



# SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 JULY 2019 - 31 OCTOBER 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

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](http://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](http://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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## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Re-Procurement of Sefton Stop Smoking Service</b> Public Health seek approval to re-procure SEFTON Stop Smoking Service.			
Decision Maker	Cabinet			
Decision Expected	25 Jul 2019			
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	LWS Partners, Pharmacies, Service Users, Cabinet Member, Director of Public Health, Public Health Colleagues, Legal, Clinical Commissioning Group, Procurement, Providers			
Method(s) of Consultation	Meetings, Forums, emails, service user feedback, service review			
List of Background Documents to be Considered by Decision-maker	Re-Procurement of Sefton Stop Smoking Service			
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	<b>Adult Social Care - Residential &amp; Nursing Care Sector</b> To seek approval for the commencement of a project and consultation relating to the way in which the Council makes payments to the care home sector.			
Decision Maker	Cabinet			
Decision Expected	5 Sep 2019 23 May 2019 Decision due date for Cabinet changed from 20/06/2019 to 05/09/2019. Reason: to allow alignment to the Council budget processes			
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	Officers and key stakeholders			
Method(s) of Consultation	Consultation has taken place via meetings and benchmarking approach with other local authorities. Following the decision there will be further wider engagement with the sector to inform a final report for Cabinet.			
List of Background Documents to be Considered by Decision-maker	Adult Social Care - Residential & Nursing Care Sector			
Contact Officer(s) details	Deborah Butcher <a href="mailto:deborah.butcher@sefton.gov.uk">deborah.butcher@sefton.gov.uk</a>			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>0-19 Healthy Child Programme</b> Service review outcomes and future procurement options			
Decision Maker	Cabinet			
Decision Expected	5 Sep 2019			
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	Public Engagement and Consultation Panel; Partners and wider stakeholders; Young People; Parents; Staff; Cabinet Member – Children's Services and Safeguarding			
Method(s) of Consultation	Meetings; Emails; Workshops and Focus Groups; Online Questionnaire			
List of Background Documents to be Considered by Decision-maker	0-19 Healthy Child Programme			
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	<b>Strategic Partnership in Leisure Sector</b> Establishment of a strategic partnership with an external organisation in the leisure sector, to lead redevelopment project opportunity in Southport, focused on economic and social value			
Decision Maker	Cabinet			
Decision Expected	25 Jul 2019 2 May 2019 Decision due date for Cabinet changed from 20/06/2019 to 25/07/2019. Reason: Discussions with partner regarding leases and other agreements are on-going			
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	Partner agencies and industry specialists			
Method(s) of Consultation	Due diligence and collaborative business planning meetings			
List of Background Documents to be Considered by Decision-maker	Strategic partnership in leisure sector			
Contact Officer(s) details	Stephen Watson <a href="mailto:stephen.watson@sefton.gov.uk">stephen.watson@sefton.gov.uk</a>			



## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p><b>Liverpool City Region 'Statement of Common Ground'</b> Preparation of a 'Statement of Common Ground' is required by paragraph 27 of the National Planning Policy Framework (2019). It is the means by which strategic policy-making authorities, such as Sefton Council as local planning authority, must document their agreement and cooperation on cross boundary strategic planning matters. It also forms part of the evidence required by local planning authorities to demonstrate compliance with the 'Duty to Co-operate'. The 'Statement of Common Ground' is between the local authorities of Halton, Knowsley, Liverpool, St.Helens, Sefton, West Lancashire and Wirral, along with the Liverpool City Region Combined Authority.</p>			
Decision Maker	Cabinet			
Decision Expected	25 Jul 2019			
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	Halton, Knowsley, Liverpool, St.Helens, West Lancashire and Wirral Councils; Liverpool City Region Combined Authority.			
Method(s) of Consultation	The Statement of Common Ground has been prepared jointly between Halton, Knowsley, Liverpool, St.Helens, Sefton, West Lancashire and Wirral Councils, along with the Liverpool City Region Combined Authority. Planning officers from these districts have co-operated and consulted on an on-going basis, including at meetings.			
List of Background Documents to be Considered by Decision-maker	LCR 'Statement of Common Ground'			
Contact Officer(s) details	Andrea O'Connor andrea.oconnor@sefton.gov.uk			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Playing Pitch Strategy Update - Approval</b> Approval of the Playing Pitch Strategy Update. This document results from a review and subsequent update of the 2016 Sefton Playing Pitch Strategy, in line with Sport England guidance.			
Decision Maker	Cabinet			
Decision Expected	25 Jul 2019			
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 Consulted	Playing Pitch Strategy Steering Group Partners			
Method(s) of Consultation	Meetings, emails and written correspondence			
List of Background Documents to be Considered by Decision-maker	Playing Pitch Strategy Update - approval			
Contact Officer(s) details	Andrea O'Connor andrea.oconnor@sefton.gov.uk			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Approval to update the Sandway Homes Business Case</b> Approval to update the Sandway Homes Business Case			
Decision Maker	Cabinet			
Decision Expected	25 Jul 2019 22 May 2019 Decision due date for Cabinet changed from 20/06/2019 to 25/07/2019. Reason: to allow further financial work to be undertaken on the Business Case			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Fully exempt			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Officers of the Council			
Method(s) of Consultation	Meetings and email exchanges			
List of Background Documents to be Considered by Decision-maker	Approval to update the Sandway Homes Business Case			
Contact Officer(s) details	Kate Edgar kate.edgar@sefton.gov.uk			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Borough of Culture 2020</b> To approve approach and business plan for Sefton's role as the LCR's Borough of Culture in 2020			
Decision Maker	Cabinet			
Decision Expected	5 Sep 2019 2 May 2019 Decision due date for Cabinet changed from 20/06/2019 to 05/09/2019. Reason: Delays to discussions with the Liverpool City Region and the Arts Council regarding the approach to funding opportunities			
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	External partners and communities			
Method(s) of Consultation	Informal meetings, social media engagement			
List of Background Documents to be Considered by Decision-maker	Borough of Culture 2020			
Contact Officer(s) details	Stephen Watson <a href="mailto:stephen.watson@sefton.gov.uk">stephen.watson@sefton.gov.uk</a>			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Strategic Housing Market Assessment Update 2019</b> Reporting on the findings of the Strategic Housing Market Assessment Update 2019 and setting out the implications for implementation of the housing policies in the Council's Local Plan			
Decision Maker	Cabinet			
Decision Expected	5 Sep 2019			
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	Relevant Cabinet Members; Registered Providers of Affordable Housing; Developers/Landowners; Public			
Method(s) of Consultation	Draft Strategic Housing Market Assessment Update 2019 to be made available for comment prior to its completion.			
List of Background Documents to be Considered by Decision-maker	Strategic Housing Market Assessment Update 2019			
Contact Officer(s) details	Ian Loughlin <a href="mailto:ian.loughlin@sefton.gov.uk">ian.loughlin@sefton.gov.uk</a> Tel: 0151 934 3558			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p><b>Crosby Lakeside Redevelopment Project</b>  The Crosby Lakeside Activity Centre (CLAC) is a strategic Sefton Council owned asset in a key coastal location. The Centre provides facilities for water sports, gym and related leisure ('Leisure Activities') as well as hotel accommodation, events hosting and a bistro ('Hospitality Offer'). Originally designed as a fully accessible water sports centre the building suffers from a lack of coherence and its commerciality is not fully realised.</p>			
Decision Maker	Cabinet			
Decision Expected	25 Jul 2019 16 May 2019 Decision due date for Cabinet changed from 20/06/2019 to 25/07/2019. Reason: to allow additional time for the collation of information in respect of the Project			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Fully exempt			
Wards Affected	Church			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Informal consultation with key members through meetings and formal consultation through Strategic Capital Investment Group. Formal consultation with senior officers through Growth Board and Elected Leadership Team.			
Method(s) of Consultation	The project has been taken to Growth Board, Elected Leadership Team and Strategic Capital Investment Group meetings for consultation and informal consultation with key Members has also taken place.			
List of Background Documents to be Considered by Decision-maker	Crosby Lakeside Redevelopment Project			
Contact Officer(s) details	Nicky Owen nicky.owen@sefton.gov.uk			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Revenues &amp; Benefits - Procurement of Software Solutions</b> The current software solutions have been in place for a number of years. Having recently been returned (novated) back to the council after the cessation of the Councils contract with Arvato and to predicate the risk of the Council not being compliant with procurement legislation, Cabinet are requested to approve a proposed procurement route for the potential replacement of the systems.			
Decision Maker	Cabinet			
Decision Expected	25 Jul 2019			
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 Strategic Support			
Method(s) of Consultation	Emails and meetings			
List of Background Documents to be Considered by Decision-maker	Revenues & Benefits - Procurement of Software Solutions			
Contact Officer(s) details	Diane Turner diane.turner22@sefton.gov.uk			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Hospitality Asset Improvements and Operations</b> Hospitality Asset Improvements and Operations in respect of the Sands Public House and Whitehouse Café including building and re-development			
Decision Maker	Cabinet			
Decision Expected	25 Jul 2019 22 May 2019 Decision due date for Cabinet changed from 20/06/2019 to 25/07/2019. Reason: work is on-going in respect of the building and re-development proposals			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Fully exempt			
Wards Affected	Ainsdale; Cambridge			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Officers of the Council			
Method(s) of Consultation	Emails, meetings, telephone calls			
List of Background Documents to be Considered by Decision-maker	Hospitality Asset Improvements and Operations			
Contact Officer(s) details	Kate Edgar kate.edgar@sefton.gov.uk			



## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Single Use Plastics Strategy</b> Report on the progress made in fulfilling the Council Motion 19/7/2018, by providing a single use plastics strategy and associated action plan for adoption.			
Decision Maker	Cabinet			
Decision Expected	25 Jul 2019			
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	Stakeholders, interest groups, public meetings, council colleagues, food teams, procurement, finance.			
Method(s) of Consultation	Meetings, emails, discussions with colleagues.			
List of Background Documents to be Considered by Decision-maker	Single Use Plastics Strategy			
Contact Officer(s) details	Stephanie Jukes <a href="mailto:stephanie.jukes@sefton.gov.uk">stephanie.jukes@sefton.gov.uk</a>			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Water Utility Procurement Plan</b> Report to provide members with the options available to Sefton Council in the procurement of water services, with a subsequent recommendation that the Council becomes “Self-Supply” in the water market and appoints a managing agent as partner for market entry, data collection and billing.			
Decision Maker	Cabinet			
Decision Expected	25 Jul 2019			
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	Stakeholders - OFWAT, Crown Commercial Service, Liverpool City Region, retailers, Castle Water, Managing Agent, other councils			
Method(s) of Consultation	Meetings, emails, discussion with colleagues			
List of Background Documents to be Considered by Decision-maker	Water Utility Procurement Plan			
Contact Officer(s) details	Stephanie Jukes stephanie.jukes@sefton.gov.uk			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Southport Theatre and Convention Centre Early E-Procurement</b> Options for the early procurement of a long-term partner at the Southport Theatre and Convention Centre			
Decision Maker	Cabinet			
Decision Expected	25 Jul 2019			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Fully exempt			
Wards Affected	Cambridge			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Officers of the Council			
Method(s) of Consultation	Emails, telephone calls, meetings			
List of Background Documents to be Considered by Decision-maker	STCC early re-procurement			
Contact Officer(s) details	Kate Edgar kate.edgar@sefton.gov.uk			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Revenue and Capital Budget Update 2019/20</b> Budget Monitoring Position for Revenue and Capital (based on June 2019)			
Decision Maker	Cabinet			
Decision Expected	25 Jul 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 consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Update 2019/20			
Contact Officer(s) details	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Revenue and Capital Budget Update 2019/20</b> Budget Monitoring Position for Revenue and Capital (based on July 2019)			
Decision Maker	Cabinet			
Decision Expected	5 Sep 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 consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Update 2019/20			
Contact Officer(s) details	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Revenue and Capital Budget Update 2019/20</b> Budget Monitoring Position for Revenue and Capital (based on August 2019)			
Decision Maker	Cabinet			
Decision Expected	3 Oct 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 consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Update 2019/20			
Contact Officer(s) details	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106			