

APPENDIX 3

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 FEBRUARY 2025 - 31 MAY 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

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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 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
UK Investment Bank Loan Approval (PSDS & Solar Works)	Stephanie Jukes stephanie.jukes@sefton.gov.uk Tel: 0151 934 4552
Counter Fraud Strategy	David Eden david.eden@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
Digital Strategy	Helen Spreadbury helen.spreadbury@sefton.gov.uk
Capital Strategy 2025/26	Andrew Bridson andrew.bridson@sefton.gov.uk
Robustness of the 2025/26 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 2025/26 – 2027/28 and Council Tax 2025/26	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106
Prudential Indicators 2025/26	Graham Hussey graham.hussey@sefton.gov.uk Tel: 0151 934 4100
Treasury Management Policy and Strategy 2025/26	Graham Hussey graham.hussey@sefton.gov.uk Tel: 0151 934 4100
Annual Health and Safety Report	David Eden david.eden@sefton.gov.uk
Corporate Health and Safety Policy	David Eden david.eden@sefton.gov.uk
Q3 (2024) Corporate Performance Report	Wayne Leatherbarrow wayne.leatherbarrow@sefton.gov.uk
Financial Management 2024/25 to 2027/28 - Revenue and Capital Budget Update 2024/25 – March Update	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106

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Details of Decision to be taken	UK Investment Bank Loan Approval (PSDS & Solar Works) Works part funded under the Public Sector Decarbonisation Scheme (PSDS) and solar PV repairs require matched funding. As agreed in principle with the LCR Combined Authority, funding has been secured via the UK Investment bank. This report seeks approval for accepting the loan to progress the associated works.			
Decision Maker	Cabinet Council			
Decision Expected	6 Feb 2025 27 Feb 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	Executive Director – Regeneration, Economy and Assets Executive Director – Regeneration, Economy and Assets			
Persons/Organisations to be Consulted	Graham Hussey, Finance. Paul Bowe/ Dominic Ellis, Property. Lucca Biagioni, Terry Burke, Combined Authority.			
Method(s) of Consultation	Meetings and emails with finance, property, Combine Authority colleagues.			
List of Background Documents to be Considered by Decision-maker	UK Investment Bank loan approval (PSDS & Solar works)			
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	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	6 Feb 2025 Decision due date for Cabinet changed from 09/01/2025 to 06/02/2025. Reason: to allow the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) to give consideration to 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	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	Digital Strategy To submit for approval the Councils Digital Strategy for the next three years			
Decision Maker	Cabinet			
Decision Expected	6 Feb 2025 Decision due date for Cabinet changed from 07/11/2024 to 06/02/2025. Reason: Work is ongoing on the preparation of the digital strategy			
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	Capital Strategy 2025/26 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 continued financial sustainability of the Council and how they support the promises made in the 2030 Vision for Sefton.			
Decision Maker	Cabinet Council			
Decision Expected	13 Feb 2025 27 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 Executive Director – Corporate Services and Commercial			
Persons/Organisations to be Consulted	None			
Method(s) of Consultation	N/A			
List of Background Documents to be Considered by Decision-maker	Capital Strategy 2025/26			
Contact Officer(s) details	Andrew Bridson andrew.bridson@sefton.gov.uk			

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Details of Decision to be taken	Robustness of the 2025/26 Budget Estimates and the Adequacy of Reserves – Local Government Act 2003 - Section 25 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			
Decision Maker	Cabinet Council			
Decision Expected	13 Feb 2025 27 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 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	Robustness of the 2025/26 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	Revenue and Capital Budget Plan 2025/26 – 2027/28 and Council Tax 2025/26 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. The report sets out the Revenue Budget and Capital Programme for 2025/26 as well as the Council Tax level for 2025/26			
Decision Maker	Cabinet Council			
Decision Expected	13 Feb 2025 27 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	Revenue and Capital Budget Plan 2025/26 – 2027/28 and Council Tax 2025/26			
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	Prudential Indicators 2025/26 This report details a number of measures / limits / parameters (Prudential Indicators) that are required to be set each financial year to help ensure that the Council complies with relevant legislation, is acting prudently and that its capital expenditure proposals are affordable.			
Decision Maker	Cabinet Council			
Decision Expected	13 Feb 2025 27 Feb 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	Executive Director – Corporate Services and Commercial Executive Director – Corporate Services and Commercial			
Persons/Organisations to be Consulted	N/A			
Method(s) of Consultation	None			
List of Background Documents to be Considered by Decision-maker	Prudential Indicators 2025/26			
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	Treasury Management Policy and Strategy 2025/26 This report sets out the following proposed policy and strategy documents: a) Treasury Management Policy. b) Treasury Management Strategy. c) Minimum Revenue Provision Policy Statement.			
Decision Maker	Cabinet Council			
Decision Expected	13 Feb 2025 27 Feb 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	Executive Director – Corporate Services and Commercial Executive Director – Corporate Services and Commercial			
Persons/Organisations to be Consulted	N/A			
Method(s) of Consultation	None			
List of Background Documents to be Considered by Decision-maker	Treasury Management Policy and Strategy 2025/26			
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	Annual Health and Safety Report Provide an annual health and safety report to Cabinet for noting the Council's embedding of health and safety across the Council's operations.			
Decision Maker	Cabinet			
Decision Expected	6 Mar 2025			
Key Decision Criteria	Financial	Not a Key Decision – Submitted to Cabinet as a matter of local choice	Community Impact	Not a Key Decision – Submitted to Cabinet as a matter of local choice
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 Member and ELT			
Method(s) of Consultation	Cabinet Member and ELT prior to Cabinet			
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	Corporate Health and Safety Policy Approve a revised Corporate Health and Safety Policy			
Decision Maker	Cabinet			
Decision Expected	6 Mar 2025			
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	Unions/ employees			
Method(s) of Consultation	To be consulted with employees through unions on the Corporate Health and Safety Committee in January 2024.			
List of Background Documents to be Considered by Decision-maker	Corporate Health and Safety Policy			
Contact Officer(s) details	David Eden david.eden@sefton.gov.uk			

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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 Mar 2025			
Key Decision Criteria	Financial	Not a Key Decision – Submitted to Cabinet as a matter of local choice	Community Impact	Not a Key Decision – Submitted to Cabinet as a matter of local choice
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			

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Details of Decision to be taken	Financial Management 2024/25 to 2027/28 - Revenue and Capital Budget Update 2024/25 – March 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 Mar 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 – March Update			
Contact Officer(s) details	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106			