



SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 NOVEMBER 2020 - 28 FEBRUARY 2021

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

- 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.

**Dwayne Johnson
Chief Executive**

FORWARD PLAN INDEX OF ITEMS

Item Heading	Officer Contact	Page No
Pre-paid Card Solution	Rebecca Bond rebecca.bond@sefton.gov.uk	2
Persistent Pupil Absence Working Group Final Report	Debbie Campbell debbie.campbell@sefton.gov.uk Tel: 0151 934 2254	2
Our Lady of Walsingham Catholic Primary - Disposal of land	Marie Stevenson marie.stevenson@sefton.gov.uk Tel: 0151 934 3427	2
Southport Theatre and Convention Centre	Mark Catherall mark.catherall@sefton.gov.uk Tel: 0151 934 2315	2
Phase 1 Asset Disposals	Andy Bond andy.bond@sefton.gov.uk Tel: 0151 934 3247	2
Procurement of Telephony Solution	Helen Spreadbury helen.spreadbury@sefton.gov.uk	2
Financial Management 2020/21 to 2023/24 and Framework for Change 2020 - November	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106	2
Teasury Management Mid-Year Report 2020/21	Graham Hussey graham.hussey@sefton.gov.uk Tel: 0151 934 4100	2
Financial Management 2020/21 to 2023/24 and Framework for Change 2020 - December	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106	2
Council Tax Reduction Scheme, Council Tax Base 2021/22	Diane Turner diane.turner22@sefton.gov.uk	2
Financial Management 2020/21 to 2023/24 and Framework for Change 2020 - January	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106	2
Financial Management 2020/21 to 2023/24 and Framework for Change 2020 - February	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106	2

FORWARD PLAN

Details of Decision to be taken	Pre-paid Card Solution To seek approval for the commencement of a procurement exercise for a pre-paid card solution			
Decision Maker	Cabinet			
Decision Expected	5 Nov 2020 Decision due date for Cabinet changed from 01/10/2020 to 03/11/2020. Reason: details associated with the proposal require further clarification			
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, User Groups and Stakeholders			
Method(s) of Consultation	Meetings / emails.			
List of Background Documents to be Considered by Decision-maker	Pre-paid Card Solution			
Contact Officer(s) details	Rebecca Bond rebecca.bond@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Persistent Pupil Absence Working Group Final Report To present formally the final report of the Persistent Pupil Absence Working Group.
Decision Maker	Cabinet Council
Decision Expected	5 Nov 2020 19 Nov 2020 Decision due date for Cabinet changed from 30/07/2020 to

	05/11/2020. Reason: the Working Group has been unable to complete its review due to the Covid-19 pandemic and cessation of working group and Overview and Scrutiny Committee meetings			
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	Interim Director of Children's Social Care and Education.			
Method(s) of Consultation	Meetings and emails.			
List of Background Documents to be Considered by Decision-maker	Persistent Pupil Absence 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	Our Lady of Walsingham Catholic Primary - Disposal of land To consider the outcome of the consultation and decide whether to proceed with the S77 application to dispose of the playing field land.			
Decision Maker	Cabinet			
Decision Expected	3 Dec 2020			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	Ford; Netherton and Orrell; St. Oswald			

Scrutiny Committee Area	Children's Services and Safeguarding
Persons/Organisations to be Consulted	Headteacher, Governors, Parents/carers of pupils at the school, local community, primary and special schools within 0.5 mile radius, secondary schools within a one mile radius, Archdiocese of Liverpool, MP.
Method(s) of Consultation	A six-week consultation is being carried out with relevant stakeholders.
List of Background Documents to be Considered by Decision-maker	Our Lady of Walsingham Catholic Primary - Disposal of land
Contact Officer(s) details	Marie Stevenson marie.stevenson@sefton.gov.uk Tel: 0151 934 3427

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Southport Theatre and Convention Centre Options paper for the Southport Theatre & Convention Centre			
Decision Maker	Cabinet			
Decision Expected	5 Nov 2020 Decision due date for Cabinet changed from 01/10/2020 to 03/11/2020. Reason: detailed building condition reports and external funding outcomes are awaited.			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	Dukes			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Cabinet Member – Regeneration and Skills			
Method(s) of Consultation	Meetings and emails			
List of Background Documents to be Considered by Decision-maker	Southport Theatre & Convention Centre			

Contact Officer(s) details	Mark Catherall mark.catherall@sefton.gov.uk Tel: 0151 934 2315
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SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Phase 1 Asset Disposals To update Cabinet on the progress of Phase 1 disposals			
Decision Maker	Cabinet			
Decision Expected	5 Nov 2020			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Fully exempt – Paragraph 3			
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	Phase 1 Asset Disposals			
Contact Officer(s) details	Andy Bond andy.bond@sefton.gov.uk Tel: 0151 934 3247			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Procurement of Telephony Solution This report sets out the background to the Council's current telephony solution, the Council's new and emerging requirements and proposes a procurement route to implement a new telephony solution.			
Decision Maker	Cabinet			
Decision Expected	5 Nov 2020			

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	ICT Client officers / Key Council stakeholders / Agilisys ICT officers			
Method(s) of Consultation	Consultation has been conducted via face-to-face meetings, email and voice/video calls. Soft market testing has taken place with external suppliers.			
List of Background Documents to be Considered by Decision-maker	Procurement of Telephony solution			
Contact Officer(s) details	Helen Spreadbury helen.spreadbury@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Financial Management 2020/21 to 2023/24 and Framework for Change 2020 - November Financial updates and Policy decisions relating to the Council's Framework for Change 2020, including the monthly Revenue and Capital budget monitoring reports.			
Decision Maker	Cabinet			
Decision Expected	5 Nov 2020			
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 2020/21 - November
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	Treasury Management Mid-Year Report 2020/21 This report provides Members with a review of the Treasury Management activities undertaken to 30th September 2020. This document is the Second report of the ongoing quarterly monitoring provided to Audit & Governance Committee and the mid-year report to Cabinet and Council, whose role it is to carry out scrutiny of treasury management policies and practices.			
Decision Maker	Cabinet Council			
Decision Expected	5 Nov 2020 19 Nov 2020			
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	Teasury Management Mid-Year Report 2020/21			

to be Considered by Decision-maker	
Contact Officer(s) details	Graham Hussey graham.hussey@sefton.gov.uk Tel: 0151 934 4100

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Financial Management 2020/21 to 2023/24 and Framework for Change 2020 - December Financial updates and Policy decisions relating to the Council's Framework for Change 2020, including the monthly Revenue and Capital budget monitoring reports.			
Decision Maker	Cabinet			
Decision Expected	3 Dec 2020			
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 2020/21 - December			
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	Council Tax Reduction Scheme, Council Tax Base 2021/22 The report will provide recommendations for the Council Tax Reduction Scheme and the Council Tax Base for 2021/22. The report will also provide a review of the Council Tax Reduction Scheme for 2020/21.			
Decision Maker	Cabinet Council			
Decision Expected	7 Jan 2021 21 Jan 2021			
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	residents and businesses via the Public Engagement and Consultation Panel; Police and Crime Commissioner			
Method(s) of Consultation	Public Engagement and Consultation Panel; meetings; emails			
List of Background Documents to be Considered by Decision-maker	Council Tax Reduction Scheme, Council Tax Base 2021/22			
Contact Officer(s) details	Diane Turner diane.turner22@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Financial Management 2020/21 to 2023/24 and Framework for Change 2020 - January Financial updates and Policy decisions relating to the Council's Framework for Change 2020, including the monthly Revenue and Capital budget monitoring reports
Decision Maker	Cabinet

Decision Expected	7 Jan 2021			
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 2020/21 - January			
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	Financial Management 2020/21 to 2023/24 and Framework for Change 2020 - February Financial updates and Policy decisions relating to the Council's Framework for Change 2020, including the monthly Revenue and Capital budget monitoring reports			
Decision Maker	Cabinet			
Decision Expected	4 Feb 2021			
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 2020/21 - February
Contact Officer(s) details	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106