151 934 4161	14
Revenue and Capital Budget Plan 2018/19 – 2019/2020 - September 2018	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104	15
Transactional Finance, HR / Payroll and ICT Services - October 2018	Christine Finnigan christine.finnigan@sefton.gov.uk Tel: 0151 934 4161	16

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p>Healthwatch Sefton To seek approval to begin a tendering process for a new contract to deliver Sefton's local Healthwatch service. The Health and Social Care Act 2012 makes provision for a Local Healthwatch to act as the consumer champion for health and social care services. Responsibility for commissioning this service has been with Local Authorities since 1st April 2013. Sefton CVS were awarded a two year contract (with a one year option to extend) to deliver Sefton's local Healthwatch service via a subsidiary in April 2013. The contract ended on 31st March 2015 and the contract was extended for a further 12 months to 31st March 2016. The contract was re-awarded to Sefton CVS in April 2016 for 2 years with the option of a 1 year extension and is due to end March 2019</p>			
Decision Maker	Cabinet			
Decision Expected	6 Sep 2018 Decision due date for Cabinet changed from 26/07/2018 to 06/09/2018. Reason: to enable the production of a more detailed business case			
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	Not applicable			
Method(s) of Consultation	Not applicable			
List of Background Documents to be Considered by Decision-maker	Healthwatch Sefton			
Contact Officer(s) details	John Keogh john.keogh@sefton.gov.uk Tel: 0151 934 3718			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Joint Public Health Service between Sefton and
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	Knowsley To set out the principles for a proposed joint Public Health Service between Sefton Council and Knowsley Council			
Decision Maker	Cabinet			
Decision Expected	6 Sep 2018 Decision due date for Cabinet changed from 26/07/2018 to 06/09/2018. Reason: The matter has been deferred due to delays to the Project Plan			
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	Sefton and Knowsley Chief Executives; Sefton and Knowsley Cabinet Members; Project Board; Sefton and Knowsley Public Health Teams; Sefton and Knowsley Public Health SLT; and Trade Unions			
Method(s) of Consultation	Project Board Meetings; Team Meetings; Joint SLT Meetings; Briefing Sessions; and Trade Union Meetings			
List of Background Documents to be Considered by Decision-maker	Joint Public Health Service between Sefton and Knowsley			
Contact Officer(s) details	Matthew Ashton matthew.ashton@sefton.gov.uk, Margaret Jones margaret.jones@sefton.gov.uk Tel: 0151 934 3348, Lisa Whittingham lisa.whittingham@sefton.gov.uk			

**SEFTON METROPOLITAN BOROUGH COUNCIL
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Details of Decision to be taken	Housing Development Company To approve the process for selecting and recruiting board members
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Decision Maker	Cabinet			
Decision Expected	6 Sep 2018 Decision due date for Cabinet changed from 26/07/2018 to 06/09/2018. Reason: The Board Member recruitment process is not yet complete and the deferral will allow the involvement in the process of the recently appointed Head of Commercial Development			
Key Decision Criteria	Financial	Yes	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			
Method(s) of Consultation	Briefings			
List of Background Documents to be Considered by Decision-maker	Housing Development Company			
Contact Officer(s) details	Kerry Smith kerry.smith@sefton.gov.uk			

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	6 Sep 2018 Decision due date for Cabinet changed from 26/07/2018 to 06/09/2018. Reason: Information is still awaited Consultants regarding the options appraisal for the Bootle Town Hall Heritage Complex.			
Key Decision Criteria	Financial	Yes	Community	Yes

			Impact	
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	Nicky Owen nicky.owen@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Ways to Work-ESF Grant Acceptance Acceptance of grant offer for the extension to the ESF Ways to Work Programme (Liverpool City Region Integrated Business Support Project) from the Liverpool City Region Combined Authority with effect from 1 January 2019			
Decision Maker	Cabinet			
Decision Expected	6 Sep 2018 Decision due date for Cabinet changed from 26/07/2018 to 06/09/2018. Reason: feedback is awaited on decisions from central government bodies that will provide more definitive information; and without this information it would not be possible to provide accurate reports to Cabinet			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Cabinet Member - Regeneration and Skills; Executive Director; Liverpool City Region Local Authorities; Liverpool			

	City Region Combined Authority
Method(s) of Consultation	Meetings
List of Background Documents to be Considered by Decision-maker	Ways to Work-ESFF Grant acceptance
Contact Officer(s) details	Claire Maguire claire.maguire@sefton.gov.uk Tel: 0151 934 2684

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Business Growth Programme - ERDF Grant Acceptance Acceptance of grant offer for the extension to the ERDF Business Growth Programme (Liverpool City Region Integrated Business Support Project) from the Liverpool City Region Combined Authority with effect from 1 January 2019			
Decision Maker	Cabinet			
Decision Expected	6 Sep 2018 Decision due date for Cabinet changed from 26/07/2018 to 06/09/2018. Reason: feedback is awaited on decisions from central government bodies that will provide more definitive information; and without this information it would not be possible to provide accurate reports to Cabinet			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Cabinet Member - Regeneration and Skills; Executive Director; Liverpool City Region Local Authorities; LCR Chambers of Commerce; Liverpool Vision; Liverpool City Region Local Enterprise Partnership; Liverpool City Region Combined Authority			
Method(s) of Consultation	Meetings; ERDF briefing			

List of Background Documents to be Considered by Decision-maker	Business Growth Programme-ERDF Grant acceptance
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	Place Marketing for Investment Project - ERDF Grant Acceptance Acceptance of grant offer for the extension to the ERDF Place Marketing for Investment project from the Liverpool City Region Combined Authority with effect from 1 January 2019			
Decision Maker	Cabinet			
Decision Expected	6 Sep 2018 Decision due date for Cabinet changed from 26/07/2018 to 06/09/2018. Reason: feedback is awaited on decisions from central government bodies that will provide more definitive information; and without this information it would not be possible to provide accurate reports to Cabinet			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Cabinet Member - Regeneration and Skills; Executive Director; Liverpool City Region Local Authorities; Department of International Trade; Liverpool Vision; Liverpool City Region Local Enterprise Partnership; Liverpool City Region Combined Authority			
Method(s) of Consultation	Meetings;workshops			
List of Background Documents to be Considered by Decision-maker	Place Marketing for Investment project-ERDF Grant acceptance			
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	Information, Advice and Guidance Service for Not in Education, Employment or Training (NEET) Young People For the authority to award a new 4 year contract to commence 01 April 2019, with annual break clauses, to enable the inclusion of Life Chance Funding (Social Impact Bond) outcomes in delivery.			
Decision Maker	Cabinet			
Decision Expected	6 Sep 2018			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Not applicable			
Method(s) of Consultation	Not applicable			
List of Background Documents to be Considered by Decision-maker	Information, Advice and Guidance Service for Not in Education, Employment or Training (NEET) Young People			
Contact Officer(s) details	Claire Maguire claire.maguire@sefton.gov.uk Tel: 0151 934 2684, Ian Weller ian.weller@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Enforcement Agent Contract for All Debts Provision of Enforcement Agents for collection of council tax, business rates, sundry debt, parking services, housing benefit debt. Start 1st April 2019 to March 2022. With option for 2 one year options.
Decision Maker	Cabinet

Decision Expected	6 Sep 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	Arvato, Head of Regulation and Compliance and Head of Commissioning Support and Business Intelligence			
Method(s) of Consultation	Meetings; Review of options			
List of Background Documents to be Considered by Decision-maker	Enforcement Agent Contract for All Debts			
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	Utility Procurement Plan To seek approval for the appointment of the electricity and gas supplier commencing 1st April 2019.			
Decision Maker	Cabinet			
Decision Expected	6 Sep 2018 Decision due date for Cabinet changed from 26/07/2018 to 06/09/2018. Reason: to fully explore all options available and discussions to take place with Heads of Service prior to the report being submitted to Cabinet for approval			
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	Not applicable
Method(s) of Consultation	Not applicable
List of Background Documents to be Considered by Decision-maker	Utility Procurement Plan
Contact Officer(s) details	Rebecca Johnstone Rebecca.Johnstone@sefton.gov.uk Tel: 0151 934 4138

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Transactional Finance, HR / Payroll and ICT Services - September 2018 To consider any matters related to the Arvato transition for Transactional Finance, HR / Payroll and ICT Services.			
Decision Maker	Cabinet			
Decision Expected	6 Sep 2018			
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	Cabinet Member – Regulatory, Compliance and Corporate Services; Head of Corporate Resources; and Head of Regulation and Compliance			
Method(s) of Consultation	Briefing documents; Meetings			
List of Background Documents to be Considered by Decision-maker	Transactional Finance, HR / Payroll and ICT Services			
Contact Officer(s) details	Christine Finnigan christine.finnigan@sefton.gov.uk Tel: 0151 934 4161			

SEFTON METROPOLITAN BOROUGH COUNCIL

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Details of Decision to be taken	Revenue and Capital Budget Plan 2018/19 – 2019/2020 - September 2018 To consider any issues required for the preparation, monitoring, reporting and amendment of the revenue and capital financial plans 2018/19 – 2019/20, including Government grants, financial pressures and service changes.			
Decision Maker	Cabinet			
Decision Expected	6 Sep 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 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 2018/19 – 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	Transactional Finance, HR / Payroll and ICT Services - October 2018 To consider any matters related to the Arvato transition for Transactional Finance, HR / Payroll and ICT Services.
Decision Maker	Cabinet

Decision Expected	4 Oct 2018			
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	Cabinet Member – Regulatory, Compliance and Corporate Services; Head of Corporate Resources; and Head of Regulation and Compliance			
Method(s) of Consultation	Briefing documents; Meetings			
List of Background Documents to be Considered by Decision-maker	Transactional Finance, HR / Payroll and ICT Services			
Contact Officer(s) details	Christine Finnigan christine.finnigan@sefton.gov.uk Tel: 0151 934 4161			