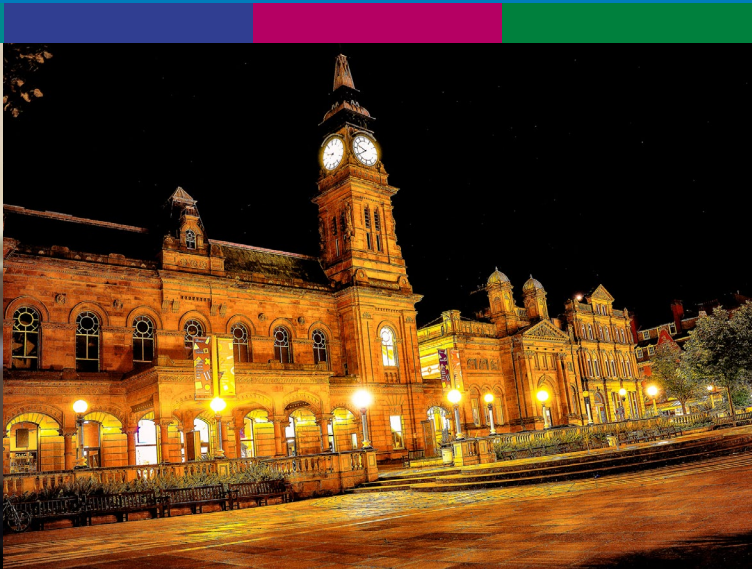


# Guidance for Councillors Handbook 2023-2024





**Sefton  
2030**

**An amazing place to live, work and  
have some fun** Sefton Council Vision 2030

The perfect place to enjoy your life.

# Contents

Welcome to Sefton from the Leader of Sefton Council Councillor Ian Maher .....	2	Holding the Executive to Account.....	29
Welcome to Sefton from the Chief Executive Dwayne Johnson .....	3	Sefton Metropolitan Borough Council - Committee Management Structure .....	30
Welcome from the Democratic Services Manager Debbie Campbell .....	4	Guide to Writing Motions for Consideration at Council Meetings.....	31
Welcome from the Chief Legal and Democratic Officer and Monitoring Officer David McCullough .....	5	Map of Cabinet Portfolios .....	33
Introduction to Sefton Metropolitan Borough Council.....	6	Adult Social Care .....	43
Key Officers .....	8	Children’s Social Care and Education .....	46
Executive Directors .....	10	Place Directorate .....	49
The Role of the Mayor of Sefton .....	12	Economic Growth and Housing .....	50
Sefton’s Core Vision .....	13	Highways and Public Protection .....	51
Core Purpose .....	15	Commercial Development .....	51
Framework for Change .....	16	People Directorate .....	52
Getting you started as a Councillor .....	16	Communities.....	54
Your responsibilities as an Elected Member .....	18	Operational In-House Services .....	55
Code of Conduct and Standards.....	19	Health and Wellbeing .....	57
An Introduction to Local Government at Sefton .....	23	Corporate Resources and Customer Services Directorate.....	58
Local Government Finance .....	24	Strategic Support .....	60
Human Trafficking and Modern Slavery.....	25	Communications.....	61
Decision Making Process / Committees .....	26	Key Council Facts 2023 .....	62
Regulation and Compliance .....	27	Other Useful Links.....	63
Representation on Outside Bodies.....	27	Resources for Newly Elected Councillors .....	63
Who decides who serves on Committees?.....	28	Working Safely.....	64
How often are meetings held? .....	28	Finally.....	65
Committee meetings .....	28		
Committee Agenda Papers.....	28		

# Welcome to Sefton from the Leader of Sefton Council Councillor Ian Maher



I would like to congratulate you on your election success and welcome you to Sefton Council. We have a lot to be proud and confident of in Sefton and being an ambitious Council we're always striving for further improvements, both for our communities and for Sefton the place.

There is a lot to fit in during your first few months, courses to complete, briefings to attend and a lot of new faces to meet. I would like to draw your attention to Corporate Parenting as this is close to all our hearts. When a child comes into care, it becomes our statutory responsibility to provide, for them, a safe and secure environment in which to grow and thrive. This responsibility is known as 'Corporate Parenting' and is shared across the Council as a whole. That means every elected member, employee and partner agency has a role to play in providing care and support for our cared for children and care leavers. Please take the time to find out more about this and how you can get involved.

The Council delivers a wide range of services and this handbook provides you with a brief introduction to the service areas. It also contains information on

- The role of the Council
- The role of an elected member
- Training and support available
- Members Allowances

# Welcome to Sefton from the Chief Executive Dwayne Johnson



Firstly, congratulations and welcome aboard. I hope that you find your term(s) of office to be very worthwhile and rewarding. You have been elected to represent the interests of your community and the Council. You will notice an immediate demand on your time as you begin building relationships with community groups and

ward colleagues. You are now looked up to as a community leader and decision maker and your role will involve consulting, informing and empowering local people.

I joined the Council in March 2015 and have worked as Chief Executive since June 2019. I am also the Head of Paid Service which means I am responsible for all staffing matters.

Through the Sefton 2030 Vision, the Council is in the process of transforming the way in which it works with communities and residents in delivering services and with our workforce we pride ourselves in delivering good quality Public services in collaboration with our partners.

Your role as a local Councillor will be challenging and the Council's Democratic Services Manager, Debbie Campbell, and her team are available to assist and guide you through these initial weeks and months and throughout your political career. When you start you will receive a very comprehensive induction and a range of other staff will be on hand to explain how the Council operates and the range of different departments in the Council. Similarly, I am always there to listen to you and assist you in your role.

I really hope you enjoy your time serving as an Elected Member, as Sefton is a great place to live and the community at the heart of why we are here.

# Welcome from the Democratic Services Manager

## Debbie Campbell

**Tel:** 0151 934 2254      **Email:** [debbie.campbell@sefton.gov.uk](mailto:debbie.campbell@sefton.gov.uk)



Welcome to Sefton Council. I am the Democratic Services Manager, which means that I oversee the staff who provide support for the meetings of the Council, Cabinet and Committees, Mayoral and Civic Services and Member Support. I have 37 years of experience working in Local Government and more specifically with elected Members. I have recently been appointed to the

role of Democratic Services Manager, but prior to that I gained a wealth of experience working as a member of the Overview and Scrutiny Team and as a Senior Democratic Services Officer at Sefton Council. I am also the Statutory Scrutiny Officer.

I have a considerable amount of experience in dealing with members of the Council on a daily basis, through Council, Cabinet and other meetings of the Council, member support and general enquiries. The role of the local Councillor has changed dramatically in recent years, and you are now encouraged to be as self-reliant as possible in your role. My Team and I are here to support and guide you throughout your role as an elected member at Sefton. As a newly appointed elected Member you may be appointed to sit on various Committees of the Council, or you could be appointed to sit as a representative of

Sefton Council on one or more of the outside bodies. Members of the Democratic Services Team are always happy to help with any questions in relation to your new role and the Committees you have been appointed to.

I hope that you enjoy your time at Sefton and on behalf of the Democratic Services Team, I would like to welcome you.

This guide has been produced to provide you with useful information to help you transition into your new role as a Councillor at Sefton, both as part of your introduction to the Council and for future reference.

### Member Development Programme 2023-2024

As part of your induction to the Council, you will be invited to attend a number of courses to provide you with a steady stream of information to support you in your initial weeks as a Councillor. Details of the courses can be found in the Councillor Induction & Member Development Schedule of Courses Handbook 2023-2024 a copy of which you will receive at your induction. Some of these Courses are mandatory for you in your new role and are identified by the mandatory sign:

**MANDATORY**

# Welcome from the Chief Legal and Democratic Officer and Monitoring Officer David McCullough



**Tel:** 07973 297719 **Email:** [david.mccullough@sefton.gov.uk](mailto:david.mccullough@sefton.gov.uk)

I would like to echo Debbie's congratulations and welcome you to Sefton Council.

I am the Council's Monitoring Officer and in that capacity, I have three main areas of responsibility:

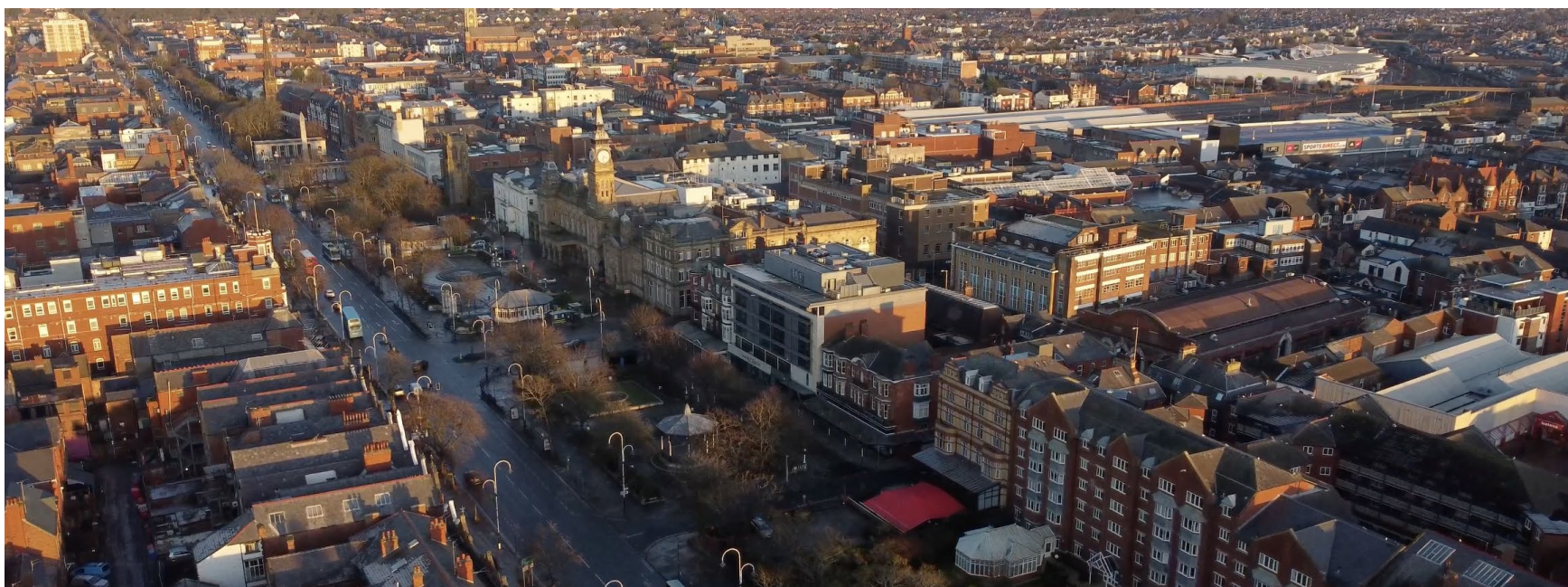
1. To maintain the Council's Constitution to ensure it is a robust, fit for purpose document.
2. To ensure decisions of the Council are lawful.
3. To promote high standards of conduct for members and deal with any complaints that a member has breached the Code of Conduct.

Please do not hesitate to contact me if you have queries relating to the Council's decision-making processes or the Members' Code of Conduct.

In addition, I am the Council's Chief Legal and Democratic Officer and have responsibility for the following service areas:

- Democratic Services
- Legal Services
- Electoral Services
- Registrars, and
- Coroner's Service.

# Introduction to Sefton Metropolitan Borough Council



Sefton is a metropolitan borough of Merseyside; England and its local authority is Sefton Council. Sefton was formed, following the Local Government Act 1972, on 1 April 1974. It was an amalgamation of the former county boroughs of Bootle and Southport, and from the administrative county of Lancashire, the municipal borough of Crosby, the urban districts of Formby and Litherland, and part of the Rural District of West Lancashire. It also formed part of the then new county of Merseyside. It is named after the village and parish of Sefton, near Maghull, which had formerly served as the seat of the Molyneux family; and the family crest served as the inspiration for Sefton Council's Crest.

The Borough consists of a coastal strip of land on the Irish Sea and extends from the primarily industrial area of Bootle in the south to the traditional seaside resort of Southport in the north. In the south-east it extends inland to Maghull. Sefton has an approximate area of some 155km<sup>2</sup>. The district is bounded by Liverpool to the south, Knowsley to the south-east, and West Lancashire to the east.

Sefton's 22-mile-long coastline boasts some of Merseyside's best beaches characterised by a wide sandy foreshore backed by dunes; along with significant areas of docks, estuary, shore, dune, and woodland. The significant dune system extends some 4km inland at Formby. Overall, the coastal frontage supports several large urban settlements including:



Crosby, Hightown, Formby, and Southport. However, much of the shoreline remains unprotected by defences, with structures only present at Crosby, Blundellsands, and Southport.

Sefton is one of six Councils comprising of Halton, Knowsley, Liverpool, St Helens, Sefton and Wirral that make up the Liverpool City Region Combined Authority which was established on 1 April 2014. The Leader of Sefton Council, along with the five other leaders of the constituent Councils and the Metro Mayor are the Members of the Combined Authority and they take strategic decisions over economic development, transport, employment and skills, tourism, culture, housing, and physical infrastructure.

The Borough has several nationally and internationally important attractions including: the Aintree Grand National (the most valuable horse race in Europe); Anthony Gormley's Another Place at Crosby Beach; the Southport Flower Show; the National Musical Fireworks Championship; the Southport Air Show; and regular major golf tournaments hosted at Royal Birkdale Golf Club.

Sefton's heritage is important to its identity. Southport's cast iron verandas, the shrimper's cottages in Churchtown, Formby's pinewoods, and Bootle's industrial areas and docks are integral to the character of its towns and villages.

Sefton has 25 conservation areas, approximately 560 listed buildings, 5 Registered Historic Parks and Gardens, and 13 Scheduled Monuments. These are important on a national scale as examples of their type. Famous architects and landscape designers such as E. W. Pugin and Edward Kemp have designed some of Sefton's historic buildings, parks, and gardens. Others are the best surviving examples of the local vernacular architecture.

In 2016 Sefton Council asked its citizens to help shape the future of the Borough over the next 15 years. Working closely with partners; businesses; private sector organisations; the voluntary, community, and faith sector; and the wider Sefton community Sefton Council has developed a new and

exciting vision for the future of the Borough: Sefton 2030.

The Council has recently approved the Corporate Plan, Workforce Plan and the Equalities, Diversity and Inclusion strategy. These documents together with the Sefton Vision 2030, the Council's Core Purpose and the Framework for Change can be viewed on the Council's website: [www.sefton.gov.uk](http://www.sefton.gov.uk)

These strategies and policies will enable The Council to achieve its vision for the area, making the best use of resources and delivering services that meet the diverse needs of its local communities.

In this respect, community leadership is at the heart of what we do as a council - working in partnership with local communities and organisations - including the public, voluntary, community and private sectors - to develop a vision for their local areas and working collaboratively to improve services and quality of life for its citizens.

Further useful information and statistics on Sefton can be found at the end of this document and in the Borough-Ward profiles at the following link: [Borough & Ward Profiles \(sefton.gov.uk\)](http://www.sefton.gov.uk)

Sefton Council area has a population of approximately 279,231 people and approximately over 161,000 residential properties. The borough is made up of 22 wards, comprising three Councillors per ward - totalling 66 Councillors.

Sefton has one of the most polarised populations in the country ranging from the most affluent in central Sefton to some of the most disadvantaged in parts of the north and south of the borough. This is highlighted by huge differences in life expectancy, with many of our residents having higher rates of heart disease, stroke, cancer, smoking and alcohol related diseases and obesity.

There are nine Parish Councils and one Town Council within the Borough. There are three Parliamentary constituencies in Sefton comprising of Bootle, Sefton Central and Southport, which are represented by three MP's.

# Key Officers

By law, every Council must appoint 9 key Officers:

## Head of Paid Staff

At Sefton this is the Chief Executive - This is currently Dwayne Johnson and following his retirement, his successor will be Philip Porter, who will continue to provide advice on policy, procedure, and legislation. He is also responsible for the overall management of the Council staff.



## Monitoring Officer

At Sefton this is the Chief Legal and Democratic Officer – David McCullough - whose role it is to maintain the Council’s Constitution to ensure it is a robust fit for purpose document, ensure decisions of the Council are lawful and promote high standards of conduct for members; and deal with any complaints that a member has breached the Code of Conduct.



## Section 151 Officer

At Sefton this is the Executive Director of Corporate Resources and Customer Services Stephan Van-Arendsen, whose statutory task it is to monitor the financial affairs of the Council.



## Director of Public Health

At Sefton, this position is held by Margaret Jones. The Director of Public Health is a statutory Chief Officer of the authority and the principal advisor to elected members and officers on all public health matters, which includes utilising system leadership to reduce health inequalities, with a leadership role spanning all three domains of public health: Health Protection, Health Improvement and Health Service quality.



## Director of Adult Social Care Services (DASS)

At Sefton, this is the Executive Director of Adult Social Care and Health and this position is held by Deborah Butcher. The Director of Adult Social Services (DASS) is responsible under the Local Authority Social Services Act 1970 (amended) for the Planning and commissioning of services for Adults in Sefton. Delivery of social care for all who need them, with a leading role in delivering the wider vision for social care in combating social exclusion. She is responsible for providing professional leadership and workforce planning. In relation to integrated commissioning, the DASS has a focus on delivering an integrated whole system approach to supporting local communities and driving partnership working. There is a specific focus on Safeguarding Adults, ensuring that all services falling within the remit remain focused on safeguarding both adults and children.



The Director for Adult Social Services works alongside the Director for Children’s Services to ensure all the social care needs of local communities are given equal emphasis and are coordinated and developed through the joint strategic needs assessment and joint planning.

Deborah Butcher also holds the position of Place Director (Sefton) for NHS Cheshire and Merseyside.

## Director of Children’s Services

In Sefton, this is the Executive Director of Children’s Social Care and Education and the position is held by Risthardh Hare and it is a statutory role, under The Children Act 2004 which requires every upper tier local authority to appoint a Director of Children’s Services and designate a Lead Member for Children’s Services for the purposes of discharging the education and children’s social services functions of the local authority.



## Statutory Scrutiny Officer

This position is held by Debbie Campbell, Democratic Services Manager, and she has responsibility for promoting the role of overview and scrutiny, supporting the Overview and Scrutiny Committees, and providing advice to officers and Councillors about the Overview and Scrutiny Committees.

## Data Protection Officer

Sefton Council’s Data Protection Officer is Catherine Larkin and she provides advice and guidance on data protection related issues, Freedom of Information, Subject Access Requests (SARs) and Access to Files requests.

## Chief Internal Auditor

This position is held by David Eden who is responsible for giving an objective and evidence based opinion on all aspects of governance, risk management and internal control. This includes controls relating to the prevention and detection of fraud and corruption.

# Executive Directors

Sefton Council has 5 Executive Directors whose role it is to support the Chief Executive and Cabinet and Council to achieve its strategic objectives with a focus on:

- Strategy development and implementation
- Development of the Financial Strategy
- Development of Transformation Programme
- Cultural change
- Performance review of services
- Cohesion between service areas
- Support for Heads of Service
- Delivering Framework for Change in context of Vision 2030
- Strategic projects
- Relationship development with the Liverpool City Region Combined Authority and other partner organisations
- Troubleshooting
- Partnership development & community relationships



**Risthardh Hare**  
Executive Director of Children's  
Social Care and Education

Email: [Risthardh.hare@sefton.gov.uk](mailto:Risthardh.hare@sefton.gov.uk)

Tel: 07894 943536

Risthardh leads on the following areas:

- Children's Social care
- Special Education needs and disability
- Children's Emotional Health and Wellbeing
- Education

- School Improvement
- Pupil Place Planning
- School Regulatory Services.

**Full details of the role of this Executive Director can be found on page 47**



**Deborah Butcher**  
Executive Director Adult Social Care  
and Health

Email: [deborah.butcher@sefton.gov.uk](mailto:deborah.butcher@sefton.gov.uk)

Tel: 0151 934 3329

Deborah is responsible under the Local Authority Social Services Act 1970 ( amended ) for the following areas:

- Planning and commissioning of services
- Delivery of social services for all who need them with a leading role in delivering the wider vision for social care in combating social exclusion
- Providing professional leadership and workforce planning
- Delivering an integrated whole system approach to supporting local communities
- Driving partnership working
- All services falling within the remit remain focussed on safeguarding both adults and children

The Director of Adult Social Services and Health works alongside the Director for Children's Services and Education to ensure all the social care needs of local communities are given equal emphasis and are coordinated and developed through the joint strategic needs assessment and joint planning.

**Full details of the role of this Executive Director can be found on page 44**



**Stephan Van-Arendsen**  
Executive Director of Corporate Resources and Customer Services

**Email:** [stephan.VanArendsen@sefton.gov.uk](mailto:stephan.VanArendsen@sefton.gov.uk)  
**Tel:** 0151 934 4081

Stephan leads on the following areas:

- As the s151 officer all aspects of the Councils Financial Management arrangements including budget setting and financial control
- Legal Services and Democratic Services and including Elections
- Information and Communications Technology (ICT)
- Property and Building Services
- Human Resources (HR)
- Strategic Support including communications and procurement and commissioning

**Full details of the role of this Executive Director can be found on page 59**



**Stephen Watson**  
Executive Director Place

**Email:** [Stephen.Watson@sefton.gov.uk](mailto:Stephen.Watson@sefton.gov.uk)  
**Tel:** 07922 580936

Stephen leads on the following areas:

- All aspects of the Place portfolio, including Growth and Strategic Investment and such strategic programmes as Bootle town centre and the Strand Shopping Centre, and the projects within the Southport Town Deal and projects therein.

- Oversight of Economic Growth and Housing, and Highways and Public Protection.
- Oversight of Commercial function, including the newly formed Sefton Hospitality Operations Limited.
- Member of the Cheshire and Merseyside Health and Care Partnership Board, providing an economic growth perspective to the group.
- Chair of Sefton Council's Corporate Equalities Group.

**Full details of the role of this Executive Director can be found on page 50**



**Andrea Watts**  
Executive Director of People

**Email:** [andrea.watts@sefton.gov.uk](mailto:andrea.watts@sefton.gov.uk)  
**Tel:** 0151 934 2030 or 07896 287858

Andrea leads on the following areas:

- Leadership of Public Sector Reform and Demand Management
- Social value and social impact aspects of growth and investment opportunities
- Strategic Lead for LCR Combined Authority
- Strategic Lead for Local Industrial Strategy
- Executive Sponsorship for Climate Change (external facing)
- Executive Sponsorship for Jobs and Skills
- Strategic Lead on Digital Strategy (Combined Authority focussed)
- Deputy Returning Officer

**Full details of the role of this Executive Director can be found on page 53**

# The Role of the Mayor of Sefton

The Mayor of Sefton acts as the first citizen of the Borough of Sefton and has precedence within the borough boundaries over all except members of The Royal Family and the Lord Lieutenant of Merseyside.

The Mayor chairs the meetings of the Council, represents the Council on civic and ceremonial events, promotes the Borough when attending a wide range of functions and raises funds for the **Mayor of Sefton's Charity Fund**. The role of the Mayor is non-political, and they do not have any decision-making powers.

The Mayor attends many functions during their year in office, both official meetings and social events. On all occasions when the Mayor is present at any function, it is essential that they be accorded the precedence and courtesy due to the office of Mayor, both by custom and by the law of the land.

## Mayors Charity Fund

The Mayor of Sefton's Charity Fund is a trust that was set up to assist the people of Sefton (registered charity number: 1026227). It helps many of the smaller charitable and voluntary groups that do not have a national profile and sometimes find fundraising rather difficult because they are not well known outside of the local area in which they operate.

The charity fund has three trustees: the Chief Executive, Executive Director of Corporate Resources and Customer Services, and Chief Legal and Democratic Officer. There is a Trust Deed that is lodged with the Charity Commission. The fund is managed by The Civic & Mayoral Services Officer. (See contact details above)

If you wish to invite the Mayor to an event, it is important that early contact is made with the Mayor's Office to check the Mayor's availability. At least two weeks' notice is required. Contact can be made by clicking on the link on this page, by email to

[mayorsoffice@sefton.gov.uk](mailto:mayorsoffice@sefton.gov.uk) or by writing to the Civic and Mayoral Services Officer, Town Hall, Oriol Road, Bootle, L20 7AE. Telephone No: 0151 934 2062.

The Mayor's Office can provide advice on any matters relating to the correct **protocol** to be followed regarding the Mayor's attendance at an event.

The money from the Fund is distributed once a year, after the Mayor's term of office comes to an end. Donations are only made to those who have completed the required Application Form. These can be obtained from the Mayor's Office. The amount of money donated to each applicant varies and depends on the amount raised and the decision of the Trustees. Please note that organisations in receipt of Sefton Council grants are not eligible for assistance from the Mayor of Sefton's Charity.

# Sefton's Core Vision

During 2016 Sefton Council led on developing a new and exciting vision for the future of the borough.

Imagine Sefton 2030 consultation engaged with thousands of people, local businesses, and potential investors to create a vision that

collectively promotes shared prosperity, coordinated public investment and a healthy environment and population.

On the back of this work the Vision 2030 was agreed in November 2016, together with the Vision Outcomes Framework and the Council's Core Purpose

# Sefton 2030

A confident and connected borough



## Together a stronger community

In 2030, Sefton residents look out for each other. We focus on our similarities and diversities but never on our differences, working together to live a fruitful life.

We are supportive communities, aided by a vibrant voluntary sector, where everyone has the opportunity to live an independent and proactive life. We know our neighbours and we help each other out in any way we can, from sparing a drop of milk to lending a caring ear.

Our communities are strong, knowledgeable and informed.



## A borough for everyone

In 2030, Sefton is a borough that has everything we need to live, learn and age well.

From the moment we are born we are part of the community, with parent and baby groups & outstanding nurseries and schools. Quality apprenticeships, vocational training and university access mean we can follow our dream career path.

We live happy, healthy lives in Sefton. The borough is accessible for everyone and positive approaches are in place for those living with mental health issues and disabilities.

When it comes to enjoying our free time and living socially, there are clubs and groups for everyone.



# A clean, green and beautiful borough

In 2030, Sefton is internationally recognised for its outstanding natural beauty and commitment to sustainability.

We are a borough celebrated for its fantastic coast line and respected green spaces. Together, we work hard to preserve our assets, such as our marine lakes, woodlands, parks and canals and ensure that all future generations can enjoy them.

Through eco-friendly and green solutions, we have set the bar in sustainability. Everybody works together to keep Sefton clean and green, with a commitment to recycling, low pollution and better air quality.



# Living, working and having fun

In 2030, Sefton is the perfect place to enjoy your life.

With a variety of jobs and professions, Sefton has fantastic opportunities for everyone, from full time workers to part time workers. While a range of housing, including affordable and luxury, has made the borough one of the most desirable places to live in the country.

Our children and young people enjoy access to some fantastic schools, colleges and universities, meaning they can go on to fulfil their dreams and follow their chosen career paths.

We enjoy shopping on Sefton's vibrant high streets and being social at one of the many bars and restaurants, plus a wide variety of sports facilities, clubs and events help inspire residents to keep active and enjoy sport.

We are a borough that offers it all with many people moving to the area and students returning to lay down their roots following graduation.



# On the move

In 2030, Sefton is easy to move around and well linked with the wider city region and beyond.

Night buses, better train links and affordability mean that public transport is safe and available to everyone. We can also enjoy the use of the many bicycle and walking friendly routes, meaning we can keep active.

Investment into the borough's public transport system and road networks have helped reduce congestion and have made it even easier for residents and visitors to reach homes, businesses and attractions.



# Visit, explore and enjoy

In 2030, Sefton has something to offer residents and visitors of all ages.

We enjoy activities on our beaches and floral greenspaces, while the rush of adrenaline at Southport Air Show brings visitors from far and wide. Sefton is home to a number of great events and festivals, while international sporting events return year after year.

Known for its cultural scene, Sefton has something for everyone.



# Ready for the future

In 2030, Sefton is at the forefront of technology and research.

Investment in technology means that the borough is covered by comprehensive free Wi-Fi and strong, fast connection speeds. By embracing change, we are ready to seize any opportunity and Sefton is now known across the world as a centre for advancement and research.

We are well connected to the rest of the world and we are always looking to the future. Sefton is a borough connected by people, supported by technology.



# Open for business

In 2030, Sefton is home to businesses of all sizes, from international organisations and small start-ups to social enterprises and community organisations.

We are a borough with a global outlook, exporting many of our services and goods via the port.

Sefton is also a leading coastal tourist destination, with businesses flourishing thanks to our strong visitor economy. While strong support for SME's and Start-ups, coupled with the creative use of commercial space, has resulted in vibrant high streets.

With strong public sector partnerships, an entrepreneurial culture and a strong work force, Sefton is the perfect home for any business and we are flourishing.





# Core Purpose

## The Council's role in delivering the 2030 vision.

- **Protect the most vulnerable:** that is those children and adults who have complex care needs with no capacity to care for themselves and no other networks to support them. For those who are the most vulnerable we will have a helping role to play, we will challenge others to ensure we all protect the most vulnerable children and adults and where we need to we will intervene to help improve lives.
- **Facilitate confident and resilient communities:** the Council will be less about doing things to and for residents and communities and more about creating the capacity and motivation for people to get involved, do it for themselves and help one another. We will create an environment in which residents are less reliant on public sector support and which have well developed and effective social support.
- **Commission, broker and provide core services:** the Council will directly deliver fewer services but will act as a broker and commissioner of services which meet the defined needs of communities, are person-centred and localised where possible. We will deliver services which cannot be duplicated elsewhere or where we add value.
- **Place-leadership and influencer:** making sure what we and what others do are in the best interests of Sefton and its residents and has a contributing role to the 2030 vision of the borough. The Council will use data and feedback from our communities, children and young people in shaping plans. The Council will demonstrate strong leadership and influence partner organisations to
  - work towards common goals
  - deliver the best opportunities and outcomes for the children in young people in and leaving our care by being good Corporate Parents
  - deliver the best opportunities and outcomes for residents and every child in Sefton
- ensure Sefton is a child, older person and disability friendly place
- and build pride in the borough.
- **Drivers of change and reform:** the Council will play a key role in leading change and reform to improve outcomes for Sefton residents, every child's future and continuously improve the borough.
- **Facilitate sustainable economic prosperity:** that is, people having the level of money they need to take care of themselves and their family; creating the conditions where relatively low unemployment and high income prevail, leading to high purchasing power; opportunities for future generations and having enough money to invest in infrastructure.
- **Generate income for social reinvestment:** the Council will develop a commercial nature and look to what it can do either by itself or with others to generate income and profit that can be reinvested into delivering social purpose and preparing for the future.
- **Cleaner and Greener:** the Council will work with others to act as guardians and protect and maintain Sefton's natural beauty and ensure that its many assets can be enjoyed by everyone and future generations and provide a contribution to Sefton's economy, peoples wellbeing and the achievement of the 2030 Vision.

# Framework for Change

The Council's major change programme - the Framework for Change - is the way in which we will deliver our Core Purpose, contribute to the 2030 Vision, and deliver financial sustainability for the Council. More

information about the programme is available in Section 3 of the latest budget report approved by Council.

## FRAMEWORK FOR CHANGE

Sefton Council 

## Getting you started as a Councillor

To help you with the demands and complexities of your role as an elected member, support services are available across the Council, but **on-going day to day support is provided by the Democratic Services Team / your political group PA.**

Details of other Departmental contacts can be found further on in this document and on the Council's intranet.

### The Democratic Services Team

The Team which is managed by **Debbie Campbell** (0151-934 2254), looks after the Council's decision-making structures and provides a range of support for Council Members, as well as identifying their training and development needs and putting plans in place to deliver these. The team arranges all Council, Cabinet and Committee meetings, supports the Mayor of Sefton and organises Mayoral and Civic Events.

### The Electoral Services Team

Managed by **Neil Middlehurst** (0151 934 2284) the team undertakes the compilation and maintenance of the electoral register and organises all levels of election in Sefton, ranging from the parish and

the borough elections, to general elections and national referendums.

### Getting Started

We fully appreciate that you will want to start to work on behalf of ward residents as soon as possible, and accordingly have processes in place to help you to do this and to work efficiently.

The Democratic Services Team will:

- Arrange your induction.
- Discuss your responsibilities as a councillor.
- Discuss the skills you will need to carry out your duties and the training/learning opportunities available to you.
- Discuss with you any initial questions you may have about how the Council works.

### Computers/ICT

Use of IT will be crucial to enable you to carry out your work as a Sefton Councillor.

You will be issued with a laptop and set up with a password and

Councillor email address during your first week as a Councillor. **Please note that your Councillor email address (not your personal email address) will be the one we use to contact you and it should be used for all Council related correspondence. On being issued with your laptop you will be required to read the ICT Acceptable Use Protocol and sign the Members' ICT Acceptable Use form** confirming that you will abide by the Protocol.

Should you require it we can also facilitate access to your email via your personal mobile phone (subject to the mobile phone specification reaching the minimum standard).

IT Consumables can be ordered from the from the Political Group PA's, or the Democratic Services Team.

The Agilisys **ServiceDesk** are the main point of contact for IT incidents and requests and the ServiceDesk are are contactable via Tel: **0151 934 4999**. You can also **Do It Now** and log a call using the ServiceDesk Portal via desktop shortcut on your Council laptop.

In addition, the chat option is available during our opening hours

### The ServiceDesk Opening Hours are:

06.30 - 22.00 Monday to Friday

10.00 - 16.00 Saturday, Sunday and Bank Holiday's.

[Please note 06.30 - 07.30am and 18.30 - 22.00 weekends and Bank Holiday are an out of hours limited service]

In order to escalate an issue in the first instance please contact the ServiceDesk and quote the reference number provided when you logged the original incident / request.

The latest updates on your logged Incidents and requests can also be found on the ServiceDesk portal.

## Car Parking

Members of the Council are provided with passes which enable them to park in on-street pay and display sites and on Council run pay and display car parks, subject to displaying an official car park disc on the windscreen of your vehicle

## Councillor photographs

Soon after you are elected we will arrange for you to have a photograph taken. This photograph will be on your Sefton Council security pass and will also feature on the Council's website.

## Members Allowances

As an elected Member you are entitled to a basic allowance of **£10,382.76**. Councillors with additional roles also receive a special responsibility allowance (SRA) which reflects the level of responsibility and expected time commitment. Allowances are set by the Council on the recommendation of the Independent Remuneration Panel. You will also be able to claim for travel and subsistence to attend meetings **outside the borough** which are authorised by the Council. Allowances are subject to income tax, and it is your responsibility to ensure you pay the correct amount. All local authorities have a statutory duty to produce and publish on the Council's website, a statement of the allowances paid to Members of the Council for the previous financial year on the an annual basis Full details of the Members' Allowance Scheme can be found in Chapter 2, page 74 of the Council's Constitution at the following link: <https://modgov.sefton.gov.uk/documents/s115380/SMBC%20Constitution%20-%20Jan.2023.pdf>

# Your responsibilities as an Elected Member

As a democratically elected local representative, you have a unique and privileged position and the potential to make a real difference to the Community of Sefton.

Being a Councillor is hard work. Every day you will be expected to balance the needs of your local area, your residents and voters, community groups, local businesses, the demands of your political party and the Council. All will make legitimate demands on your time as well as your personal commitments to family, friends, and workplace.

When a child comes into care, it becomes the statutory responsibility of Sefton Council to provide, for them, a safe and secure environment in which to grow and thrive. This responsibility is known as 'Corporate Parenting' and is shared across the Council as a whole. That means every elected member, employee and partner agency has a role to play in providing care and support for our cared-for children and care experienced young people.

It is our responsibility to fulfil the traditional parenting role. From decisions about their day-to-day care, through to where a child will live and which school they will attend. We must make these decisions as if they were our own child. We also need to be ambitious for them and support them to make a success of adult life.

It is vital that we work together, across the Council, to provide our cared for children and care experience young people with the best experiences and opportunities possible.

As a Councillor you will have many different roles to balance. As a local elected representative, you will engage with residents and groups on a wide range of different issues and take on an important community leadership role. You will contribute to the development

of policies and strategies, including budget setting, and you may be involved in scrutinising decisions or taking decisions on planning or licensing applications.

You will be expected to attend some mandatory training to ensure that you are equipped with the relevant knowledge, facts, and information to make informed decisions at the Committee Meetings you have been appointed to serve on.

Your primary role as a Councillor will be to represent your ward and the people who live in it. Councillors provide a link between the Community and the Council - acting as an advocate for your local residents, signposting them to the right people at the Council, and keeping them informed about the issues that affect them.

In order to understand and represent local views and priorities, you will need to build strong relationships and encourage local people to make their views known and engage with you and the Council. Good communication and engagement is central to being an effective Councillor.

As a local Councillor, your residents will expect you to:

- Respond to their queries and investigate their concerns (casework)
- Communicate Council decisions that affect them
- Know your patch and be aware of any problems
- Know and work with representatives of local organisations, interest groups and businesses
- Represent their views at Council meetings
- Lead local campaigns on their behalf
- Develop good working relationships with the Cabinet Members

# Code of Conduct and Standards

Elected members are public office holders and accordingly, are subject to a statutory regime designed to promote high standards in public life. When you signed the Declaration of Acceptance of Office, you agreed to be bound by the Code of Conduct, which is included in your induction pack and can also be found at Chapter 2, page 28, of the Council's Constitution at the following link: <https://modgov.sefton.gov.uk/documents/s115380/SMBC%20Constitution%20-%20Jan.2023.pdf> Please read the code fully as it governs all aspects of your role as an elected member.

The Localism Act 2011 brought about substantial changes to the standards regime which have now been implemented. A new Code of Conduct has been introduced and Councillors will be fully briefed on the new arrangements as part of the Member Development Programme. The new code is based around the 7 principles of public life, which are set out below. Please bear these in mind when carrying out your role as an elected member.

## Seven Principles of Public Life

- **Selflessness** – Members should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- **Integrity** – Members should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, members should make choices on merit.

- **Accountability** - Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness** - Members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty** - Members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** Members should promote and support these principles by leadership and example.

## Declaration of Interests

The Council is required to promote and maintain high standards of conduct by Councillors. You must register any disclosable pecuniary or personal interests for yourself, your spouse or a partner you live with, within 28 days of taking up office. It is a criminal offence if you fail without reasonable excuse, to declare or register interests to the Monitoring Officer. You must also record the details of any gifts or hospitality over the value of £50 given in the course of your work as a Councillor. The Democratic Services Team will be able to provide further information and guidance on how to go about registering your interests.

## Access to Information

**Freedom of information** – The Freedom of Information Act 2000 gives people rights of access to the information held by Councils and other public bodies. The legislation aims to give people a better understanding of how organisations make decisions, carry out their duties and spend public money. The Act created two main obligations for public authorities:

All public authorities must adopt and maintain a publication scheme setting out details of information they will routinely make available, how the information can be obtained and whether there is a charge for it.

All public authorities must comply with requests made under the Act for information they hold (unless an exemption from disclosure applies). Requests for information should be responded to as quickly as possible, and within 20 working days except in some limited circumstances.

As a Councillor, the decisions you make and the actions you take are all subject to public scrutiny. Your allowances will be published on the Council website.

## Official information held in non-corporate communication channels

Official information held on a public authority's behalf may be contained in various non-corporate channels or locations and include:

- Private email accounts
- Private messaging accounts e.g. WhatsApp, Signal or Telegram
- Direct messages sent on apps such as Twitter or via Facebook messenger
- On private mobile devices, including text messages on mobile phones and voice recordings.

## The Information Commissioner's approach

'The use of non-corporate communications channels for official business is an issue that has arisen across a range of sectors. This reflects the emergence of new technology since FOIA came into force and the practical realities of how some working within public authorities have, at times, communicated.

However, such channels create a number of risks and potential challenges to compliance with FOIA and adherence to the Code.

As far as reasonably practicable, you should always ensure that you use corporate channels for official business. Where this is not possible for whatever reason, you should make arrangements to store official information on your corporate systems as quickly as possible.

You should also always remember that information held in non-corporate communications channels may be subject to FOIA if it relates to the public authority's official business. Regardless of whether you hold it in an official or non-corporate communications channel, all such information held by someone who has a direct, formal connection with the public authority is potentially subject to FOIA. If the information held in a non-corporate communications channel amounts to public authority business, it is very likely to be held on your behalf in accordance with section 3(2)(b). However, such information may be exempt under FOIA and you would not necessarily have to disclose it'. This can apply to any public authority. For example, a Councillor may hold information relating to local authority business in his/her private communication channels on behalf of the local authority. The Commissioner is aware that the issue has also arisen in a central government context in relation to the use of non-work systems. There is a need to have a clear demarcation between political and departmental work. In the local government context, there is a need

to have a clear demarcation between Council business and work for individuals as their local representative.’

Source: [Official information held in non-corporate communications channels | ICO](#)

## Protecting Data

The UK data protection regime is set out in the DPA 2018 and the UK GDPR. The UK GDPR is the UK General Data Protection Regulation. It is a UK law which came into effect on 1st January 2021. It sets out the key principles, rights, and obligations for most processing of personal data in the UK, except for law enforcement and intelligence agencies. It is based on the EU GDPR (General Data Protection Regulation (EU) 2016/679) which applied in the UK before that date, with some changes to make it work more effectively in a UK context.

The DPA 2018 is split into a number of different parts, which apply different situations and perform different functions:

- Part 2: General processing (UK GDPR)
- Part 3: Law enforcement processing
- Part 4: Intelligence services processing

Data protection law is regulated by the Information Commissioner’s Office (ICO). They are the UK’s ‘supervisory authority’. Their role is to offer advice and guidance, promote good practice, carry out audits and advisory visits, consider complaints, monitor compliance, and take enforcement action where appropriate.

The Regulation contains the following 6 principles which are binding for all organisations processing data. Personal data shall be:

**(a) Processed lawfully, fairly and in a transparent manner** in relation to the data subject (‘lawfulness, fairness and transparency’);

**(b) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;**

**(c) Adequate, relevant and limited to what is necessary** in relation to the purposes for which they are processed (‘data minimisation’);

**(d) Accurate and, where necessary, kept up to date;**

**(e) Kept in a form which permits identification of data subjects for no longer than is necessary** for the purposes for which the personal data are processed;

**(f) Processed in a manner that ensures appropriate security** of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (‘integrity and confidentiality’).

Councillors will continue to have data protection responsibilities for the personal information they process, although they are no longer required to pay a fee to the Information Commissioner’s Office (ICO).

This means you are responsible for ensuring all personal data is handled in a way which complies with the requirements of the UK GDPR. Details on how these legislative changes affect Councillors can be found on the ICO website: [www.ico.org.uk/for-organisations/political](http://www.ico.org.uk/for-organisations/political)

Sefton Council’s Data Protection Officer is **Catherine Larkin** and she provides advice and guidance on:

- Data Protection related issues
- Freedom of Information
- Subject Access Requests (SARs)
- Access to Files requests

Catherine Larkin Tel: 0151 934 3286

Email: [Catherine.larkin@sefton.gov.uk](mailto:Catherine.larkin@sefton.gov.uk)

Further information on Data Protection and Information at Sefton can be found at the following link: <http://intranet.smbc.loc/our-council/data-protection-information-handling.aspx>

**MANDATORY** Councillors are expected to complete a mandatory e-learning course on Information Compliance, Sharing and Safeguarding as soon as possible following their election and the course should be retaken annually.

Link: [https://seftonclc.melearning.university/user/multi\\_level/view/60](https://seftonclc.melearning.university/user/multi_level/view/60)



# An Introduction to Local Government at Sefton

Local Government touches the lives of everybody, every day. Sefton Metropolitan Borough Council, like other local authorities, delivers and commissions a diverse range of activities, including:

- Safeguarding children at risk of harm, neglect, and exploitation
- Provides six libraries, eight leisure centres, an eco-centre, adventure centre, children's centres and the Atkinson
- Operates in excess of 235,689 waste collections in a week across all of the differing waste streams and collection types (wheelie bin, communal bin, sacks)
- Lights the streets, maintains and cleans the pavements together with 607 miles of road
- Works with others to manage and protect 22 miles of coast
- Maintains 166 parks and greenspaces
- Prepares 12,300 school meals every school day
- Deals with planning matters
- Protects the community through the inspection of food premises
- Safeguards the community through inspecting and issuing licences for taxis and premises serving alcohol
- Safeguards the community through Trading Standards advice and inspections
- Supports local businesses and potential investors through InvestSefton
- Supports people to find work through Sefton@Work

- Provides advice and assistance on a range of housing related matters
- Registers births, deaths and marriages

This list is by no means exhaustive and naturally will not be viewed in isolation from the work that the Council enables and facilitates with its partners across the Borough.

Gaining an understanding of how Sefton operates will help you represent your local community more effectively. To help you with the demands and complexities of your role as an elected member, support services are available across the Council. The following pages provide a brief synopsis of the work carried out by each of the service areas, the implications for yourself as a Councillor in relation to each service area and useful contact details.

# Local Government Finance

The Local Government Finance system is complex and has evolved over many years, so it has a reputation for being difficult to understand. Part of your role as a Councillor will be to debate and agree Sefton Council's budget, so it is important to know the basics:

Local authority spending in England falls into three main categories:

- Spending on capital projects such as roads or school buildings (capital expenditure results in the creation, acquisition or enhancement of an asset).
- Revenue spending on Council Housing – this is known as the Housing Revenue Account (HRA) – the Council transferred its housing stock to One Vision Housing in October 2006 – therefore Sefton was required to close its HRA.
- Revenue spending on all other areas (mainly pay, payments to social care providers and all other costs of running services).

The Revenue and Capital budgets are set by a special meeting of the Council in early March (or the last day in February) prior to the new financial year (which starts on 1st April). The revenue budget, including the amount of Council Tax to be charged, must legally be set by 10th March. The budgets are monitored throughout the year with monthly reports taken to Cabinet between July and March. A final outturn report will be presented to Cabinet in July (including Capital and other performance information for the year). Following the end of the financial year the Council must produce its Statement of Accounts for the year – the initial draft version for 2022/2023 (and 2023/2024) will be published by 31st May. The final audited version should be approved by the Audit and Governance Committee by 30th September – however, this is dependent on the Council's external auditors having completed their audit by this date.

**Capital** – The Council's Capital Investment Plan (or Capital Programme) for 2023/2024 – 2025/2026 currently totals £175.1m, including some indicative grants, and is funded primarily from Central Government Allocations, Specific Capital Grants, Capital Receipts and Council Borrowing. The Plan includes schemes for the Marine Lake Event Centre (£65.7m), Other Strategic Investment (£9.9m), Adult Social Care (£21.0m), Highways and Public Protection (£45.7m) and Education Excellence (£23.7m).

**Revenue** – The Council's revenue budget is mainly funded by Council Tax, Retained Business Rates, and general Government Grants. In addition, some expenditure is funded by specific ringfenced grants. The largest of these is the Dedicated Schools Grant (DSG) which funds the provision of education, including schools, early years, and high needs. The DSG for 2023/2024 is £177m (excluding allocations for academies of £85m).

Sefton's net revenue budget for 2023/2024, after netting off specific grants and fees and charges, is £320m. Council Tax funds £161m of this with £75m from Business Rates and £84m from general Government Grants. Adults and Children's Social Care account for £191m of the total budget. In addition, the budget includes £36m relating to Transport and Waste expenditure levied by other organisations.

# Human Trafficking and Modern Slavery

1.1. The Modern Slavery Act 2015 provided legislation to enable more severe punishment to be put in place through law enforcement and provided enhanced support and protection for victims.

1.2. On 25th April 2019, a Council motion was passed for the Council to commit to helping eradicate slavery and labour exploitation and a number of principles were agreed.

*“This Council commits to helping eradicate slavery and labour exploitation. As an organisation who believes and promotes ethical working standards, we will endeavour to ensure that all Council policies, procedures and practices are fully compliant with relevant slavery and labour standards legislation. We will actively seek to only use suppliers who uphold these principles. We will promote our charter by raising awareness, educating and supporting both within our organisation and those we come into contact with.”*

1.3. On 25th April 2019, the Council signed up to The Charter Against Modern Slavery (the Charter) is a motion by the Co-operative Party which places a positive obligation on those councils who sign up to the Charter committing the Council to proactively vetting their own supply chain to ensure no instances of modern slavery are taking place. The Council has a number of related policies and publishes related information and an annual statement setting out the steps it has taken to prevent modern slavery in their business and supply chains on the Council website.

1.4. The Modern Slavery Act 2015 provided legislation to enable more severe punishment to be put in place through law enforcement and provided enhanced support and protection for victims statement setting out the steps it has taken to prevent modern slavery in their business and supply chains on the [Council website](#).

1.5. On 25th April 2019, a Council motion was passed for the Council to commit to helping eradicate slavery and labour exploitation and a number of principles were agreed.

1.6. On 25th April 2019, the Council signed up to The Charter Against Modern Slavery (the Charter) is a motion by the Co-operative Party which places a positive obligation on those councils who sign up to the Charter committing the Council to proactively vetting their own supply chain to ensure no instances of modern slavery are taking place. The Council has a number of related policies and publishes related information and an annual statement setting out the steps it has taken to prevent modern slavery in their business and supply chains on the [Council website](#).

To help understand the issues surrounding **Human Trafficking and Modern Slavery, a course will be held on Tuesday 28 November 2023 – 13.00 to 14.00 via Microsoft Teams**

# Decision Making Process / Committees

The Council’s decision-making process is based on the **Leader and Cabinet (Executive)** model.

The current arrangements provide for the appointment of ‘Cabinet Members with responsibility for defined service portfolios who with the Leader of the Council, collectively form the Cabinet. In addition to

the Leader of the Council, there are currently 9 portfolio holders. The document on page 34 is a ‘map of the Council’s portfolios’ providing contact information and details of the remit / responsibilities for each portfolio.

Cabinet Portfolio	Member
<b>Leader of the Council</b>	Cllr. Ian Maher
<b>Cabinet Member – Adult Social Care</b>	Cllr. Cummins
<b>Cabinet Member – Children’s Social Care</b>	Cllr. Doyle
<b>Cabinet Member – Communities and Housing</b>	Cllr. Hardy
<b>Cabinet Member – Education</b>	Cllr. Roscoe
<b>Cabinet Member – Health and Wellbeing</b>	Cllr. Moncur
<b>Cabinet Member – Locality Services (and Deputy Leader)</b>	Cllr. Fairclough
<b>Cabinet Member – Planning and Building Control</b>	Cllr. Veidman
<b>Cabinet Member – Regeneration and Skills</b>	Cllr. Atkinson
<b>Cabinet Member – Regulatory, Compliance and Corporate Services</b>	Cllr. Lappin

The **Council's Constitution** sets out the detailed provisions concerning the decision-making powers of committees, the Cabinet and Full Council.

A local authority must have a **Full Council** on which all councillors sit. This is responsible for setting the policy framework, agreeing the budget and spending plans, electing the leader and making constitutional decisions. It is also a forum for debate on major issues affecting the council and its local area.

The **Cabinet** is the part of the Council which is responsible for key decisions. The Cabinet is currently made up of the Leader and nine other Councillors. When key decisions are to be discussed or made, these are published in the Cabinet's Forward Plan unless they are urgent. These decisions will be taken in public, including any discussion with Council officers, except where personal or confidential matters are being discussed. The Cabinet has to make decisions which are in line with the Council's overall policies and budget. If it wishes to make a decision which is outside the budget or policy framework, this must be referred to the Council as a whole to decide. Decisions by Cabinet and Cabinet Members are published on the Sefton website and are implemented after five working days following publication, unless an individual decision is **'called-in'** by 3 Councillors within 5 working days following publication. If this happens, the decision is referred for detailed consideration by the relevant Overview and Scrutiny Committee. In exceptional circumstances the Cabinet may take a decision which will have immediate effect because the legal or financial position of the Council or the residents of Sefton would be prejudiced if action were not taken urgently. In these circumstances, the Chair of the Overview and Scrutiny Committee, to which the terms of reference fall under, is consulted to seek their agreement to waive call-in, this means that the decision takes immediate effect after Cabinet have agreed the recommendations.

## Regulatory and Compliance

The Council is not just a service provider, it also acts as a regulator and there are committees with functions that cannot be Cabinet functions, these are:

- Licensing and Regulatory Committee
- Planning Committee
- Audit and Governance Committee (which also deals with standards issues)

Councillors are required to act independently on these Committees which cannot be subject to the group/party whip.

**MANDATORY** Members and Substitute Members of the Planning Committee are required to undertake mandatory training before they can sit on the Committee, and other training courses are held throughout each Council year prior to meetings of the Committee. Licensing and Regulatory Committee Members are expected to undertake mandatory training before they can sit on Licensing Sub-Committees for the consideration of Licensing and Gambling applications.

Training courses for Members of the Audit and Governance Committee are provided during each Council year.

Details of the above training and other essential courses can be viewed in the Councillor Induction & Member Development Schedule of Courses 2023/2024 handbook.

## Representation on Outside Bodies

You may also be asked to serve on external bodies as a nominated representative of the council or serve as a school governor.

A list of the outside bodies can be accessed on the Council's website.

## Who decides who serves on Committees?

This is determined by each political group. Group decisions will be formally submitted to the Annual Council meeting for ratification. Membership of Committees (but not the Cabinet) must reflect the political balance of the Council.

## How often are meetings held?

The Council meets approximately every eight weeks. There is also an Annual meeting of the Council which elects the Mayor for the Municipal Year ahead. The Planning Committee also meets once a month. The Licensing and Regulatory Committee and Audit and Governance Committee meet once every 3 months, commencing in June. The four Overview and Scrutiny Committees meet five times in each year. The Leader of the Council is appointed for a period of four years and appoints the Cabinet Members at the Adjourned Annual Council Meeting each year. The Mayor of Sefton is appointed at the Annual Council Meeting each year.

**A special meeting of the Council is held in February or March to approve the budget and set council tax levels.**

## Committee Meetings

Details of the dates, times, and locations of meetings for the municipal year are on published on the Council's website. Meetings are usually held in either Bootle Town Hall or Southport Town Hall on an alternating basis. Both town halls are accessible to persons with disabilities.

## Committee Agenda Papers

The Council operates a 'paperlite' policy which means that paper copies of agendas, reports and minutes are no longer sent out to Councillors. Copies of all agendas, reports and minutes can be accessed through the ModGov app, which has been installed on your Council issued laptop. You will receive electronic notification from Democratic Services whenever an agenda or minutes have been published. You can also access private papers on your Council issued laptop.

Agendas and reports for meetings are published 5 working days before each meeting. **Sometimes items on the agenda contain exempt information. These items are not discussed in open session and therefore must not be discussed with or shown to the press or public.** A small number of agenda papers will be taken to meetings for distribution to the press and public in attendance.

# Holding the Executive to Account

## Overview and Scrutiny Committees

The way in which the council has structured its scrutiny arrangements has evolved steadily since they were introduced over a decade ago.

What does overview and scrutiny involve?

- Holding the executive to account – this involves scrutinising decisions of the executive at a number of different stages of the decision-making process: before decisions are made; before they are implemented; and after they are implemented.
- Policy review and development– policy review involves scrutinising existing council policies to examine intended policy outcomes and whether these outcomes are being achieved. Policy development involves shaping the structure of key policies by examining alternatives set against needs, resources and other issues and making recommendations to the executive.
- Review of Council services – this involves scrutiny reviewing council services to ensure they are achieving customer satisfaction and value for money together with monitoring council performance.
- External Scrutiny – External scrutiny involves scrutinising the works and impact of external agencies, in the Council’s area, for example local NHS trusts and other partners.

The four Overview and Scrutiny Committees listed below investigate and report upon service delivery issues or issues of broad social concern in Sefton. The remits of these are aligned to the Cabinet Member Portfolios and the Council’s Core Purpose set out in the Sefton 2030 Vision for Sefton.

- Adult Social Care and Health
- Children, Schools and Safeguarding
- Regeneration and Skills
- Regulatory, Compliance and Corporate Services

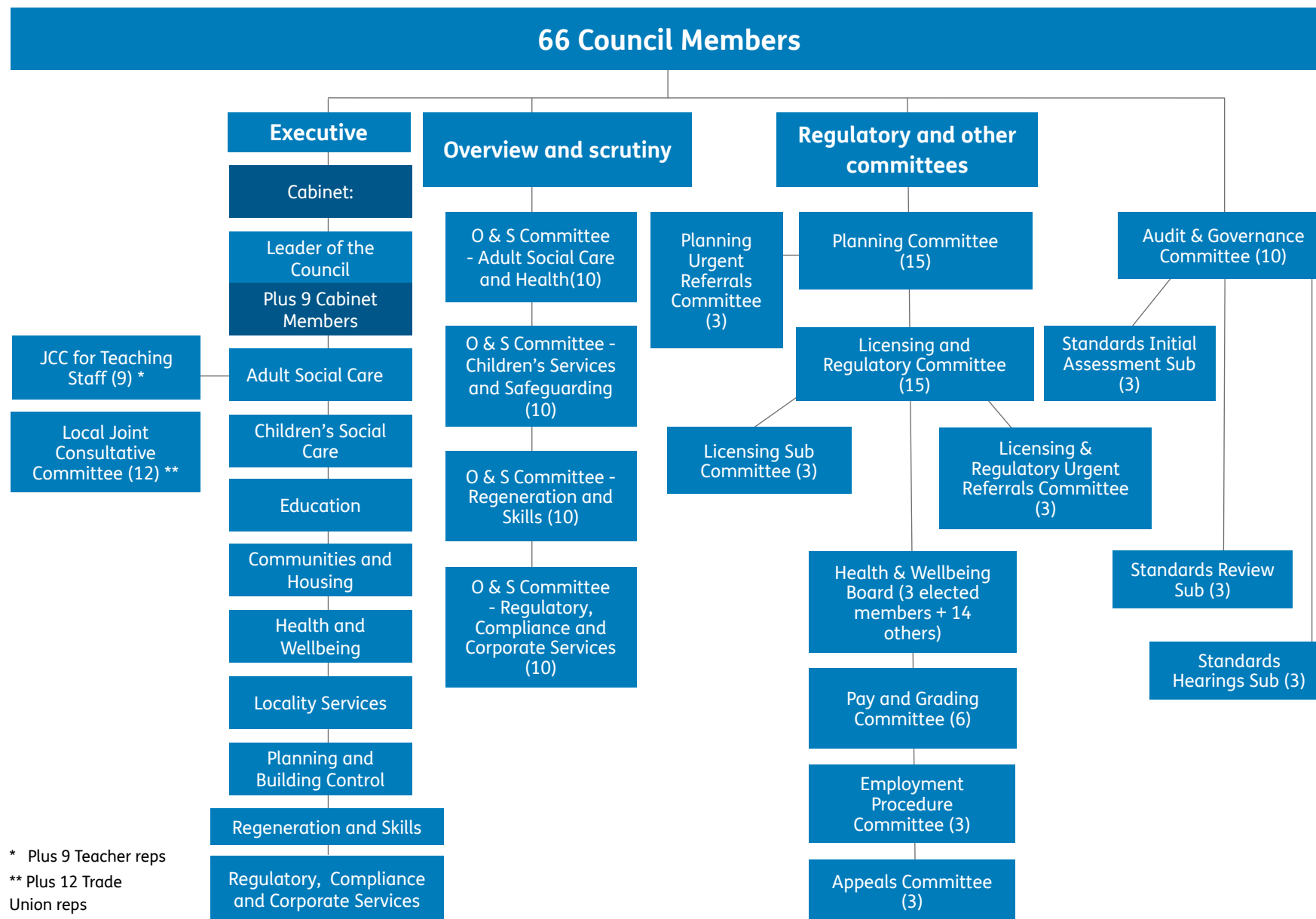
Most elected members are asked to sit on one of the Overview and Scrutiny committees. Your Group Leader will be involved in nominating you for this, as it may be that you have a specialist knowledge and expertise which will be of particular value to one of the committees. Please let your Group Leader know if you have a particular interest in serving on a specific committee.

Cabinet Members cannot be members of an Overview and Scrutiny Committee.

All matters relating to the O&S role and functions can be found within the Council’s constitution at <https://modgov.sefton.gov.uk/documents/s115380/SMBC%20Constitution%20-%20Jan.2023.pdf> and in the Executive Scrutiny Protocol document at the following link: [Executive Scrutiny Protocol.pdf](#)

**A Member Development Course for all Members and Substitutes of Overview and Scrutiny Committees is scheduled to take place on Wednesday 15 June 2023. 15:00 – 17:00 or 18:00 – 20:00. This will be held in Bootle Town Hall.**

# Sefton Metropolitan Borough Council - Committee Management Structure



\* Plus 9 Teacher reps

\*\* Plus 12 Trade Union reps



# Guide to Writing Motions for Consideration at Council Meetings

## When and how do I submit my Motion for the next Council Meeting?

To ensure that your motion appears on the Council agenda, the notice of your motion must be submitted to the Chief Legal and Democratic Officer (Monitoring Officer) by no later than 12noon, eight clear days before the date of any ordinary Council meeting, which is usually on the Monday of the week preceding the Council meeting.

Motions cannot be submitted for consideration at the Annual Council Meeting, Adjourned Annual Council Meeting or an Extra-ordinary Meeting of the Council.

In advance of this deadline, you should submit the draft motion to the Leader or the Whip of your Political Group for approval and the PA to your Political Group will then submit the motion to the Chief Legal and Democratic Officer prior to the deadline.

Independent Members should submit the motion to the Chief Legal and Democratic Officer by the above deadline.

Officers will then check the content of the motion and contact you if they have any queries.

## Who can write a Motion?

Any Member of the Council can submit a motion, but you will need to indicate the name of the Councillor who will second the motion after you have moved the motion at the Council meeting. In the absence of a Secunder, the Motion cannot be considered at the meeting.

## Scope of Motion

The Council Constitution states that “Motions must be about matters for which the Council has a responsibility, or which affect Sefton.”

## Six Month Rule

The Council Constitution states that a motion to rescind a decision made at a Council meeting within the last six months or, a motion in similar terms to one that has been rejected at a Council meeting within the last six months, cannot be moved unless the notice of the motion is signed by at least 22 Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

Consequently, you cannot submit a motion in similar terms to one that has already been submitted by another Member of the Council for consideration at the next Council meeting and you will be advised to contact the mover of the motion to see if you can reach cross party support on the content of his/her motion.

## What makes a good Motion?

### Length, Style and Content

There are no official word limits but it's important to make sure your motion is not overly long.

Much of what the Motion hopes to achieve can be verbally explained at the Council meeting by the Mover and Secunder without the need for too much detail being included in the written introduction to the Motion.

Motions should:

- be written as clearly and concisely as possible;
- avoid statements that are ambiguous;
- be carefully constructed and if necessary, set out in clauses that can be clearly identified by numbers or bullet points; and
- indicate the proposed action that you want the Council to take.

Facts and figures are important but should be kept to a minimum. If quotations are included, then they should be kept short. References to reports, White Papers, draft bills etc. should be written on the assumption the audience haven't read them and some basic explanation is needed.

You should check that any factual points are accurate.

### **Structure**

The best examples of notices of motions are structured as follows:

**Title:** (make it clear, concise and comprehensible)

**Proposed by:** (it must be a Member of the Council)

**Seconded by:** (it must be a Member of the Council)

**This Council “notes,” “is concerned by” or “regrets”:** (facts that back up the motion and provide context)

**This Council “believes,” “reaffirms,” “recognises,” “declares”:**  
(subjective opinions on the motion that the author feels would aid its passing)

**This Council resolves:** (what the author of the motion wants the Council to actually do)

## Motions on Expenditure

Any motion which would increase the expenditure or reduce the revenue of any service which is under the management of the Council or would involve capital expenditure shall, if carried, stand referred to the Cabinet or Committee affected for formal consideration of the financial implications in advance of any budgetary commitment and prior to any action being taken to implement the decision.

# Map of Cabinet Portfolios

Chief Officer	Service Area	Cabinet Portfolio	Overview & Scrutiny Committee
<p><b>Chief Executive</b>  <b>Dwayne Johnson</b>  <b>Tel: 0151 934 2057</b>  <b>Email:</b>  <a href="mailto:dwayne.johnson@sefton.gov.uk">dwayne.johnson@sefton.gov.uk</a></p>	<p>As Chief Executive and Head of Paid Service to lead, develop and deliver the Council's vision, priority outcomes and core values. Ensuring effective strategic leadership within the Council and place leadership across a range of partners and systems.</p> <p>Principal Advisor to elected members of the Council</p>	<p>Leader of the Council            (Cllr Ian Maher)</p>	<p>Various dependent upon individual project involved</p>
<p><b>Executive Director Adult Social Care and Health (DASS) and NHS Director for Sefton</b>  <b>Deborah Butcher</b>  <b>Tel: 0151 934 3329</b>  <b>Email:</b>  <a href="mailto:deborah.butcher@sefton.gov.uk">deborah.butcher@sefton.gov.uk</a></p>	<p>See the services listed below</p>	<p>Adult Social            (Cllr Cummins)</p>	<p>Adult Social Care and Health</p>
<p><b>Assistant Director of Adult Social Care</b>  <b>Sarah Alldis</b>  <b>Tel: 07815 465610</b>  <b>Email:</b>  <a href="mailto:sarah.alldis@sefton.gov.uk">sarah.alldis@sefton.gov.uk</a></p>	<p>Provision of Adult Social Care Assessments            Commissioning of support packages and reviews.</p> <p>Occupational Therapy Services</p> <p>Adult Safeguarding concerns and investigations</p> <p>Hospital Discharge</p> <p>Access to Day Opportunities, Domiciliary Care, Supported living, Nursing and Residential care</p> <p>Carer Support and access to Carers Respite</p>	<p>Adult Social Care            (Cllr Cummins)</p>	<p>Adult Social Care and Health</p>

Chief Officer	Service Area	Cabinet Portfolio	Overview & Scrutiny Committee
	<p>Intermediate Care and access to reablement services</p> <p>Extra Care Deprivation of Liberty Safeguards (DOLS) applications and renewals</p> <p>Court of Protection applications</p> <p>Adult Social Care Commissioning and Contracts Client Charging and Business Support</p>	Adult Social Care (Cllr Cummins)	Adult Social Care and Health
<p><b>Assistant Director - Integrated Life Course Commissioning</b></p> <p><b>Eleanor Moulton</b></p> <p><b>Tel: 0151 934 4900</b></p> <p><b>Email:</b></p> <p><a href="mailto:eleanor.moulton@sefton.gov.uk">eleanor.moulton@sefton.gov.uk</a></p>	<p>Delivery of Commissioning Improvement plans for both Adults and Children's inclusive of the Quality assurance and contract management approach. This includes the Commissioning and Continuous Improvement of the following service areas:</p> <p>Care Homes, Domiciliary Care, Day Opportunities, Supported Living, Mental Health Services, Translation service, Advocacy, Voluntary Service, Children's Residential Homes, SaILS, Independent Fostering Services, Family Support.</p>	Adult Social Care (Cllr Cummins)	Adult Social Care and Health
		Children's Social Care (Cllr M Doyle)	Children's Services and Safeguarding
<p><b>Executive Director of Children's Social Care and Education</b></p> <p><b>Risthardh Hare</b></p> <p><b>Tel: 07849 943 536</b></p> <p><b>Email:</b></p> <p><a href="mailto:risthardh.hare@sefton.gov.uk">risthardh.hare@sefton.gov.uk</a></p>	See the services listed below	Children's Social Care (Cllr Doyle)	Children's Services and Safeguarding
		Education (Cllr Roscoe)	

Chief Officer	Service Area	Cabinet Portfolio	Overview & Scrutiny Committee
<p><b>Assistant Director of Children's Services (Cared for Children and Care Experienced)</b></p> <p><b>Laura Knights</b>  <b>Tel: 0151 934 3935</b>  <b>Email:</b>  <a href="mailto:laura.knights@sefton.gov.uk">laura.knights@sefton.gov.uk</a></p>	<p>Cared for Children's Service  Care Experienced Service  Fostering Service  Adoption Service</p>	<p>Children's Social Care  (Cllr Doyle)</p>	<p>Children's Services and Safeguarding</p>
<p><b>Interim Assistant Director of Children's Services (Help and Protection)</b></p> <p><b>Leanne Holmes</b>  <b>Tel: 07770 623843</b>  <b>Email:</b>  <a href="mailto:leanne.holmes@sefton.gov.uk">leanne.holmes@sefton.gov.uk</a></p>	<p>Multi-Agency Support Hub (MASH)  Assessment Teams  Locality Teams  Court Team  Children with Disability  Social Work Academy</p>	<p>Children's Social Care  (Cllr Doyle)</p>	<p>Children's Services and Safeguarding</p>
<p><b>Assistant Director of Children's Services (Safeguarding and Quality Assurance)</b></p> <p><b>Joe Banham</b>  <b>Tel: 07584 667600</b>  <b>Email:</b>  <a href="mailto:joe.banham@sefton.gov.uk">joe.banham@sefton.gov.uk</a></p>	<p>Family Support Pathway  Independent Reviewing Service  Quality Assurance, Performance Management, and Improvement  Safeguarding Partnership  Local Authority Designated Officer (LADO, managing allegations)  Principal Social Worker  Audit Team</p>	<p>Children's Social Care  (Cllr Doyle)</p>	<p>Children's Services and Safeguarding</p>

Chief Officer	Service Area	Cabinet Portfolio	Overview & Scrutiny Committee
<b>Assistant Director of Children's Services (Education)</b> <b>Tricia Davies</b> <b>Tel: 0151 934 3428</b> <b>Email:</b> <a href="mailto:tricia.davies@sefton.gov.uk">tricia.davies@sefton.gov.uk</a>	Education Excellence and Improvement Special educational needs and disabilities (SEND) and Inclusion Early Years Statutory Local Education Authority functions relating to Education Education Welfare Post 14 Education Virtual School Specialist Transport	Education (Cllr Roscoe)	Children's Services and Safeguarding
<b>Executive Director of People</b> <b>Andrea Watts</b> <b>Tel: 0151 934 2030</b> <a href="mailto:andrea.watts@sefton.gov.uk">andrea.watts@sefton.gov.uk</a>	See the services listed below	Health and Wellbeing (Cllr Moncur)	Adult Social Care and Health
		Communities and Housing (Cllr Hardy)	Regeneration and Skills
		Children's Social Care (Cllr Doyle)	Children's Services & Safeguarding
<b>Director of Public Health Margaret Jones</b> <b>Tel: 07967 158789</b> <b>Email:</b> <a href="mailto:margaret.jones@sefton.gov.uk">margaret.jones@sefton.gov.uk</a>	Public Health Public Health Commissioning Welfare Reform Integrated Wellness Service Health Protection Health Improvement Healthcare Public Health Wider Determinants of Health	Health and Wellbeing (Cllr Moncur)	Adult Social Care and Health

Chief Officer	Service Area	Cabinet Portfolio	Overview & Scrutiny Committee
<b>Assistant Director of People (Communities)</b> <b>Simon Burnett</b> <b>Tel: 07977 344876</b> <b>Email:</b> <a href="mailto:simon.burnett@sefton.gov.uk">simon.burnett@sefton.gov.uk</a>	Neighbourhood Co-ordination, Community Safety Anti-Social Behaviour Voluntary Community and Faith Sector Welfare Rights and Housing Options Libraries Arts Advocacy Domestic Abuse Asylum Seekers & Refugees	Communities and Housing (Cllr Hardy)	Regeneration and Skills
	Early Help and Family Wellbeing Centres Youth Services Youth Offending	Children's Social Care (Cllr Doyle)	Children's Services & Safeguarding
	Leisure Centres and Physical Activity	Health and Wellbeing (Cllr Moncur)	Adult Social Care & Health

Chief Officer	Service Area	Cabinet Portfolio	Overview & Scrutiny Committee
<b>Assistant Director of People (Operational In-House Services)</b> <b>Michelle Williams</b> <b>Tel: 0151 288 6159</b> <b>Email:</b> <a href="mailto:michelle.williams@sefton.gov.uk">michelle.williams@sefton.gov.uk</a>	Waste Management (Refuse & Recycling) Street Cleansing School Crossing Patrols CCTV and Security Service Careline Provision Burials and Cremations Catering Building Cleaning Fleet Services Specialist Transport (Operations) Waste Strategy	Locality Services (Cllr Fairclough)	Regeneration and Skills
	Parks and green space maintenance Golf Courses Allotments Play areas Sports pitch maintenance Cemetery and Crematoria Maintenance Tree and Woodland Management Coast Flood and Coastal Erosion Risk	Health and Wellbeing (Cllr Moncur)	



Chief Officer	Service Area	Cabinet Portfolio	Overview & Scrutiny Committee
<b>Executive Director of Place</b> <b>Stephen Watson</b> <b>Tel: 0151 934 3710</b> <b>Email:</b> <a href="mailto:Stephen.watson@sefton.gov.uk">Stephen.watson@sefton.gov.uk</a>	See the services listed below	Regeneration and Skills (Cllr Atkinson)	Regeneration and Skills
		Communities and Housing (Cllr Hardy)	
		Planning and Building Control (Cllr Veidman)	Regulatory, Compliance and Corporate Services
		Locality Services Cllr Fairclough	
		Regulatory, Compliance and Corporate services Cllr Lappin	
<b>Assistant Director of Place (Economic Growth and Housing)</b> <b>Stuart Barnes</b> <b>Tel: 0151 934 3544</b> <b>Email: <a href="mailto:stuart.barnes@sefton.gov.uk">stuart.barnes@sefton.gov.uk</a></b>	Regeneration Sefton at Work Invest Sefton and Business Support Adult Skills Tourism	Regeneration and Skills (Cllr Atkinson)	Regeneration and Skills
	Strategic Housing Homeless and Investment Private Sector Licensing / Housing Standards Council Housing	Communities and Housing (Cllr Hardy)	Regeneration and Skills

Chief Officer	Service Area	Cabinet Portfolio	Overview & Scrutiny Committee
	Planning, Conservation, Enforcement and Building Control	Planning and Building Control (Cllr Veidman)	Regeneration and Skills
<b>Assistant Director of Place (Highways and Public Protection)</b> <b>Peter Moore</b> <b>Tel: 0151 934 3730</b> <b>Email:</b> <a href="mailto:peter.moore@sefton.gov.uk">peter.moore@sefton.gov.uk</a>	Transportation and Highway Infrastructure Network Management and Highway Safety Highways Maintenance Street Lighting and Urban Traffic Control Traffic Regulation Orders Gritting Highway Landscaping Management	Locality Services Cllr Fairclough	Regeneration and Skills
	Environmental Health Licensing Trading Standards Parking	Regulatory, Compliance and Corporate services Cllr Lappin	Regulatory, Compliance and Corporate Services
<b>Assistant Director of Place (Commercial Development)</b> <b>Christian Rogers</b> <b>Tel: 07966 485814</b> <b>Email:</b> <a href="mailto:christian.rogers@sefton.gov.uk">christian.rogers@sefton.gov.uk</a>	Overseeing and leading commercial initiatives across the Council.	Various – dependent upon individual project	Various – dependent upon individual project

Chief Officer	Service Area	Cabinet Portfolio	Overview & Scrutiny Committee
<p><b>Executive Director of Corporate Resources and Customer Services</b></p> <p><b>Stephan Van Arendsen</b></p> <p><b>Tel: 0151 934 4081</b></p> <p><b>Email:</b> <a href="mailto:stephan.vanarendsen@sefton.gov.uk">stephan.vanarendsen@sefton.gov.uk</a></p>	<p>Legal, Coroners and Registrars</p> <p>Democratic Services</p> <p>Civic and Mayoral Services</p> <p>Electoral Services</p> <p>Finance</p> <p>ICT</p> <p>HR</p> <p>Asset Management</p> <p>Internal Audit</p> <p>Health and Safety (in the Council's capacity as an employer)</p> <p>Customer Services</p> <p>Revenues and Benefits</p> <p>Plus the services below</p>	<p>Regulatory, Compliance and Corporate Services</p> <p>(Cllr Lappin)</p>	<p>Regulatory, Compliance and Corporate Services</p>
<p><b>Assistant Director of Corporate Resources and Customer Services (Strategic Support)</b></p> <p><b>Jan McMahon</b></p> <p><b>Tel: 0151 934 4431</b></p> <p><b>Email:</b> <a href="mailto:jan.mcmahon@sefton.gov.uk">jan.mcmahon@sefton.gov.uk</a></p>	<p>Procurement</p> <p>Performance and Business Intelligence</p> <p>Communications</p> <p>Consultation and Engagement</p> <p>Strategic Support</p>	<p>Regulatory, Compliance and Corporate Services</p> <p>(Cllr Lappin)</p>	<p>Regulatory, Compliance and Corporate Services</p>

Chief Officer	Service Area	Cabinet Portfolio	Overview & Scrutiny Committee
<b>Chief Legal and Democratic Officer</b> <b>David McCullough</b> <b>Tel: 0151 934 2008</b> <b>Email:</b> <a href="mailto:david.mccullough@sefton.gov.uk">david.mccullough@sefton.gov.uk</a>	Democratic Services Legal Services Election Services Registrars Services Coroner's Services	Regulatory, Compliance and Corporate Services (Cllr Lappin)	Regulatory, Compliance and Corporate Services

# Service Areas

There are 5 Executive Directors with overall responsibility for their respective Service Areas, namely:

- Adult Social Care and Health
- Children’s Services and Safeguarding
- Corporate Resources and Customer Services
- Place
- People

There is also a Director of Public Health who oversees Health and Wellbeing for the Council.

The following pages provide information about each Service area and contact details of key officers.

Adult Social Care and Health Directorate						
<b>Executive Director of Adult Social Care and Health (DASS) and NHS Director for Sefton</b> <b>Deborah Butcher</b> 0151 934 3329 <a href="mailto:deborah.butcher@sefton.gov.uk">deborah.butcher@sefton.gov.uk</a>						
<b>Assistant Director of Adult Social Care</b> <b>Sarah Alldis</b> 07815 465 610 <a href="mailto:sarah.alldis@sefton.gov.uk">sarah.alldis@sefton.gov.uk</a>			<b>Assistant Director – Integrated Life Course Commissioning</b> <b>Eleanor Moulton</b> 0151 934 4900 <a href="mailto:eleanor.moulton@sefton.gov.uk">eleanor.moulton@sefton.gov.uk</a>			
<b>Service Manager - Transformation and Assurance</b> Alisa Nile <a href="mailto:alisa.nile@sefton.gov.uk">alisa.nile@sefton.gov.uk</a>	<b>Service Manager - Safeguarding</b> Mark Waterhouse <a href="mailto:mark.waterhouse@sefton.gov.uk">mark.waterhouse@sefton.gov.uk</a>	<b>Service Manager – Mental Health and LD</b> Nick Roberts <a href="mailto:nick.roberts@sefton.gov.uk">nick.roberts@sefton.gov.uk</a>	<b>Service Manager – Client and Business Support</b> Tara Scott <a href="mailto:tara.scott@sefton.gov.uk">tara.scott@sefton.gov.uk</a>	<b>Service Manager – Hospitals</b> Andrew McDonald <a href="mailto:andrew.mcdonald@sefton.gov.uk">andrew.mcdonald@sefton.gov.uk</a>	<b>Service Manager – Sefton Partnership + Place</b> Currently Vacant	<b>Service Manager – Adults Commissioning</b> Carol Cater <a href="mailto:carol.cater@sefton.gov.uk">carol.cater@sefton.gov.uk</a>

# Adult Social Care and Health Directorate

- Cabinet Portfolio Holder – Cabinet Member Adult Social Care
- Overview and Scrutiny Committee – Adult Social Care and Health



## Executive Director of Adult Social Care and Health – Deborah Butcher

**Email:** [Deborah.butcher@sefton.gov.uk](mailto:Deborah.butcher@sefton.gov.uk)

**Tel:** 0151 934 3329

**Tel:** 0151 934 3105 (ASC enquiries)

The Executive Director of Adult Social Services is a statutory role. Further information can be accessed through the Department of Health website. The role is accountable for assessing local need, planning, and commissioning of social care services in line with our statutory duties, which exist under key legislation such as the Care Act 2014. The Care Act 2014 also includes specific responsibility around understanding the social care market, supply, and demand for care services in order to predict future need. The Executive Director is responsible for both budget and service delivery and is supported by the Assistant Director Adult Social Care and Assistant Director Life Course Commissioning.



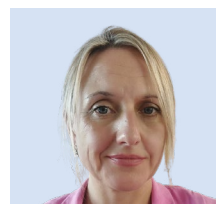
## Assistant Director of Adult Social Care – Sarah Alldis

**Email:** [Sarah.Alldis@sefton.gov.uk](mailto:Sarah.Alldis@sefton.gov.uk)

**Tel:** 07815 465610

Sarah reports to the Executive Director and is responsible for the management and delivery of Adult Social Care in Sefton. Sarah's role is to work closely with, and support Elected Members, partners and communities across the Borough to maximise opportunities to enable adults to live independently and exercise choice and control over their

lives. The role also oversees safeguarding and care quality, ensuring all vulnerable adults are protected from harm and abuse.



## Assistant Director of Integrated Life Course Commissioning – Eleanor Moulton

**Email:** [Eleanor.Moulton@sefton.gov.uk](mailto:Eleanor.Moulton@sefton.gov.uk)

**Tel:** 07779 162882

Eleanor reports to the Executive Director and is responsible for the planning and contracting of services to support vulnerable people's wellbeing and improve their opportunities throughout their lives. The role works closely with partners and market providers to implement a range of Commissioning Strategies for children, young people and adults. Eleanor leads the Commissioning team to ensure that services in Sefton allow residents who require care to remain independent at home wherever possible.

## Operational Teams

Operational Teams within Adult Social Care provide services for adults and work with Children's Social Care to co-ordinate the transition of young people into Adult Services, wherever required.

The core purpose of Adult Social Care Services discharges the council's statutory duties as laid down in the Care Act 2014 and other key legislation. The key aims of Adult Social care is to promote independence and support individuals and carers to achieve the outcomes that matter to them. This is through the provision of appropriate advice, information, and support. The service supports and safeguards the most vulnerable Sefton residents. Where needed, the

service will work to protect those who are at risk of harm from others or themselves. This is undertaken through safeguarding procedures. The service is responsible for assessing individuals and arranging care and support that meets the eligible needs of the most vulnerable people in Sefton. The service creates person-centred support plans and packages of care that leads to improved outcomes for individuals, their families, and carers. Teams that sit under Adult Social Care include:

- Initial Point of Contact and Access
- Hospital discharge services
- Community Teams Adult Social Care North and South
- Review and transformation
- Direct Payments
- Deprivation of Liberty Safeguards (Dols)
- Client and Business Support
- Safeguarding
- Mental Health and Learning Disabilities
- Strategic Commissioning (this incorporates the integrated commissioning of services for people in need of care and support in the areas of: learning disabilities, mental health, older people, independence at home, cared for children, children with disabilities, inclusion challenges, advocacy services, fostering, and other corporate contracts such as translation.)

Promoting wellbeing, empowerment, protection, and early intervention are all key principles within Adult Social Care. The service area works with people who experience a range of issues which may include physical health needs, sensory needs, mental health needs and learning disabilities.

## Safeguarding Adults

Adult safeguarding means protecting people's right to live in safety, free from abuse and neglect. It applies to adults with care and support needs who may not be able to protect themselves. It means

organisations working together to prevent and to stop people facing the risk of or the actual experience of abuse or neglect. Sefton Council is part of the Sefton Safeguarding Adults Partnership Board, which is a partnership across Sefton, including members within the voluntary sector, health colleagues, police, fire services and housing.

Safeguarding adults is everybody's business. Any person may recognise and report abuse or neglect, and everyone can play a part in building communities where abuse does not happen. All Councillors share a responsibility in relation to keeping people safe. Councillors may identify safeguarding concerns through their work with local residents, which they need to raise.

For any advice regarding concerns, Councillors may contact the service by speaking to the Executive Director, Assistant Directors or through the Adult Social Care Front Door team. They can also ask questions of the Council and other organisations about the safety and quality of services, and the focus on achieving the best outcomes for vulnerable people. Councillors will want to ensure that local people achieve the best possible outcomes across health and social care. People with a variety of needs including learning disabilities, autism, mental health needs, dementia, physical disabilities, and others may rely on their Council for information, advice, support, and services.

Further information on Adult Social Care in Sefton can be viewed on the intranet at the following link: <http://intranet.smbc.loc/services/adult-social-care.aspx>

**MANDATORY** Councillors are required to complete a mandatory e-learning course on Safeguarding Adults Awareness as soon as possible following their election and the course should be retaken every four years (per Councillor term of office).

Link: [https://seftonclc.melearning.university/course\\_centre/course\\_details/138](https://seftonclc.melearning.university/course_centre/course_details/138)

# Children's Social Care and Education Directorate

## Executive Director – Children's Social Care and Education

Risthardh Hare

07894943536 - [Risthardh.hare@sefton.gov.uk](mailto:Risthardh.hare@sefton.gov.uk)

<p><b>Assistant Director - Education</b> Tricia Davies 07813 544809 <a href="mailto:tricia.davies@sefton.gov.uk">tricia.davies@sefton.gov.uk</a></p>	<p><b>Interim Assistant Director – Help and Protection</b> Leanne Holmes 07770 623843 <a href="mailto:Leanne.holmes@sefton.gov.uk">Leanne.holmes@sefton.gov.uk</a></p>	<p><b>Assistant Director – Cared for Children and Care Experienced</b> Laura Knights 07970 133806 <a href="mailto:laura.knights@sefton.gov.uk">laura.knights@sefton.gov.uk</a></p>	<p><b>Assistant Director – Safe-guarding, Review and Quality Assurance</b> Joe Banham 07584 667600 <a href="mailto:joe.banham@sefton.gov.uk">joe.banham@sefton.gov.uk</a></p>
<p><b>Service Manager – School Improvement</b> Jacqui Patterson 07870 379748 <a href="mailto:jacqui.patterson@sefton.gov.uk">jacqui.patterson@sefton.gov.uk</a></p>	<p><b>Service Manager – EDT Integrated Front Door and Assessment</b> Alex Jones 07970 257764 <a href="mailto:alex.jones@sefton.gov.uk">alex.jones@sefton.gov.uk</a></p>	<p><b>Service Manager – Cared for Children and Court Teams</b> Julie Bucknall 07875 484252 <a href="mailto:julie.bucknall@sefton.gov.uk">julie.bucknall@sefton.gov.uk</a></p>	<p><b>Service Manager -Safeguarding and Independent Review</b> Steven Smith 07977 238411 <a href="mailto:steven.smith@sefton.gov.uk">steven.smith@sefton.gov.uk</a></p>
<p><b>Headteacher – Virtual School</b> Mary Palin 07929 769289 <a href="mailto:mary.palin@sefton.gov.uk">mary.palin@sefton.gov.uk</a></p>	<p><b>Service Manager – Targeted Family Support, Family Group Conferencing and Family Time</b> Jennifer Houghton <a href="mailto:jennifer.houghton@sefton.gov.uk">jennifer.houghton@sefton.gov.uk</a></p>	<p><b>Service Manager – Fostering and Adoption</b> Simon Fisher 07815 465529 <a href="mailto:simon.fisher@sefton.gov.uk">simon.fisher@sefton.gov.uk</a></p>	<p><b>Service Manager – Quality Assurance / Practice Improvement and Principal Social Worker</b> Lisa Cummings 07967 127290 <a href="mailto:lisa.cummings@sefton.gov.uk">lisa.cummings@sefton.gov.uk</a></p>
<p><b>Service Manager – School Support</b> Tracey McKeating 07837 863075 <a href="mailto:tracey.mckeating@sefton.gov.uk">tracey.mckeating@sefton.gov.uk</a></p>	<p><b>Service Manager – Help and Protection Team, 6-9 &amp; Children with Disabilities / Complex Needs and Child Adolescent Service</b> Paula Seivewright 07773 125469 <a href="mailto:paula.seivewright@sefton.gov.uk">paula.seivewright@sefton.gov.uk</a></p>	<p><b>Service Manager – Residential, Supported Accommodation and Springbook</b> Sophie Thomson <a href="mailto:sophie.thomson@sefton.gov.uk">sophie.thomson@sefton.gov.uk</a></p>	<p><b>Sefton Safeguarding Children Partnership Manager</b> Deborah Hughes 07773 125492 <a href="mailto:deborah.hughes@sefton.gov.uk">deborah.hughes@sefton.gov.uk</a></p>
<p><b>Service Manager – Inclusion</b> Christopher Lee 07890 387855 <a href="mailto:christopher.lee@sefton.gov.uk">christopher.lee@sefton.gov.uk</a></p>	<p><b>Service Manager – Help and Protection, Team 1-5 and 10</b> Sian Hudson 07773 650439 <a href="mailto:sian.hudson@sefton.gov.uk">sian.hudson@sefton.gov.uk</a></p>	<p><b>Service Manager – Young People's Team and Care Experienced</b> Laura Doyle 07971 623173 <a href="mailto:laura.doyle@sefton.gov.uk">laura.doyle@sefton.gov.uk</a></p>	<p><b>Assistant Director of Restorative Transformation</b> Zafer Yilkan 07815 653161 <a href="mailto:Zafer.Yilkan@sefton.gov.uk">Zafer.Yilkan@sefton.gov.uk</a></p>
<p><b>Service Manager – Early Years</b> Jennifer Teasdale 07815 463244 <a href="mailto:jennifer.teasdale@sefton.gov.uk">jennifer.teasdale@sefton.gov.uk</a></p>	<p><b>Service Manager – Social Work Academy</b> Debbie Core 07870 489940 <a href="mailto:debbie.core@sefton.gov.uk">debbie.core@sefton.gov.uk</a></p>		
<p><b>Service Manager – SEND</b> Liz Bradshaw 07890 387853 <a href="mailto:liz.bradshaw@sefton.gov.uk">liz.bradshaw@sefton.gov.uk</a></p>	<p><b>Service Lead – Missing and Exploitation Service</b> Jennifer Houghton <a href="mailto:jennifer.houghton@sefton.gov.uk">jennifer.houghton@sefton.gov.uk</a></p>		
<p><b>Principal Education Psychologist</b> Ez Mills 0151 934 2347 <a href="mailto:ez.mills@sefton.gov.uk">ez.mills@sefton.gov.uk</a></p>			



# Children's Social Care and Education

- Cabinet Portfolio Holder - Cabinet Member Children's Social Care
- Cabinet Portfolio Holder - Cabinet Member Education
- Overview and Scrutiny Committee - Children's Services and Safeguarding



## Executive Director- Risthardh Hare

**Email:** [Risthardh.hare@sefton.gov.uk](mailto:Risthardh.hare@sefton.gov.uk)

**Tel:** 78949 43536

## Children's Services

Children's Services provide a statutory service that safeguards and supports the most vulnerable children, including, Child Protection, Children in Need and Cared for Children, including Children with Complex Needs. Councillors play a crucial statutory role in safeguarding children. Children's Services also oversees education in the borough and has responsibility for the offer for children with Special Educational Needs and Disabilities (SEND).

The Director of Children's Services and the portfolio holders for Children's Services are ultimately accountable on behalf of the whole community and partner agencies, so everyone must play their part, along with the wider community.

The Council uses its links with police, schools, health professionals, community groups and faith groups to highlight the signs and ensure people know where to turn if they have concerns. High-profile cases in recent years have led to a national focus on child exploitation, and each local area is expected to raise awareness and have multi-agency planning in place to respond to local issues.



## Assistant Director of Cared for Children- Laura Knights

**Email:** [laura.knights@sefton.gov.uk](mailto:laura.knights@sefton.gov.uk)

**Tel:** 0151 934 3126 3395

## Cared for Children

This portfolio is vast covering children who are Cared for by the Local Authority, Fostering, Adoption, Residential provision and Care Experienced Young People.



## Assistant Director Safeguarding and Review- Joe Banham

**Email:** [joe.banham@sefton.gov.uk](mailto:joe.banham@sefton.gov.uk)

**Tel:** 07584 667600

## Safeguarding and Review

This portfolio covers quality assurance, improving practice, audit and review as well as the multi-agency Safeguarding Partnership.



## Interim Assistant Director Help and Protection- Leanne Holmes

**Tel:** 07770 623843

**Email:** [leanne.holmes@sefton.gov.uk](mailto:leanne.holmes@sefton.gov.uk)

### Help and Protection

This portfolio covers a wide range of services including; assessment and front door, family support and family group conferencing, children with complex needs, child exploitation and the Social Work Academy.



## Assistant Director Education - Tricia Davies

**Tel:** 0151 934 3428

**Mobile:** 07813 544 809

**Email:** [tricia.davies@sefton.gov.uk](mailto:tricia.davies@sefton.gov.uk)

### Education

This service looks after the education of children and young people in Sefton including; school improvement, virtual school, school support services, inclusion, SEND, early years provision and educational psychology.

### Corporate Parenting

All Councillors are 'Corporate Parents' for the Children who are Cared for by the Council. Councillors, whatever role they take on, should champion the cause of Cared for Children and Care Experienced Young People when carrying out their duties, keeping in mind - "If this were my child, would it be good enough for them?"

In Sefton, 'Care Experienced' is a protected characteristic so you should really think about engaging with these young people and ensure their concerns are at the forefront of your mind.

**MANDATORY** Councillors are expected to complete a mandatory course on Corporate Parenting (Microsoft Teams) as soon as possible following their election and the course should be retaken every four years. Details of dates are provided in the Member Development Handbook.

# Place Directorate

## Management Structure

**Executive Director of Place**  
**Stephen Watson**  
 0151 934 3710  
[stephen.watson@sefton.gov.uk](mailto:stephen.watson@sefton.gov.uk)

**Assistant Director of Place  
 (Economic Growth and Housing)**  
**Stuart Barnes**  
 0151 934 3544  
[stuart.barnes@sefton.gov.uk](mailto:stuart.barnes@sefton.gov.uk)

**Assistant Director of Place  
 (Highways and Public Protection)**  
**Peter Moore**  
 0151 934 3730  
[peter.moore@sefton.gov.uk](mailto:peter.moore@sefton.gov.uk)

**Assistant Director of Place  
 (Commercial Development)**  
**Christian Rogers**  
 07966 485814  
[christian.rogers@sefton.gov.uk](mailto:christian.rogers@sefton.gov.uk)

## Economic Growth and Housing

**Service Manager – Housing Strategy  
 and Investment**  
**Lee Payne**  
 0151 934 4837  
[lee.payne@sefton.gov.uk](mailto:lee.payne@sefton.gov.uk)

**Service Manager –  
 Building Control**  
**Ian Berrington**  
 07966 327201  
[ian.berrington@sefton.gov.uk](mailto:ian.berrington@sefton.gov.uk)

**Service Manager –  
 Employment and  
 Learning**  
**Claire Maguire**  
 0151 934 2684  
[claire.maguire@sefton.gov.uk](mailto:claire.maguire@sefton.gov.uk)

**Service Manager –  
 Tourism**  
**Mark Catherall**  
 0151 934 2315  
[mark.catherall@sefton.gov.uk](mailto:mark.catherall@sefton.gov.uk)

**Chief Planning Officer**  
**Derek McKenzie**  
 0151 934 3525  
[derek.mckenzie@sefton.gov.uk](mailto:derek.mckenzie@sefton.gov.uk)

## Highways and Public Protection

**Service Manager – Transport and  
 Highways Infrastructure**  
**Dave Marrin**  
 07768 332163  
[dave.marrin@sefton.gov.uk](mailto:dave.marrin@sefton.gov.uk)

**Highways Asset Manager**  
**Gary Jordan**  
 07768 332163  
[gary.jordan@sefton.gov.uk](mailto:gary.jordan@sefton.gov.uk)

**Transport Planning Manager**  
**Andrew Dunsmore**  
 07866 176195  
[andrew.dunsmore@sefton.gov.uk](mailto:andrew.dunsmore@sefton.gov.uk)

**Service Manager – Environmental  
 Health and Trading Standards**  
**Steve Smith**  
 07971 623418  
[steve.smith@sefton.gov.uk](mailto:steve.smith@sefton.gov.uk)

# Place Directorate

## Cabinet Portfolios:

- Regeneration and skills
- Communities and Housing
- Planning and Building Control
- Locality Services
- Regulatory, Compliance and Corporate Services
- Overview and Scrutiny Committees
  - Regeneration and Skills
  - Regulatory, Compliance and Corporate Services



### Executive Director of Place Stephen Watson

**Tel:** 07922 580936

**Email:** [Stephen.Watson@sefton.gov.uk](mailto:Stephen.Watson@sefton.gov.uk)

Stephen leads on the following areas:

- All aspects of the Place portfolio, including the Council's Growth and Strategic Investment programme, and such strategic projects as the current operations and future repurposing of the Strand Shopping Centre, and the Southport Town Deal and projects therein.
- Oversight of Economic Growth and Housing, and Highways and Public Protection.
- Oversight of Commercial function, including the newly formed Sefton Hospitality Operations Limited.
- Member of the Cheshire and Merseyside Health and Care Partnership Board, providing an economic growth perspective to the group.
- Chair of Sefton Council's Corporate Equalities Group.



### Assistant Director of Place (Economic Growth & Housing) Stuart Barnes

**Tel:** 0151 934 3544 / **Mobile:** 07971 090182

**Email:** [stuart.barnes@sefton.gov.uk](mailto:stuart.barnes@sefton.gov.uk)

## Economic Growth and Housing

Economic regeneration and growth are key to many of the ambitions in the Vision 2030 and the foundations for long-term, self-sustaining, economic prosperity.

This service area includes all aspects of regeneration, housing, skills, planning and building control as well as inward investment and economic development, employment and skills and tourism.

Further detailed information on Economic Growth and Housing can be viewed on the intranet at the following link: <https://intranet.smbc.loc/services/economic-growth-housing.aspx>

Linked to this service area the following training course is scheduled to take place remotely via Microsoft Teams

### **MANDATORY** Annual Planning Committee Training - Wednesday 24 May 2023 18.30 to 21.00 – Bootle Town Hall

(This course is mandatory for Planning Committee Members and Substitutes, but open to all Councillors who may wish to attend)



Assistant Director of Place  
(Highways & Public Protection)

Peter Moore

Tel: 0151 934 3730

Email: [peter.moore@sefton.gov.uk](mailto:peter.moore@sefton.gov.uk)

## Highways and Public Protection

The service is responsible for managing, maintaining and improving the highways and transportation infrastructure within the borough and the delivery of a range of public protection related regulatory services, including Environmental Health, Licensing and Trading Standards services.

The section has functional responsibility for the following range of services on behalf of the Council;

- Highways & Transportation Infrastructure strategic planning
- Highway Network Management (including winter gritting)
- Highway Maintenance (including street lighting)
- Parking
- Environmental Health
- Licensing (including Taxi Licensing)
- Trading Standards

Further detailed information on Highways and Public Protection can be viewed on the intranet at the following link: <http://intranet.smbc.loc/services/highways-public-protection.aspx>

**MANDATORY** Annual Licensing and Regulatory Committee  
Training - 12 June 2023 – 16.00 to 18.00.

This course is mandatory for Licensing and Regulatory Committee Members, but open to all Members who may wish to attend.



Assistant Director of Place  
(Commercial Development)

Christian Rogers

Tel: 07966 485 814

Email: [Christian.rogers@sefton.gov.uk](mailto:Christian.rogers@sefton.gov.uk)

## Commercial Development

The Council now operates in a commercial space in order to drive economic, social and physical regeneration as well as to create new revenue streams to support the continued delivery of quality services in the future. Due to this expanding commercial activity, the Council introduced the Commercial Development Service in 2018.

Key responsibilities of the service include oversight of key commercial initiatives, including in particular the Strand Re-purposing Programme, as well as identifying and supporting the development of new revenue-generating initiatives across the organisation.

The service also provides an advisory role in relation to major transactions for those departments that need commercial support.

# People Directorate

## Management Structure

**Executive Director of People**  
**Andrea Watts**  
 0151 934 2030  
[andrea.watts@sefton.gov.uk](mailto:andrea.watts@sefton.gov.uk)

**Assistant Director of People (Communities)**  
**Simon Burnett**  
 07977 344876  
[simon.burnett@sefton.gov.uk](mailto:simon.burnett@sefton.gov.uk)

**Assistant Director of People (Operational In-House Services)**  
**Michelle Williams**  
 0151 288 6159  
[michelle.williams@sefton.gov.uk](mailto:michelle.williams@sefton.gov.uk)

## Communities

**Service Manager – Communities (North)**  
**Steven Martlew**  
 07973 988996  
[steven.martlew@sefton.gov.uk](mailto:steven.martlew@sefton.gov.uk)

**Service Manager – Communities (South)**  
**Allan Glennon**  
 07891 398420  
[allan.glennon@sefton.gov.uk](mailto:allan.glennon@sefton.gov.uk)

**Service Manager – Communities (Central)**  
 Currently Vacant

## Operational In-House Services

**Service Manager – Green Sefton**  
**Mark Shaw**  
 0151 934 2961  
[mark.shaw@sefton.gov.uk](mailto:mark.shaw@sefton.gov.uk)

**Service Manager – Sefton Arc**  
**Steve Dwyer**  
 0151 934 4848  
[steve.dwyer@sefton.gov.uk](mailto:steve.dwyer@sefton.gov.uk)

**Area Supervisor – Building Cleaning**  
**Carol Low**  
 0151 288 2247  
[carol.low@sefton.gov.uk](mailto:carol.low@sefton.gov.uk)

**Service Manager – Sefton Catering Services**  
**Colin Upton**  
 0151 934 3420  
[colin.upton@sefton.gov.uk](mailto:colin.upton@sefton.gov.uk)

**Service Development Manager – School Crossing Patrols**  
**Marie Gosling**  
 0151 934 6152  
[marie.gosling@sefton.gov.uk](mailto:marie.gosling@sefton.gov.uk)

**Service Manager – Burial and Cremation Services**  
**David Clay**  
[david.clay@sefton.gov.uk](mailto:david.clay@sefton.gov.uk)

**Operational Manager – Specialist Transport Unit**  
**Bob Beavor**  
 0151 934 2228  
[bob.beavor@sefton.gov.uk](mailto:bob.beavor@sefton.gov.uk)

# People Directorate

## Cabinet Portfolios:

- Health and Wellbeing
- Communities and Housing
- Children's Social Care

## Overview and Scrutiny Committees

- Regeneration and skills
- Adult Social Care and Health
- Children's Services and Safeguarding



## Executive Director of People Andrea Watts

**Email:** [andrea.watts@sefton.gov.uk](mailto:andrea.watts@sefton.gov.uk)

**Tel:** 0151 934 2030 or 07896 287858

Andrea leads on the following areas:

- Leadership of Public Sector Reform and Demand Management
- Social value and social impact aspects of growth and investment opportunities
- Strategic Lead for LCR Combined Authority
- Strategic Lead for Local Industrial Strategy
- Executive Sponsorship for Climate Change (external facing)
- Executive Sponsorship for Jobs and Skills
- Strategic Lead on Digital Strategy (Combined Authority focussed)
- Deputy Returning Officer

# Communities Areas of Service

Assistant Director of People (Communities) – Simon Burnett

Service Manager and Locality	Steve Martlew – North <a href="mailto:Steve.Martlew@sefton.gov.uk">Steve.Martlew@sefton.gov.uk</a> Tel: 07973 988996	Allan Glennon – South <a href="mailto:Allan.Glennon@sefton.gov.uk">Allan.Glennon@sefton.gov.uk</a> Tel: 07891 398420	Currently Vacant – Central
Areas of Responsibility	Domestic Abuse Youth Service Community Safety Neighbourhoods Hate Crime /Equalities/CTF Commissioned services	Asylum Seekers, Refugees & Migrants Housing Options Welfare Rights	Leisure Centres Sport & Physical Activity Libraries Atkinson



Assistant Director of People  
(Communities)  
Simon Burnett

Tel: 07977 344876

Email: [simon.burnett@Sefton.gov.uk](mailto:simon.burnett@Sefton.gov.uk)

- Welfare Rights
- Resettlement
- Leisure Centres and Physical Activity opportunities
- Libraries
- The Atkinson (Arts and Cultural Services)

## Communities

The Communities Team are responsible for delivering a wide range of services designed to support the Physical and Emotional Health & Wellbeing of residents and to help them make positive changes to their lives. We will also make sure that our communities take advantage of the many positive activities that happen within our many fantastic facilities across Sefton - be it at one of our libraries, leisure centres or The Atkinson.

Support Services include: -

- Community Safety & Neighbourhood Engagement
- Domestic Abuse
- Housing Options

Our teams are based in the community which means we have a good knowledge of the local area and can make better connections with the people we support and the many opportunities that Sefton has to offer.

Our teams are based in three main geographical bases across Sefton. These are:

- Magdalen House, Bootle (South)
- Netherton Activity Centre (Central)
- Southport Town Hall and Atkinson (North)

Further information on the work of Communities and Localities services can be viewed on the intranet at the following link:

<http://intranet.smbc.loc/services/communities.aspx>





## Assistant Director of People (Operational In-House Services) Michelle Williams

**Tel:** 0151 934 6159

**Email:** [michelle.williams@sefton.gov.uk](mailto:michelle.williams@sefton.gov.uk)

### Operational In House Services

Operational In-House Services delivers a wide range of frontline, statutory and operational services to residents, businesses and visitors to Sefton.

The services provided include:

#### **Waste Management & Street Cleansing including:**

- **Recycling** – collecting recyclable material from approx. 130,000 residential properties via a brown co-mingled wheeled bin (glass, cans, plastics, paper, card) or hessian sack collection services.
- **Residual Refuse Collection** – collecting residual waste from approx. 130,000 via grey wheeled bin, communal bin or sack collection services.
- **Garden Waste** – collecting garden waste from approx. 110,000 properties via green wheeled bin.
- **Commercial Waste and Skips** - delivering a chargeable waste and recycling collection and disposal service to private sector organisations throughout the Borough, in addition to a commercial skip service.
- **Bulky Household Waste Collection Service** – providing a competitively priced offer for residents within Sefton to dispose of unwanted household items
- **Street Cleansing** - cleansing and litter picking all pavements, carriageway channels and roads throughout the Borough as well as collecting from circa 1,000 litter bins. Other services include

graffiti removal, fly tipping removal, fly posting removal, rear entry cleansing, rapid response teams, cleansing activities for events and emergency incident support.

**Sefton ARC** – delivering the Council’s security and Careline services. It is an industry accredited service operating via the Alarm Receiving Centre (ARC), through which the team monitor intruder alarms, fire alarms, access control, CCTV cameras in addition to delivering Technology Enhanced Care solutions to service users.

**Catering** - providing 12,500 meals on average each day. Sefton Council’s Catering Service was the first local authority service in the whole country to have all menus accredited and approved by the ‘Children’s Food Trust’, the agency chosen by Government to administer the scheme.

**Building Cleaning** - providing cleaning services to 85+ buildings including all Council buildings and Council facilities, as well as numerous nurseries, primary schools and secondary schools across the Borough.

**Fleet Services** (Transport & Vehicle Maintenance) - provides maintenance services for the Council’s fleet of over 300 vehicles. Also provides a successful MOT service to the public and a Tachograph Calibration Service for hauliers.

**School Crossing Patrol Service** - operates safe crossings at over 90 sites across the Borough.

**Burials & Cremation Service** - operates two crematoria in Sefton (Thornton Garden of Rest and Southport Crematorium) as well as three cemeteries (Bootle, Liverpool Road, Ainsdale, and Duke Street, Southport).

**Green Sefton** – managing our coast, countryside, parks & greenspaces, as well as flooding & coastal erosion risk management across the Borough. This ensures a coordinated approach to the management, development and oversight of Sefton’s stunning coastline and green spaces.

**Specialist Transport Unit** – providing safe transport to accompanied service users, (both Adults & Children) to a variety of destinations including educational establishments and day centres across Sefton.

Further detailed information on Operational In-House Services can be viewed on the intranet at the following link: [Operational In-House Services \(smbc.loc\)](#)

# Health & Wellbeing

**Director of Public Health**  
**Margaret Jones**  
 07816 202 321  
[margaret.jones@sefton.gov.uk](mailto:margaret.jones@sefton.gov.uk)

**Consultant in Public Health**  
**Charlotte Smith**  
 0151 934 3042  
[Charlotte.smith@sefton.gov.uk](mailto:Charlotte.smith@sefton.gov.uk)

**Consultant in Public Health**  
**Dr Rory McGill**  
 07890 387891  
[rory.mcgill@sefton.gov.uk](mailto:rory.mcgill@sefton.gov.uk)

**Consultant in Public Health**  
**Helen Armitage**  
 0151 934 3360  
[helen.armitage@sefton.gov.uk](mailto:helen.armitage@sefton.gov.uk)

**Head of Inequalities and Strategic Partnerships**  
**Anna Nygaard**  
 0151 934 3743  
[anna.nygaard@sefton.gov.uk](mailto:anna.nygaard@sefton.gov.uk)



**Director of Public Health /  
 Head of Health & Wellbeing -  
 Margaret Jones**

**Tel:** 07967 158789

**Email:** [Margaret Jones@sefton.gov.uk](mailto:Margaret.Jones@sefton.gov.uk)

## Health and Wellbeing

The Public Health team works to protect and improve health and wellbeing, and reduces health inequalities of local Sefton residents by:

- Supporting and enabling local residents to protect and improve their own health.
- Improving local resilience and protecting the local communities' health.

- Working with others to produce Health Needs Assessments and evidence reviews and advising on outcomes and evaluation to support organisational plans and deliver appropriate interventions with other council departments, NHS England, UK Health Security Agency, Office for Health Improvement and Disparities and local Integrated Care Board, to help them make improvements in the public's health.
- Researching and analysing data to improve our understanding of local health profiles and develop solutions to public health challenges.
- Commissioning specialist services for Public Health including sexual health, health visiting, substance use and integrated wellness services.

Further detailed information on Health and Wellbeing can be viewed on the intranet.

# Corporate Resources and Customer Services Directorate

## Management Structure

### Executive Director of Corporate Resources and Customer Services

**Stephan Van Arendsen**

0151 934 4081

[stephan.vanarendsen@sefton.gov.uk](mailto:stephan.vanarendsen@sefton.gov.uk)

### Assistant Director of Corporate Resources and Customer Services (Strategic Support)

**Jan McMahon**

0151 934 4431

[jan.mcmahon@sefton.gov.uk](mailto:jan.mcmahon@sefton.gov.uk)

<p><b>Chief Personnel Officer</b> <b>Paul Cunningham</b> 0151 934 3209 <a href="mailto:paul.cunningham@sefton.gov.uk">paul.cunningham@sefton.gov.uk</a></p>	<p><b>Service Manager - Finance</b> <b>Paul Reilly</b> 0151 934 4106 <a href="mailto:paul.reilly@sefton.gov.uk">paul.reilly@sefton.gov.uk</a></p>	<p><b>Assets and Property Manager</b> <b>Dominic Ellis</b> 0151 934 2751 <a href="mailto:dominic.ellis@sefton.gov.uk">dominic.ellis@sefton.gov.uk</a></p>	<p><b>ICT and Digital Senior Manager</b> <b>Helen Spreadbury</b> 07583 057822 <a href="mailto:helen.spreadbury@sefton.gov.uk">helen.spreadbury@sefton.gov.uk</a></p>	<p><b>Chief Legal and Democratic Officer</b> <b>David McCullough</b> 0151 934 2008 <a href="mailto:david.mccullough@sefton.gov.uk">david.mccullough@sefton.gov.uk</a></p>	<p><b>Procurement Manager</b> <b>Don Sturgeon</b> <a href="mailto:don.sturgeon@sefton.gov.uk">don.sturgeon@sefton.gov.uk</a></p>
<p><b>Chief Internal Auditor</b> <b>David Eden</b> 0151 934 4053 <a href="mailto:david.eden@sefton.gov.uk">david.eden@sefton.gov.uk</a></p>	<p><b>Senior Manager – Customer and Centric Services</b> <b>Diane Turner</b> 0151 934 3481 <a href="mailto:Diane.Turner22@sefton.gov.uk">Diane.Turner22@sefton.gov.uk</a></p>	<p><b>Service Manager – Transactional HR and Payroll</b> <b>Linda Nicholls</b> 0151 934 3552 <a href="mailto:linda.nicholls@sefton.gov.uk">linda.nicholls@sefton.gov.uk</a></p>	<p><b>Service Manager – Sefton Registration Service</b> <b>Paula Unsworth</b> 0151 934 2874 <a href="mailto:paula.unsworth@sefton.gov.uk">paula.unsworth@sefton.gov.uk</a></p>	<p><b>Service Manager – Performance and Intelligence</b> <b>Wayne Leatherbarrow</b> 0151 934 3090 <a href="mailto:wayne.leatherbarrow@sefton.gov.uk">wayne.leatherbarrow@sefton.gov.uk</a></p>	<p><b>Corporate Communications Manager</b> <b>Elena Lloyd</b> 0151 934 3149 <a href="mailto:elena.lloyd@sefton.gov.uk">elena.lloyd@sefton.gov.uk</a></p>

# Corporate Resources and Customer Services

- The Cabinet Portfolio Holder - Cabinet Member Regulation, Compliance and Corporate Services
- Overview and Scrutiny Committee – Regulation, Compliance and Corporate Services



## Executive Director of Corporate Resources and Customer Services - Stephan Van-Arendsen

**Tel:** 0151 934 4081

**Email:** [stephan.vanarendsen@sefton.gov.uk](mailto:stephan.vanarendsen@sefton.gov.uk)

Provides a range of corporate and customer services to the Council including Finance, ICT, Personnel, Asset Management, strategic support and Legal and Democratic Services. Democratic Services provide the key interface between members and officers and can assist in any issues that arise. As would be expected, the Financial Management of the Council, the provision of ICT to councillors, communications and the use of the Councils assets all provide the basis for the council to function effectively and will be of particular importance to members. In addition to Stephan the key contacts for the service and these issues are:

## Assistant Director/Service Managers:

- **Jan McMahon** - Assistant Director of Corporate Resources and Customer Services (Strategic Support)  
0151 934 4431 Mobile 07968825749  
[jan.mcmahon@sefton.gov.uk](mailto:jan.mcmahon@sefton.gov.uk)
- **Paul Cunningham** – Chief Personnel Officer, 0151 934 3209,  
[paul.cunningham@sefton.gov.uk](mailto:paul.cunningham@sefton.gov.uk)
- **Paul Reilly** – Service Manager – Finance, 0151-934-4106 /  
Mobile: 07941 402593  
[paul.reilly@sefton.gov.uk](mailto:paul.reilly@sefton.gov.uk)
- **Dominic Ellis** – Assets and Property Manager, 0151 934 2751,  
[dominic.ellis@sefton.gov.uk](mailto:dominic.ellis@sefton.gov.uk)
- **Helen Spreadbury** - ICT and Digital Senior Manager,  
07583 057822  
[helen.spreadbury@sefton.gov.uk](mailto:helen.spreadbury@sefton.gov.uk)
- **David McCullough** - Chief Legal and Democratic Officer, 0151 934 2008, Mobile 07973 297719  
[david.mccullough@sefton.gov.uk](mailto:david.mccullough@sefton.gov.uk)

Further information on Corporate Resources can be viewed on the intranet at the following link:

<http://intranet.smbc.loc/services/corporate-resources.aspx>



Assistant Director of Corporate  
Resources and Customer Services  
(Strategic Support)  
Jan McMahon

Tel: 0151 934 4431

Email: [jan.mcmahon@sefton.gov.uk](mailto:jan.mcmahon@sefton.gov.uk)

## Strategic Support

The Strategic Support unit is described as ‘the hearts and minds’ of the organisation. We are there to support the Council to deliver efficient and effective services to local people and businesses by supporting:

**Change** - Providing the Strategic Leadership Board with support and information to set the overall strategic direction for the Council and to assure that the organisation is planning and delivering against its strategic priorities through ownership of change and corporate policy.

**Communication & Marketing** - Supporting Elected Members, the Strategic Leadership Board to manage the Council’s reputation, develop, maintain and build trust with the public and employees to protect the Sefton brand

**Performance** - Providing internal control frameworks that support the effective running of the organisation and performance management on behalf of the Council

**Procurement** - Supporting the Council to achieve value for money through establishing appropriate procurement frameworks and supporting the procurement process.

The team plays a vital role in contributing to and enabling the ambitious journey the Council is on and is central to the re-positioning of Sefton, communicating its future plans, as well explaining the

rationale behind key decisions.

Further information on Strategic Support in Sefton can be viewed on the intranet at the following link:

<http://intranet.smbc.loc/services/strategic-support.aspx>

Information on how to do business with the Council is on a PDF at the following link:

<https://www.sefton.gov.uk/business/tenders-contracts.aspx>

# Communications

As indicated above, the Communications Team is part of the wider **Strategic Support** Unit and their Head of Service is Jan McMahon. The Team plays a vital role in supporting the Council on its ambitious journey and helping to protect and enhance Sefton’s reputation, ensuring that Council staff, elected members, customers, communities, local businesses, partner organisations, visitors and other key audiences are regularly informed, updated and engaged, using a wide range of channels.

The team’s day-to-day responsibilities include reputation management, media relations, crisis communications, internal communications, brand management, web, digital and social media support, video/photography creation, designing and delivering research-led campaigns, marketing, advertising, organising corporate PR events and offering a full range of creative services, which includes design, production and print.

The work of the team is underpinned by the Council’s 2030 Vision and Core Purpose and they provide professional advice, guidance and support to the Chief Executive, Senior Leadership Board, elected members and service areas on all aspects of communication.

A snapshot of the channels the team manages or utilise are:

Internal Channels	External Channels
One Council Brief	Media - print, online, broadcast
Communications Weekly round-up	MySefton.co.uk news channel
CEO weekly blog	Social Media
Yammer	Sefton Council’s Website/Events listing
Intranet	Video/photography
Campaigns	Campaigns

Internal Channels	External Channels
	E-Newsletters
FAQs and briefing notes on key projects	Newsletters - MySefton, Aiming High, Schools Matters
Senior Management Conferences	PR events
Staff Star Awards	Advertising
One Council Champions Network	Marketing materials
Posters and noticeboards	Plasma screens/notice boards
Internal events	Partner communications channels

## To help you in your work as a Councillor, you can:


- Follow us on our social media feeds – Twitter, Facebook, Instagram, LinkedIn and YouTube – share our messages and spread the word about the great things happening in Sefton too.
- Keep up to date with the latest news on MySefton - our dedicated website for promoting good news stories from both the Council and our partners.

## It is also important that you:

- Familiarise yourself with the Council’s Social Media Policy and the do’s and don’ts. <https://intranet.smbc.loc/media/613687/corporate-social-media-strategy-2021-2023.pdf>

# Key Council Facts 2023

**279,231**  
**Total Sefton Population**



This includes:  
 0-17 year olds **52,998** (19%).  
 National average England is 21%  
 18-64 year olds **161,467** (58%)  
 National average England is 61%  
 65 years and above **64,766** (23%)  
 The national average in England is 18%

**1,479**

**Children are safeguarded**



**8**

**Leisure Centres**



**5,088**

**Children with special educational needs and disabilities**




**613**

**Number of children in our care:**



**5,500**

**Long-term service users**



**607**

**miles of roads**



**18**

**Nature reserves and sites of scientific interest**



**6**

**Libraries**



**26** Main parks

**140** Other parks and green spaces



For further information relating to data, insight and performance you can contact Wayne Leatherbarrow, who is the Council's Service Manager for Performance and Business Intelligence.



# Other Useful Links

## GOV.UK

Centre for Governance and Scrutiny

Liverpool City Region Combined Authority

Local Government Association

Merseyside Fire and Rescue Service

Merseyside Police

Merseyside Police and Crime Commissioner

Merseyside Recycling and Waste Authority

NHS Cheshire and Merseyside

North West Employers

Sefton Council for Voluntary Service

# Resources for Newly Elected Councillors

## Councillor Hub

The LGA has developed a Councillor hub to provide newly elected members with all the essential information they need to complement the induction support provided by their own councils. On the Hub you can find information about the councillor's role; how local government is organised; the councillor code of conduct and standards; and decision making. It includes information on the key policy areas of the LGA, the resources, events and services offered by the LGA with links to the political groups at the LGA. It also provides information on our regional teams, information on our support and development offers, and a host of other information essential for newly elected members. The Hub is a live and evolving resource which is updated regularly and provides information and links relevant to new members and can be accessed via <https://www.local.gov.uk/our-support/councillor-development/new-councillor-hub>. Do sign post newly elected councillors to the Hub as a means of accessing essential information and information on our offers.

Councillor development resources hub on the LGA website:

<https://local.gov.uk/our-support/leadership-workforce-and-communications/councillor-development-resources>

The website provides good practice on the three main areas: member development strategy, induction pack and role profiles

## Councillor e-learning platform

In response to the continued need to deliver our councillor development offers through virtual means, the LGA provides a dedicated councillor e learning platform.

## Councillors wishing to register

Councillors should register themselves on the e-learning platform. The platform allows councillors to access bespoke learning, choosing the modules most relevant to their needs from deepening knowledge of local government to the essential leadership skills needed to work effectively with communities. Please note anyone wishing to register will need a 'council'. gov.uk email address.

# Working Safely

Whilst we hope your experience and life as a Councillor will be a positive and enjoyable one, there may be occasions when you experience negativity and may even feel you are at risk.

To help you take measures to work safely and minimise risk, the following documents are available in the Mod Go Library:

- Personal Safety for Councillors  
Link: [Document Personal Safety for Councillors](#)
- Sefton Council Policy for Dealing with On-line abuse and Intimidation of Councillors  
Link: [Document Sefton Council Policy on Dealing With the On-Line Abuse and Intimidation of Councillors](#)

Paper copies of both documents are provided to new Members in their One-to-One Induction packs. Continuing Members can request hard copies of both documents by contacting Ruth Appleby, Democratic Services Officer. [ruth.appleby@sefton.gov.uk](mailto:ruth.appleby@sefton.gov.uk) (Tel: 0151 934 2181) or Amy Dyson, Democratic Services Officer. [amy.dyson@sefton.gov.uk](mailto:amy.dyson@sefton.gov.uk) (Tel: 0151 934 2045).

# Finally...

We hope you have found this document useful in starting you off in your new role as a Sefton Councillor.

We realise that this is only the beginning of your journey and we wish to assure you that both Sefton Council staff and other Members are here to support you in the vital work that you will be doing to help improve the lives of the people who live and work in Sefton.



