



SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 NOVEMBER 2024 - 28 FEBRUARY 2025

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

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

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

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

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

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

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

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

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

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

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

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

NOTE:

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

Phil Porter
Chief Executive

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Item Heading	Officer Contact
Asset Disposal - Former Bootle High School site, Brown's Lane, Netherton	Suzanne Rimmer suzanne.rimmer@sefton.gov.uk
Q1 & Q2 (2024) Corporate Performance Report	Wayne Leatherbarrow wayne.leatherbarrow@sefton.gov.uk
Corporate Mobile Telephone Contract Retender	David Harris david.harris@sefton.gov.uk
Counter Fraud Strategy	David Eden david.eden@sefton.gov.uk
Digital Strategy	Helen Spreadbury helen.spreadbury@sefton.gov.uk
Financial Management 2024/25 to 2027/28 - Revenue and Capital Budget Update 2024/25 – November Update	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106
Treasury Management Position to September 2024	Graham Hussey graham.hussey@sefton.gov.uk Tel: 0151 934 4100
Financial Management 2024/25 to 2027/28 - Revenue and Capital Budget Update 2024/25 – December Update	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106
Gas Supply Contract Renewal	Stephanie Jukes stephanie.jukes@sefton.gov.uk Tel: 0151 934 4552
ICT Managed Service Contract	Helen Spreadbury helen.spreadbury@sefton.gov.uk
Financial Management 2024/25 to 2027/28 - Revenue and Capital Budget Update 2024/25 – January Update	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106
Council Tax Reduction Scheme and Council Tax Base 2025/26	Diane Turner diane.turner22@sefton.gov.uk
Financial Management 2024/25 to 2027/28 - Revenue and Capital Budget Update 2024/25 – February Update	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106
Q3 (2024) Corporate Performance Report	Wayne Leatherbarrow wayne.leatherbarrow@sefton.gov.uk

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Details of Decision to be taken	Asset Disposal - Former Bootle High School site, Brown's Lane, Netherton To seek approval to the provisionally agreed Heads of Terms for the disposal of the Council's freehold interest in part of the former Bootle High School site, Brown's Lane, Netherton			
Decision Maker	Cabinet			
Decision Expected	7 Nov 2024 Decision due date for Cabinet changed from 03/10/2024 to 07/11/2024. Reason: due to ongoing business case work			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Part exempt (Paragraph 3)			
Wards Affected	St. Oswald			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Lead Director	Executive Director – Regeneration, Economy and Assets			
Persons/Organisations to be Consulted	Cabinet Member and Senior Officers			
Method(s) of Consultation	Meetings and emails			
List of Background Documents to be Considered by Decision-maker	Asset Disposal - Former Bootle High School site, Brown's Lane, Netherton			
Contact Officer(s) details	Suzanne Rimmer suzanne.rimmer@sefton.gov.uk			

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Details of Decision to be taken	Q1 & Q2 (2024) Corporate Performance Report Corporate Performance report showing performance for January 2024 to September 2024 against the Corporate Plan and Council priorities
Decision Maker	Cabinet
Decision Expected	7 Nov 2024
Key Decision Criteria	Not a Key Decision – As a matter of local choice significant non-key items are considered by Cabinet.
Exempt Report	Open
Wards Affected	All Wards
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services
Lead Director	Executive Director – Corporate Services and Commercial
Persons/Organisations to be Consulted	Executive Leadership Team and Strategic Leadership Board
Method(s) of Consultation	Meetings and briefings
List of Background Documents to be Considered by Decision-maker	Q1 & Q2 (2024) Corporate Performance Report
Contact Officer(s) details	Wayne Leatherbarrow wayne.leatherbarrow@sefton.gov.uk

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Details of Decision to be taken	Corporate Mobile Telephone Contract Retender To procure a new contract to replace the expiring contract for the ongoing provision of mobile telephony including handsets, SIM cards and associated products for use by Council staff to conduct their duties			
Decision Maker	Cabinet			
Decision Expected	7 Nov 2024 Decision due date for Cabinet changed from 03/11/2024 to 07/11/2024. Reason: Work on the tender is ongoing			
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 – Corporate Services and Commercial			
Persons/Organisations to be Consulted	ICT Staff; Helen Spreadbury, Stephen O'Brien, Jamal Aslam. Highways and Public Protection Staff; Paul Scott			
Method(s) of Consultation	Meetings held with ICT Staff and Highways and Public Protection staff who currently use SIM cards in Traffic Signals as part of the Councils current mobile phone contract			
List of Background Documents to be Considered by Decision-maker	Corporate Mobile Telephone Contract Retender			
Contact Officer(s) details	David Harris david.harris@sefton.gov.uk			

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Details of Decision to be taken	Counter Fraud Strategy Provide a Counter Fraud Strategy for decision detailing the proposed activity to improve the Council's approach to detect and prevent fraud.			
Decision Maker	Cabinet			
Decision Expected	7 Nov 2024 Decision due date for Cabinet changed from 05/09/2024 to 07/11/2024. Reason: Work is ongoing on the production of the Strategy			
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 – Corporate Services and Commercial			
Persons/Organisations to be Consulted	Executive Leadership Team, Cabinet Member – Corporate Services			
Method(s) of Consultation	Meetings			
List of Background Documents to be Considered by Decision-maker	Counter Fraud Strategy			
Contact Officer(s) details	David Eden david.eden@sefton.gov.uk			

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Details of Decision to be taken	Digital Strategy To submit for approval the Councils Digital Strategy for the next three years			
Decision Maker	Cabinet			
Decision Expected	7 Nov 2024			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Lead Director	Executive Director – Corporate Services and Commercial			
Persons/Organisations to be Consulted	Officers - Executive Leadership Board and wider staff via ICT Champions and Digital working groups Members - all via IPC Members of the public via formal consultation			
Method(s) of Consultation	The digital strategy has been circulated to all members of ELT via Executive Board meetings, comment has also been sought on draft copies via Informal Policy Cabinet. Staff consultation has been completed with all officers involved in the delivery of key digital strands and wider staff engagement has been completed via ICT Digital Champions Meetings Formal public consultation on the proposed strategy took place over summer 2024, with 55 responses received both electronically and via hard copy			
List of Background Documents to be Considered by Decision-maker	Digital Strategy			
Contact Officer(s) details	Helen Spreadbury helen.spreadbury@sefton.gov.uk			

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Details of Decision to be taken	Financial Management 2024/25 to 2027/28 - Revenue and Capital Budget Update 2024/25 – November Update 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 Nov 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 – Corporate Services and Commercial			
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 2024/25 to 2027/28 - Revenue and Capital Budget Update 2024/25 – November 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	Treasury Management Position to September 2024 This report provides Members with a review of the Treasury Management activities undertaken to 30th September 2024.			
Decision Maker	Cabinet Council			
Decision Expected	7 Nov 2024 14 Nov 2024			
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 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	Treasury Management Position to September 2024			
Contact Officer(s) details	Graham Hussey graham.hussey@sefton.gov.uk Tel: 0151 934 4100			

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Details of Decision to be taken	Financial Management 2024/25 to 2027/28 - Revenue and Capital Budget Update 2024/25 – December Update 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	5 Dec 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 – Corporate Services and Commercial			
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 2024/25 to 2027/28 - Revenue and Capital Budget Update 2024/25 – 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	Gas Supply Contract Renewal procurement of the corporate gas supply contract for the period 2025/26 - 2029/30			
Decision Maker	Cabinet Council			
Decision Expected	5 Dec 2024 16 Jan 2025			
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				
Persons/Organisations to be Consulted	Executive Director of Corporate Resources and Customer Services; Assistant Director of Corporate Resources and Customer Services (Strategic Support); and Framework providers			
Method(s) of Consultation	Emails; meetings; and Framework providers via formal interviews and written documents/responses			
List of Background Documents to be Considered by Decision-maker	Gas supply contract renewal			
Contact Officer(s) details	Stephanie Jukes stephanie.jukes@sefton.gov.uk Tel: 0151 934 4552			

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Details of Decision to be taken	ICT Managed Service Contract To review and make a decision in relation to the award of a new contract for an ICT Managed Services Contract to commence 1st October 2025.			
Decision Maker	Cabinet			
Decision Expected	5 Dec 2024			
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	Stephan Van Arendsen - Executive Director Corporate Resources and Customer Services; Richard Clegg, Principal Lawyer; Mark Woodward , Procurement Category Manager; Marie Lambert, HR Manager , Operations; and Paul Reilly, Service Manager, Finance			
Method(s) of Consultation	The procurement team includes representation from Legal , Finance, HR and the Central procurement team, therefore consultation and engagement will take place on the proposed decision via this Procurement teams regular board meetings chaired by the Executive Director for Corporate Resources and Customer Service, Consultation with the Cabinet member will be completed via a Cabinet Member briefing session. which are schedule on a fortnightly basis.			
List of Background Documents to be Considered by Decision-maker	ICT Managed Service Contract			
Contact Officer(s) details	Helen Spreadbury helen.spreadbury@sefton.gov.uk			

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Details of Decision to be taken	Financial Management 2024/25 to 2027/28 - Revenue and Capital Budget Update 2024/25 – January Update 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	9 Jan 2025			
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 – Corporate Services and Commercial			
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 2024/25 to 2027/28 - Revenue and Capital Budget Update 2024/25 – 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	Council Tax Reduction Scheme and Council Tax Base 2025/26 The report provides a review of the local Council Tax Reduction Scheme for the current year 2024/25 and a proposed scheme for 2025/26. An updated Council Tax Base for 2025/26 is also provided.			
Decision Maker	Cabinet Council			
Decision Expected	9 Jan 2025 16 Jan 2025			
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 – Corporate Services and Commercial Executive Director – Corporate Services and Commercial			
Persons/Organisations to be Consulted	Precepting authorities - Merseyside Fire & Rescue, Police and Crime Commissioner and Liverpool City Region Combined Authority.			
Method(s) of Consultation	Details of the proposed local Council Tax Reduction Scheme and Council Tax Base for 2025/26 are provided to the precepting bodies, Merseyside Fire & Rescue, Police and Crime Commissioner and Liverpool City Region Combined Authority.			
List of Background Documents to be Considered by Decision-maker	Council Tax Reduction Scheme and Council Tax Base 2025/26			
Contact Officer(s) details	Diane Turner diane.turner22@sefton.gov.uk			

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Details of Decision to be taken	Financial Management 2024/25 to 2027/28 - Revenue and Capital Budget Update 2024/25 – February Update 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	6 Feb 2025			
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 – Corporate Services and Commercial			
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 2024/25 to 2027/28 - Revenue and Capital Budget Update 2024/25 – 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	Q3 (2024) Corporate Performance Report Corporate Performance report showing performance for Q3 (October 2024 to December 2024) against the Corporate Plan and Council priorities
Decision Maker	Cabinet
Decision Expected	6 Feb 2025
Key Decision Criteria	Not a Key Decision – As a matter of local choice significant non-key items are considered by Cabinet.
Exempt Report	Open
Wards Affected	All Wards
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services
Lead Director	Executive Director – Corporate Services and Commercial
Persons/Organisations to be Consulted	Executive Leadership Team and Strategic Leadership Board
Method(s) of Consultation	Meetings and briefings
List of Background Documents to be Considered by Decision-maker	Q3 (2024) Corporate Performance Report
Contact Officer(s) details	Wayne Leatherbarrow wayne.leatherbarrow@sefton.gov.uk