



SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 OCTOBER 2018 - 31 JANUARY 2019

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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Sand Dunes Nursery School - Outcome of the Consultation	Mike McSorley mike.mcsorley@sefton.gov.uk Tel: 0151 934 3428	7
Permit Scheme for Road and Street Works	Gary Jordan gary.jordan@sefton.gov.uk Tel: 0151 934 4731	8
Housing Development Company	Kerry Smith kerry.smith@sefton.gov.uk	9
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	10
Bootle Heritage Complex	Nicky Owen nicky.owen@sefton.gov.uk	11
Homelessness Strategy (2018 - 2023)	Alistair Malpas alistair.malpas@sefton.gov.uk	12
Digital Inclusion Working Group Final Report	Paul Fraser paul.fraser@sefton.gov.uk Tel: 0151 934 2068	13
Transactional Finance, HR / Payroll and ICT Services - October 2018	Christine Finnigan christine.finnigan@sefton.gov.uk Tel: 0151 934 4161	14
Revenue and Capital Budget Plan 2018/19 – 2019/20 - October 2018	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104	15
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SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Liverpool City Council (LCR) Care and Support 1) To report progress of the collaborative procurement exercise for the provision of care and support services in existing and any future Extra Care Housing, approved by Cabinet on 8th March 2018; and 2) To agree the approach to procurement of replacement contracts for care and support services within two existing Extra Care schemes, with effect from 1st April 2019.			
Decision Maker	Cabinet			
Decision Expected	4 Oct 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	Providers in the Market of providing Extra Care. The Head of Corporate Resources. The Head of Regulation and Compliance. LCR Colleagues.			
Method(s) of Consultation	<p>A Market Test was undertaken with Providers in the Market of providing Extra Care and a multi Local Authority approach was one of the suggestions that came out of that Market Test.</p> <p>A Provider Engagement Event was held to further consult and inform interested Providers.</p> <p>All of this was managed through the Local Authorities Procurement Portal to ensure fair and transparent engagement of Potential Bidders.</p> <p>Consultation has taken place with LCR Colleagues.</p> <p>Further Consultation will take place with The Head of Corporate Resources and The Head of Regulation and Compliance.</p>			
List of Background Documents to be Considered by Decision-maker	Liverpool City Council (LCR) Care and Support			

Contact Officer(s) details	Alison Taylor alison.taylor@sefton.gov.uk Tel: 0151 934 3936
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SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Sefton Community Infection Control Service To secure delegated authority for the Head of Health and Wellbeing, in consultation with the Cabinet Member – Health and Wellbeing, to procure the Community Infection Control Service			
Decision Maker	Cabinet			
Decision Expected	1 Nov 2018			
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	emails meetings			
Method(s) of Consultation	Consultation with key stakeholders from CCG; Commissioning Team; Procurement; and Cabinet Member for Health and Wellbeing			
List of Background Documents to be Considered by Decision-maker	Sefton Community Infection Control Service			
Contact Officer(s) details	Charlotte Smith charlotte.smith@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Sand Dunes Nursery School -Outcome of the Consultation To consider the outcome of the consultation exercise regarding the closure of Sand Dunes Nursery School
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Decision Maker	Cabinet			
Decision Expected	1 Nov 2018			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	Derby; Linacre			
Scrutiny Committee Area	Children's Services and Safeguarding			
Persons/Organisations to be Consulted	Parents, Nursery staff and Governors			
Method(s) of Consultation	Meetings with parents, Headteacher, staff and Governors. Letters sent to parents			
List of Background Documents to be Considered by Decision-maker	Sand Dunes Nursery School -Outcome of the consultation			
Contact Officer(s) details	Mike McSorley mike.mcsorley@sefton.gov.uk Tel: 0151 934 3428			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Permit Scheme for Road and Street Works Review of Permit Fees			
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	Regeneration and Skills			
Persons/Organisations to be	Utility companies			

Consulted	
Method(s) of Consultation	Emails
List of Background Documents to be Considered by Decision-maker	Pemit Scheme for road and street works
Contact Officer(s) details	Gary Jordan gary.jordan@sefton.gov.uk Tel: 0151 934 4731

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Housing Development Company To approve the process for selecting and recruiting board members			
Decision Maker	Cabinet			
Decision Expected	4 Oct 2018 Decision due date for Cabinet changed from 06/09/2018 to 04/10/2018. Reason: the selection of the short-list of Non-Executive Board members is still under consideration			
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	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	4 Oct 2018 Decision due date for Cabinet changed from 06/09/2018 to 04/10/2018. Reason: there is a need to consult further with the Cabinet Member – Regeneration and Skills and thereafter to reconsider the recommendations for 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	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	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	1 Nov 2018

	Decision due date for Cabinet changed from 06/11/2018 to 01/11/2018. Reason: The Marketing Options Appraisal work still requiring completion			
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	Nicky Owen nicky.owen@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Homelessness Strategy (2018 - 2023) To seek approval to publish the Homelessness Strategy for Sefton (2018 - 2023)			
Decision Maker	Cabinet			
Decision Expected	6 Dec 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	Members of the public, key stakeholders.			

Method(s) of Consultation	Via Council website and other appropriate channels.
List of Background Documents to be Considered by Decision-maker	Homeless Strategy (2108-2023)
Contact Officer(s) details	Alistair Malpas alistair.malpas@sefton.gov.uk

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Digital Inclusion Working Group Final Report To present formally the final report of the Digital Inclusion Working Group.			
Decision Maker	Cabinet			
Decision Expected	4 Oct 2018			
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	Hugh Baird College; Liverpool City Region Combined Authority; Sefton Adult Learning Service; Registered Social Landlords; Older Persons' Forum Co-ordinator for Sefton Advocacy; Sefton CVS			
Method(s) of Consultation	Meetings; Emails			
List of Background Documents to be Considered by Decision-maker	Digital Inclusion 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	Transactional Finance, HR / Payroll and ICT Services - October 2018
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	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			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Revenue and Capital Budget Plan 2018/19 – 2019/20 - October 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	4 Oct 2018			
Key Decision Criteria	Financial	Yes	Community	Yes

			Impact	
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	Revenue and Capital Budget Plan 2018/19 – 2019/20 - November 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	1 Nov 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	Cabinet, Chief Executive, Strategic Leadership Board,			

Consulted	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	Revenue and Capital Budget Plan 2018/19 – 2019/20 - December 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 Dec 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-	Revenue and Capital Budget Plan 2018/19 – 2019/20			

maker	
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 2018/19 – 2019/20 - January 2019 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	10 Jan 2019			
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			