

# SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 FEBRUARY 2024 - 31 MAY 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, Oriol Road, Bootle L20 7AE or accessed from the Council's website: [www.sefton.gov.uk](http://www.sefton.gov.uk)

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

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

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

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

**NOTE:**

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

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

## FORWARD PLAN INDEX OF ITEMS

Item Heading	Officer Contact	Page No
Sefton Council - Extra Care Allocations Policy	Steve Metcalf <a href="mailto:steve.metcalf@sefton.gov.uk">steve.metcalf@sefton.gov.uk</a>	4
Future Approach to Commissioning of Residential & Nursing Care Sector	Kate Edgar <a href="mailto:kate.edgar@sefton.gov.uk">kate.edgar@sefton.gov.uk</a>	6
Existing Extra Care Housing Contract Arrangements	Eleanor Moulton <a href="mailto:eleanor.moulton@sefton.gov.uk">eleanor.moulton@sefton.gov.uk</a>	7
Procurement of Community Infection Prevention and Control Service	Alan McGee <a href="mailto:alan.mcgee@sefton.gov.uk">alan.mcgee@sefton.gov.uk</a>	8

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p><b>Sefton Council - Extra Care Allocations Policy</b></p> <p>The Extra Care Allocations Policy aims to promote independence and well-being; facilitate a balanced, vibrant, and sustainable community for residents with care and support needs within the setting of extra care housing which will play a key role in preventing and avoiding admissions to residential care and hospitals and contribute to our preventative agenda.</p> <p>This policy will cover all Extra Care Housing within Sefton and details the eligibility, process, and system for applying for Extra Care Housing in Sefton.</p>			
Decision Maker	Cabinet			
Decision Expected	<p>1 Feb 2024</p> <p>8 November 2023 Decision due date for Cabinet changed from 07/12/2023 to 04/01/2024. Reason: To enable final amendments to be made to the Sefton Extra Care Allocations Policy and to reflect such changes in the Cabinet report</p> <p>18 December 2023 Decision due date for Cabinet changed from 04/01/2024 to 01/01/2024. Reason: work is ongoing on the preparation of the report</p> <p>18 December 2023 Decision due date for Cabinet changed from 01/01/2024 to 01/02/2024. Reason: work is ongoing on the preparation of the report</p>			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Adult Social Care			
Lead Director	Executive Director of Adult Social Care and Health			
Persons/Organisations to be Consulted	<p>Consultation was via the following methods: Dedicated Cabinet Member(s) briefing; One Council Brief; Intranet; Yammer; Dwayne's Blog; Internal meetings; E mails.</p> <p>External: Social Media – Twitter and Facebook; Sefton Council website; Your Sefton, Your Say website; Meetings</p>			

	<p>with strategic partners; Sefton Partnership for Older Citizens meeting; Health watch meeting; Residents’ meetings (Parkhaven and James Horrigan Court extra care schemes); E mails.</p>
<p>Method(s) of Consultation</p>	<p>The public and key stakeholder consultation process was conducted from Friday 10th February 2023 for a period of two months to Tuesday 11th April 2023.  The following consultation methods were used approved by the Public Engagement and Consultation Panel in November 2022:  Dedicated Cabinet Member(s) briefing; One Council Brief; Intranet; Yammer; Dwayne’s Blog; Internal meetings; E mails  External: Social Media – Twitter and Facebook; Sefton Council website; Your Sefton, Your Say website; Meetings with strategic partners; Sefton Partnership for Older Citizens meeting; Health watch meeting; Residents’ meetings (Parkhaven and James Horrigan Court extra care schemes); E mails; Public consultation online survey, using the “Your Sefton, Your Say” Platform; Attendance and presentation at various meetings; Distribution of the policy and questionnaire  Documents for the consultation were produced in easy read, including the survey.  Information relating to the consultation was distributed via the following channels:  The survey consisted of five questions and comment sections for each and a generic comments section (also including twelve optional equality monitoring questions).  The focus of the consultation and engagement was: (1) Extra Care Eligibility - a. Local Connection; b. Age Threshold; and c. Support needs; (2) Allocations Process; (3) Nominations Process</p>
<p>List of Background Documents to be Considered by Decision-maker</p>	<p>Sefton Council - Extra Care Allocations Policy</p>
<p>Contact Officer(s) details</p>	<p>Steve Metcalf <a href="mailto:steve.metcalf@sefton.gov.uk">steve.metcalf@sefton.gov.uk</a></p>

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Future Approach to Commissioning of Residential &amp; Nursing Care Sector</b> Report outlining and seeking approval around the future approach to commissioning of Residential & Nursing Care Sector			
Decision Maker	Cabinet			
Decision Expected	1 Feb 2024			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Adult Social Care			
Lead Director	Executive Director of Adult Social Care and Health			
Persons/Organisations to be Consulted	Council officers			
Method(s) of Consultation	Meetings and Emails, MS Teams Calls,			
List of Background Documents to be Considered by Decision-maker	Future Approach to Commissioning of Residential & Nursing Care Sector			
Contact Officer(s) details	Kate Edgar kate.edgar@sefton.gov.uk			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Existing Extra Care Housing Contract Arrangements</b> Direct Award of a contract for a five year period for Extra Care Housing Services via the Liverpool City Region flexible purchasing system			
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	Adult Social Care			
Lead Director	Executive Director of Adult Social Care and Health			
Persons/Organisations to be Consulted	Councillor Paul Cummins will have received a briefing through his Cabinet Member Briefing.			
Method(s) of Consultation	Internal consultation with Procurement, ASC SMT and within the Commissioning Team. Exec Director approval will be sought in advance of submission.			
List of Background Documents to be Considered by Decision-maker	Existing Extra Care Housing Contract Arrangements			
Contact Officer(s) details	Eleanor Moulton eleanor.moulton@sefton.gov.uk			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Procurement of Community Infection Prevention and Control Service</b> Seek approval of the procurement of Community Infection Prevention and Control Service			
Decision Maker	Cabinet			
Decision Expected	7 Mar 2024 15 December 2023 Decision due date for Cabinet changed from 08/03/2024 to 07/03/2024. Reason: to ensure compliance with the new arrangements for commissioning health related services and the Provider Selection Regime (PSR)			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Adult Social Care			
Lead Director	Director of Public Health			
Persons/Organisations to be Consulted	N/A			
Method(s) of Consultation	N/A			
List of Background Documents to be Considered by Decision-maker	Procurement of Community Infection Prevention and Control Service			
Contact Officer(s) details	Alan McGee alan.mcgee@sefton.gov.uk			