



SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 JULY 2017 - 31 OCTOBER 2017

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

As a matter of local choice, the Forward Plan also includes the details of any significant issues to be initially considered by the Executive Cabinet and submitted to the Full Council for approval.

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

APPENDIX 4

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.

Margaret Carney
Chief Executive

APPENDIX 4

FORWARD PLAN INDEX OF ITEMS

Item Heading	Officer Contact
Disposal of Vine House	Neil Davies neil.davies@sefton.gov.uk Tel: 0151 934 4837
Insurance Provision	Laura Williams laura.williams@sefton.gov.uk
Area Committees Working Group	Paul Fraser paul.fraser@sefton.gov.uk Tel: 0151 934 2068
Revenue and Capital Budget Plan 2016/17 - 2019/20	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104
Discretionary Relief for Business Rates following the Revaluation of 2017	Angela Ellis angela.ellis@sefton.gov.uk
Revenue and Capital Budget Plan 2017/18 - 2019/20	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104
Revenue and Capital Budget Plan 2017/18 - 2019/20	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104

APPENDIX 4

FORWARD PLAN

Details of Decision to be taken	Disposal of Vine House To consider the means of disposal and bids received for the disposal of Vine House, Seaforth			
Decision Maker	Cabinet			
Decision Expected	27 Jul 2017 Decision due date for Cabinet changed from 22/06/2017 to 27/07/2017. Reason: Further time is required to allow evaluation of the tender submissions			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Fully exempt			
Wards Affected	Linacre			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet Member - Communities and Housing and Cabinet Member - Regulatory Compliance and Corporate Services			
Method(s) of Consultation	Briefing meetings			
List of Background Documents to be Considered by Decision-maker	Disposal of Vine House			
Contact Officer(s) details	Neil Davies neil.davies@sefton.gov.uk Tel: 0151 934 4837			

**SEFTON METROPOLITAN BOROUGH COUNCIL
FORWARD PLAN**

Details of Decision to be taken	Insurance Provision A decision is required relating to the extension or re-procurement of the Council's insurance contract, which expires on 28 September 2017. There is an option to extend for one year.
Decision Maker	Cabinet
Decision Expected	27 Jul 2017

APPENDIX 4

Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	AON - Council's insurance brokers			
Method(s) of Consultation	Discussions and advice received from the Council's insurance brokers.			
List of Background Documents to be Considered by Decision-maker	Insurance Provision			
Contact Officer(s) details	Laura Williams laura.williams@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Area Committees Working Group To submit the findings of the review undertaken by the Area Committees Working Group			
Decision Maker	Cabinet			
Decision Expected	27 Jul 2017 Decision due date for Cabinet changed from 22/06/2017 to 27/07/2017. Reason: The Working Group is still deliberating on its recommendations			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet Member - Regulatory, Compliance and Corporate Services, Director of Corporate Resources, Head of Strategic Support, Head of Communities, Local Advisory Group Members and Parish Council representatives serving			

APPENDIX 4

	on Area Committees
Method(s) of Consultation	Meetings, witness interviews
List of Background Documents to be Considered by Decision-maker	Area Committees Working Group
Contact Officer(s) details	Paul Fraser paul.fraser@sefton.gov.uk Tel: 0151 934 2068

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Revenue and Capital Budget Plan 2016/17 - 2019/20 To consider any issues required for the monitoring, reporting and amendment of the revenue and capital financial plans for 2016/17 - 2019/20, including Government grants, financial pressures and service changes.			
Decision Maker	Cabinet			
Decision Expected	27 Jul 2017			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Unions, Staff, relevant external organisations as appropriate.			
Method(s) of Consultation	Individual budget saving options were subject to appropriate consultation - internal and external to the Council.			
List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Plan 2016/17 - 2019/20			
Contact Officer(s) details	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

APPENDIX 4

Details of Decision to be taken	<p>Discretionary Relief for Business Rates following the Revaluation of 2017</p> <p>The Government has recently determined that local authorities can make available additional discretionary relief to properties affected by significant increases in the Business Rates via a fund which it has introduced for this purpose. This was announced as part of the Spring Budget 2017. The Local Authority is to adopt the powers to grant this relief and to set out guidance for awarding discretionary Business Rates support to local businesses affected by the revaluation under a locally administered scheme. The scheme will be wholly funded by the Government and so is cost neutral to the Council.</p>			
Decision Maker	<p>Cabinet</p> <p>Council</p>			
Decision Expected	<p>27 Jul 2017</p> <p>21 Sep 2017</p>			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Letter/email			
Method(s) of Consultation	The Local Authority is required to formally consult Merseyside Fire and Rescue (in its role as a Precepting Authority)			
List of Background Documents to be Considered by Decision-maker	Discretionary Relief for Business Rates following the Revaluation of 2017			
Contact Officer(s) details	Angela Ellis angela.ellis@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

APPENDIX 4

Details of Decision to be taken	Revenue and Capital Budget Plan 2017/18 - 2019/20 To consider any issues required for the monitoring, reporting and amendment of the revenue and capital financial plans for 2017/18 - 2019/20, including Government grants, financial pressures and service changes.			
Decision Maker	Cabinet			
Decision Expected	7 Sep 2017			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Unions, Staff, relevant external organisations as appropriate.			
Method(s) of Consultation	Individual budget saving amendments will be subject to appropriate consultation (where appropriate) - internal and external to the Council.			
List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Plan 2017/18 - 2019/20			
Contact Officer(s) details	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Revenue and Capital Budget Plan 2017/18 - 2019/20 To consider any issues required for the monitoring, reporting and amendment of the revenue and capital financial plans for 2017/18 - 2019/20, including Government grants, financial pressures and service changes.			
Decision Maker	Cabinet			
Decision Expected	5 Oct 2017			

APPENDIX 4

Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Unions, Staff, relevant external organisations as appropriate.			
Method(s) of Consultation	Individual budget saving amendments will be subject to appropriate consultation (where appropriate) - internal and external to the Council.			
List of Background Documents to be Considered by Decision-maker	Revenue and Capital Budget Plan 2017/18 - 2019/20			
Contact Officer(s) details	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104			