

## APPENDIX 3

# SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 DECEMBER 2023 - 31 MARCH 2024

This Forward Plan sets out the details of the key decisions which the Cabinet, individual Cabinet Members or Officers expect to take during the next four-month period. The Plan is rolled forward every month and is available to the public at least 28 days before the beginning of each month.

A Key Decision is defined in the Council's Constitution as:

1. any Executive decision that is not in the Annual Revenue Budget and Capital Programme approved by the Council and which requires a gross budget expenditure, saving or virement of more than £100,000 or more than 2% of a Departmental budget, whichever is the greater;
2. any Executive decision where the outcome will have a significant impact on a significant number of people living or working in two or more Wards

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each Key Decision, within the time period indicated.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a Key Decision may not be taken, unless:

- it is published in the Forward Plan;
- 5 clear days have lapsed since the publication of the Forward Plan; and
- if the decision is to be taken at a meeting of the Cabinet, 5 clear days notice of the meeting has been given.

The law and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in the Forward Plan in accordance with Rule 26 (General Exception) and Rule 28 (Special Urgency) of the Access to Information Procedure Rules.

Copies of the following documents may be inspected at the Town Hall, Oriel Road, Bootle L20 7AE or accessed from the Council's website: [www.sefton.gov.uk](http://www.sefton.gov.uk)

- Council Constitution
- Forward Plan
- Reports on the Key Decisions to be taken
- Other documents relating to the proposed decision may be submitted to the decision making meeting and these too will be made available by the contact officer named in the Plan
- The minutes for each Key Decision, which will normally be published within 5 working days after having been made

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Some reports to be considered by the Cabinet/Council may contain exempt information and will not be made available to the public. The specific reasons (Paragraph No(s)) why such reports are exempt are detailed in the Plan and the Paragraph No(s) and descriptions are set out below:-

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the Authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or b) to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
8. Information falling within paragraph 3 above is not exempt information by virtue of that paragraph if it is required to be registered under—
  - (a) the Companies Act 1985;
  - (b) the Friendly Societies Act 1974;
  - (c) the Friendly Societies Act 1992;
  - (d) the Industrial and Provident Societies Acts 1965 to 1978;
  - (e) the Building Societies Act 1986; or
  - (f) the Charities Act 1993.
9. Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992
10. Information which—
  - (a) falls within any of paragraphs 1 to 7 above; and
  - (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above, is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Members of the public are welcome to attend meetings of the Cabinet and Council which are held at the Town Hall, Oriel Road, Bootle or the Town Hall, Lord Street, Southport. The dates and times of the meetings are published on [www.sefton.gov.uk](http://www.sefton.gov.uk) or you may contact the Democratic Services Section on telephone number 0151 934 2068.

**NOTE:**

*For ease of identification, items listed within the document for the first time will appear shaded.*

**Phil Porter**  
**Chief Executive**

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# FORWARD PLAN INDEX OF ITEMS

Item Heading	Officer Contact
Microsoft Azure and Office 365 licences	David Harris david.harris@sefton.gov.uk
ICT Service Developments	Helen Spreadbury helen.spreadbury@sefton.gov.uk
Vine House Disposal	Lee Payne lee.payne@sefton.gov.uk Tel: 0151 934 4842
Annual Health and Safety Report	David Eden david.eden@sefton.gov.uk
Financial Management 2023/24 to 2026/27 - Revenue and Capital Budget Update 2023/24 – December Update	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106
Council Tax Reduction Scheme and Council Tax Base for 2024/25 and Review of Council Tax Premiums for Long-Term Empty Properties	Diane Turner diane.turner22@sefton.gov.uk
Financial Management 2023/24 to 2026/27 - Revenue and Capital Budget Update 2023/24 – January Update	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106
Financial Management 2023/24 to 2026/27 - Revenue and Capital Budget Update 2023/24 – February Update	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106
Robustness of the 2024/25 Budget Estimates and the Adequacy of Reserves – Local Government Act 2003 - Section 25	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106
Revenue and Capital Budget Plan 2024/25 – 2026/27 and Council Tax 2024/25	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106
Capital Strategy 2024/25	Andrew Bridson andrew.bridson@sefton.gov.uk
Financial Management 2023/24 to 2026/27 - Revenue and Capital Budget Update 2023/24 – March Update	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106

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### SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Microsoft Azure and Office 365 licences</b> Procurement for the continued use of Microsoft Azure and Office 365. Microsoft Azure is the cloud environment the Council uses for many of its applications and data storage. Office 365 is product used by many Council Officers to fulfill their duties which also includes email.			
Decision Maker	Cabinet			
Decision Expected	7 Dec 2023 Decision due date for Cabinet changed from 02/11/2023 to 07/12/2023. Reason: to enable the review of newly released frameworks before proposing the use of one to Cabinet for this required tender			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Lead Director	Executive Director of Corporate Resources and Customer Services			
Persons/Organisations to be Consulted	Not applicable			
Method(s) of Consultation	Not applicable			
List of Background Documents to be Considered by Decision-maker	Microsoft Azure and Office 365 licences			
Contact Officer(s) details	David Harris david.harris@sefton.gov.uk			

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Details of Decision to be taken	<b>ICT Service Developments</b> To provide recommendations to improve the ICT Service delivered			
Decision Maker	Cabinet			
Decision Expected	7 Dec 2023			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Fully exempt (Paragraph 7)			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Lead Director	Assistant Director of Corporate Resources and Customer Services (Strategic Support)			
Persons/Organisations to be Consulted	All members of the Executive Leadership Board; Councillor Lappin – Cabinet Member			
Method(s) of Consultation	Presentation			
List of Background Documents to be Considered by Decision-maker	ICT Service Developments			
Contact Officer(s) details	Helen Spreadbury helen.spreadbury@sefton.gov.uk			

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Details of Decision to be taken	<b>Vine House Disposal</b> Approval of the terms of disposal of the Council owned tower block Vine House, Kepler Street, Seaforth.			
Decision Maker	Cabinet			
Decision Expected	7 Dec 2023 Decision due date for Cabinet changed from 05/10/2023 to 07/12/2023. Reason: Work is continuing on the disposal process			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Open			
Wards Affected	Linacre			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Lead Director	Executive Director of Corporate Resources and Customer Services			
Persons/Organisations to be Consulted	Not applicable			
Method(s) of Consultation	Not applicable			
List of Background Documents to be Considered by Decision-maker	Vine House Disposal			
Contact Officer(s) details	Lee Payne lee.payne@sefton.gov.uk Tel: 0151 934 4842			

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Details of Decision to be taken	<b>Annual Health and Safety Report</b>			
Decision Maker	Cabinet			
Decision Expected	7 Dec 2023			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Lead Director	Executive Director of Corporate Resources and Customer Services			
Persons/Organisations to be Consulted	Corporate Health and Safety Committee, SLB and Cabinet Member			
Method(s) of Consultation	Meetings and emails			
List of Background Documents to be Considered by Decision-maker	Annual Health and Safety Report			
Contact Officer(s) details	David Eden david.eden@sefton.gov.uk			

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Details of Decision to be taken	<b>Financial Management 2023/24 to 2026/27 - Revenue and Capital Budget Update 2023/24 – December Update</b> Financial updates and Policy decisions relating to the Council's Budget and Medium-Term Financial Plan, including the monthly Revenue and Capital budget monitoring reports			
Decision Maker	Cabinet			
Decision Expected	7 Dec 2023			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Lead Director	Executive Director of Corporate Resources and Customer Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Trade Unions, Staff and relevant organisations as appropriate			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Financial Management 2023/24 to 2026/27 - Revenue and Capital Budget Update 2023/24 – December Update			
Contact Officer(s) details	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106			



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Details of Decision to be taken	<p><b>Council Tax Reduction Scheme and Council Tax Base for 2024/25 and Review of Council Tax Premiums for Long-Term Empty Properties</b></p> <p>The report provides details of a review of the Council Tax Reduction Scheme for the current year, 2023/24, and proposals for the Scheme for 2024/25. It also provides information about the Council Tax Base for 2024/25. Finally it provides information regarding a review of Council Tax Premiums charged for long-term empty properties.</p>			
Decision Maker	<p>Cabinet</p> <p>Council</p>			
Decision Expected	<p>4 Jan 2024</p> <p>18 Jan 2024</p>			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Lead Director	<p>Executive Director of Corporate Resources and Customer Services</p> <p>Executive Director of Corporate Resources and Customer Services</p>			
Persons/Organisations to be Consulted	Public consultation, and consultation with precepting authorities.			
Method(s) of Consultation	<p>A report was presented to the Public Engagement and Consultation Panel on 8th September 2023 for approval to run public consultation exercises regarding:- a proposed change to the Council Tax Reduction Scheme for 2024/25, and also a proposed change to the Council Tax Premium for long-term empty properties with effect from 1st April 2024. Online surveys are in place, as well as a range of communication and information about how/where the public may express their views, e.g. via the Council's Contact</p>			

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	Centre, One Stop Shops. Precepting authorities are consulted regarding the Council Tax Base and proposed Council Tax Reduction Scheme for 2024/25.
List of Background Documents to be Considered by Decision-maker	Council Tax Reduction Scheme and Council Tax Base for 2024/25 and Review of Council Tax Premiums for Long-Term Empty Properties
Contact Officer(s) details	Diane Turner <a href="mailto:diane.turner22@sefton.gov.uk">diane.turner22@sefton.gov.uk</a>

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Details of Decision to be taken	<b>Financial Management 2023/24 to 2026/27 - Revenue and Capital Budget Update 2023/24 – January Update</b> Financial updates and Policy decisions relating to the Council's Budget and Medium-Term Financial Plan, including the monthly Revenue and Capital budget monitoring reports			
Decision Maker	Cabinet			
Decision Expected	4 Jan 2024			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Lead Director	Executive Director of Corporate Resources and Customer Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Trade Unions, Staff and relevant organisations as appropriate			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Financial Management 2023/24 to 2026/27 - Revenue and Capital Budget Update 2023/24 – January Update			
Contact Officer(s) details	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106			

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Details of Decision to be taken	<b>Financial Management 2023/24 to 2026/27 - Revenue and Capital Budget Update 2023/24 – February Update</b> Financial updates and Policy decisions relating to the Council's Budget and Medium-Term Financial Plan, including the monthly Revenue and Capital budget monitoring reports			
Decision Maker	Cabinet			
Decision Expected	1 Feb 2024			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Lead Director	Executive Director of Corporate Resources and Customer Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Trade Unions, Staff and relevant organisations as appropriate			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Financial Management 2023/24 to 2026/27 - Revenue and Capital Budget Update 2023/24 – February Update			
Contact Officer(s) details	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106			

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Details of Decision to be taken	<p><b>Robustness of the 2024/25 Budget Estimates and the Adequacy of Reserves – Local Government Act 2003 - Section 25</b></p> <p>To comply with statute, the Chief Financial Officer is required to report to Council prior to the approval of the budget and the setting of the Council Tax, to give assurance that the budget is robust and that there are adequate reserves and balances. The report is based on the proposals presented in the main budget report</p>			
Decision Maker	Cabinet Council			
Decision Expected	8 Feb 2024 29 Feb 2024			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Lead Director	Executive Director of Corporate Resources and Customer Services  Executive Director of Corporate Resources and Customer Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Trade Unions, Staff and relevant organisations as appropriate			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Robustness of the 2024/25 Budget Estimates and the Adequacy of Reserves – Local Government Act 2003 - Section 25			
Contact Officer(s) details	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106			

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Details of Decision to be taken	<p><b>Revenue and Capital Budget Plan 2024/25 – 2026/27 and Council Tax 2024/25</b></p> <p>The report sets out the financial strategy of the Council and the national and local financial context within which it is operating. The Council has a statutory requirement to remain financially sustainable and to balance its budget every year.</p> <p>The report sets out the Revenue Budget and Capital Programme for 2024/25 as well as the Council Tax level for 2024/25</p>			
Decision Maker	Cabinet Council			
Decision Expected	8 Feb 2024 29 Feb 2024			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Lead Director	Executive Director of Corporate Resources and Customer Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Trade Unions, Staff and relevant organisations as appropriate			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Plan 2024/25 – 2026/27 and Council Tax 2024/25			
Contact Officer(s) details	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106			

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Details of Decision to be taken	<b>Capital Strategy 2024/25</b> The Capital Strategy sets out the long-term context in which capital expenditure, borrowing and investment decisions are made and considers the impact of these decisions on the priorities within the Council's Core Purpose and Framework for Change Programme and the promises made in the 2030 Vision for Sefton.			
Decision Maker	Cabinet  Council			
Decision Expected	8 Feb 2024  29 Feb 2024			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Lead Director	Executive Director of Corporate Resources and Customer Services  Executive Director of Corporate Resources and Customer Services			
Persons/Organisations to be Consulted	N/A			
Method(s) of Consultation	None			
List of Background Documents to be Considered by Decision-maker	Capital Strategy 2024/25			
Contact Officer(s) details	Andrew Bridson andrew.bridson@sefton.gov.uk			

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Details of Decision to be taken	<b>Financial Management 2023/24 to 2026/27 - Revenue and Capital Budget Update 2023/24 – March Update</b> Financial updates and Policy decisions relating to the Council's Budget and Medium-Term Financial Plan, including the monthly Revenue and Capital budget monitoring reports			
Decision Maker	Cabinet			
Decision Expected	7 Mar 2024			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Lead Director	Executive Director of Corporate Resources and Customer Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Trade Unions, Staff and relevant organisations as appropriate			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Financial Management 2023/24 to 2026/27 - Revenue and Capital Budget Update 2023/24 – March Update			
Contact Officer(s) details	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106			