



# 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](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.*

**Margaret Carney**  
**Chief Executive**

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Procurement Proposals for Winter Service Contract	Gary Jordan gary.jordan@sefton.gov.uk	6
Commercial Acquisition – Update Report	Sarah Kemp sarah.kemp@sefton.gov.uk Tel: 0151 934 4770	7
Article 4 Direction - Houses in Multiple Occupation	Ian Loughlin ian.loughlin@sefton.gov.uk Tel: 0151 934 3558	8
Adoption of the Sefton Coast Plan	Graham Lymbery graham.lymbery@sefton.gov.uk Tel: 0151 934 4175	9
Peer Review Working Group - Final Report	Ruth Harrison ruth.harrison@sefton.gov.uk Tel: 0151 934 2042	10
Parks and Greenspaces Working Group	Ruth Harrison ruth.harrison@sefton.gov.uk Tel: 0151 934 2042	11
Community Infrastructure Levy - Publication Draft Charging Schedule	Ian Loughlin ian.loughlin@sefton.gov.uk Tel: 0151 934 3558	11
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Sefton Council Housing Development Company	Neil Davies neil.davies@sefton.gov.uk Tel: 0151 934 4837	17

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p><b>Procurement of Fleet, Machinery and Equipment for Integrated Land Management Merged Services (PSR7)</b></p> <p>PSR7 approved a merger of the Parks and Greenspace, Coast and Countryside, and Flood and Coastal Erosion Risk Management services. All services require specialist fleet, machinery and equipment to undertake operations and works on site. Although the insourced parks grounds maintenance function has leased these items for the short term, it is much more cost effective to purchase them via a Prudential Borrowing scheme (re-paid over a combination of 3 and 5 year terms and funded via existing revenue resources). This report will seek approval to undertake a procurement exercise for the required fleet, machinery and equipment and to set in place the appropriate financial arrangements.</p>			
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	Regeneration and Skills			
Persons/Organisations to be Consulted	Strategic Capital Investment Group			
Method(s) of Consultation	Meeting			
List of Background Documents to be Considered by Decision-maker	Procurement of Fleet, Machinery and Equipment for PSR7 Merged Services			
Contact Officer(s) details	Mark Shaw mark.shaw@sefton.gov.uk			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Adoption of Supplementary Planning Documents</b>  To seek the adoption of Supplementary Planning Documents relating to Land east of Maghull, Crosby centre, Nature Conservation, Open space, and Control of hot food takeaways and betting shops			
Decision Maker	Cabinet			
Decision Expected	27 Jun 2017 22 May 2017 Decision due date for Cabinet changed from 22/06/2017 to 27/06/2017. Reason: To enable the Council to fully reflect on and discuss with interested parties and consultees the comments made during the consultation process which ended in early May 2017			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	By email, newspaper advertisement and presentations to relevant forum meetings if these can be arranged during the consultation period.			
Method(s) of Consultation	Consultation on the draft SPD will take place between 1st March - 24th April 2017			
List of Background Documents to be Considered by Decision-maker	Adoption of Supplementary Planning Documents			
Contact Officer(s) details	Ingrid Berry ingrid.berry@sefton.gov.uk Tel: 0151 934 3556			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Procurement Proposals for Winter Service Contract</b>			
	To agree the procurement proposal for the Winter Service Contract			
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	Regeneration and Skills			
Persons/Organisations to be Consulted	None			
Method(s) of Consultation	Not applicable			
List of Background Documents to be Considered by Decision-maker	Procurement proposals for winter service contract			
Contact Officer(s) details	Gary Jordan gary.jordan@sefton.gov.uk			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Commercial Acquisition – Update Report</b>  To receive an update report on a commercial acquisition within the Borough and agree any necessary actions			
Decision Maker	Cabinet			
Decision Expected	27 Jul 2017			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Fully exempt			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Chief Executive and appropriate Heads of Service			
Method(s) of Consultation	Internal Meetings			
List of Background Documents to be Considered by Decision-maker	Commercial Acquisition – Update Report			
Contact Officer(s) details	Sarah Kemp sarah.kemp@sefton.gov.uk Tel: 0151 934 4770			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Article 4 Direction - Houses in Multiple Occupation</b> Making of an Article 4 Direction to remove Permitted Development rights for conversion into Houses in Multiple Occupation in parts of Sefton			
Decision Maker	Cabinet			
Decision Expected	27 Jul 2017			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	Blundellsands; Cambridge; Church; Derby; Dukes; Kew; Linacre; Litherland; Victoria			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Cabinet Member - Planning and Building Control; Housing Standards Team; Planning Enforcement Officer; Derby Ward Councillors			
Method(s) of Consultation	Meetings, briefings, discussions			
List of Background Documents to be Considered by Decision-maker	Article 4 Direction - Houses in Multiple Occupation			
Contact Officer(s) details	Ian Loughlin <a href="mailto:ian.loughlin@sefton.gov.uk">ian.loughlin@sefton.gov.uk</a> Tel: 0151 934 3558			



## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Adoption of the Sefton Coast Plan</b>  The Sefton Coast Landscape Partnership, of which the Council is a Partner, have developed a Sefton Coast Plan to enable the strategic management of this important asset.			
Decision Maker	Cabinet			
Decision Expected	27 Jul 2017			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	The consultation is wide ranging and will include members of the public and organisations who either use or have an interest in the coast.			
Method(s) of Consultation	The draft Sefton Coast Plan is the subject of public consultation from March 2nd 2017 through to April 13th 2017. It will also be raised at all Area Committees. Response will be reported back to the Sefton Coast Landscape Partnership and then Partners with recommendations on any changes required as a result of the consultation and a recommendation on adoption of the Plan.			
List of Background Documents to be Considered by Decision-maker	Adoption of the Sefton coast Plan			
Contact Officer(s) details	Graham Lymbery graham.lymbery@sefton.gov.uk Tel: 0151 934 4175			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Peer Review Working Group - Final Report</b> To submit the findings of the Peer Review Working Group.			
Decision Maker	Cabinet			
Decision Expected	27 Jul 2017 27 January 2017 Decision due date for Cabinet changed from 02/02/2017 to 06/04/2017. Reason: The Working Group is still deliberating on its Final Report  27 March 2017 Decision due date for Cabinet changed from 06/04/2017 to 27/07/2017. Reason: The Working Group is still deliberating on its Final Report			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Elected Members and Stakeholders			
Method(s) of Consultation	Meetings and Correspondence			
List of Background Documents to be Considered by Decision-maker	Peer Review Working Group - Final Report			
Contact Officer(s) details	Ruth Harrison ruth.harrison@sefton.gov.uk Tel: 0151 934 2042			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Parks and Greenspaces Working Group</b>  To submit the findings of the Parks and Greenspaces Working Group.			
Decision Maker	Cabinet			
Decision Expected	27 Jul 2017 27 March 2017 Decision due date for Cabinet changed from 06/04/2017 to 27/07/2017. Reason: The Working Group is still deliberating on its Final Report			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Elected Members and Stakeholders			
Method(s) of Consultation	Meetings and Correspondence			
List of Background Documents to be Considered by Decision-maker	Parks and Greenspaces Working Group			
Contact Officer(s) details	Ruth Harrison ruth.harrison@sefton.gov.uk Tel: 0151 934 2042			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Community Infrastructure Levy - Publication Draft Charging Schedule</b>  Approval of the the publication draft of the Community Infrastructure Levy Charging Schedule, and associated evidence, for public comment and submission of the Draft Community Infrastructure Levy Charging Schedule,
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	associated evidence and comments made for examination.
Decision Maker	Cabinet  Council
Decision Expected	<p>7 Sep 2017</p> <p>21 Sep 2017 30 November 2016 Decision due date for Cabinet changed from 01/12/2016 to 06/04/2017. Reason: The Inspector's findings to the Local Plan examination have been delayed due to the re-opening of the Local Plan hearings. The Community Infrastructure Levy is informed by the Inspector's findings so therefore the decision has to be slipped to take account of this.</p> <p>30 November 2016 Decision due date for Cabinet changed from 06/04/2017 to 20/04/2017. Reason: Decision due date for Cabinet changed from 01/12/2016 to 06/04/2017. Reason: The Inspector's findings to the Local Plan examination have been delayed due to the re-opening of the Local Plan hearings. The Community Infrastructure Levy is informed by the Inspector's findings so therefore the decision has to be slipped to take account of this.</p> <p>30 November 2016 Decision due date for Cabinet changed from 20/04/2017 to 06/04/2017. Reason: Decision due date for Cabinet changed from 01/12/2016 to 06/04/2017. Reason: The Inspector's findings to the Local Plan examination have been delayed due to the re-opening of the Local Plan hearings. The Community Infrastructure Levy is informed by the Inspector's findings so therefore the decision has to be slipped to take account of this.</p> <p>30 November 2016 Decision due date for Council changed from 26/01/2017 to 20/04/2017. Reason: Decision due date for Cabinet changed from 01/12/2016 to 06/04/2017. Reason: The Inspector's findings to the Local Plan examination have been delayed due to the re-opening of the Local Plan hearings. The Community Infrastructure Levy is informed by the Inspector's findings so therefore the decision has to be slipped to take account of this.</p> <p>27 March 2017 Decision due date for Council changed from 20/04/2017 to 21/09/2017. Reason: Account has to be taken of the recently received Inspector's report and the policy implications arising therefrom</p>

Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	members; general public; developers; infrastructure providers; interest groups;			
Method(s) of Consultation	Preliminary draft charging schedule available for public comment; workshop; presentations			
List of Background Documents to be Considered by Decision-maker	Community Infrastructure Levy - Publication Draft Charging Schedule			
Contact Officer(s) details	Ian Loughlin ian.loughlin@sefton.gov.uk Tel: 0151 934 3558			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<p><b>Housing Selective and Additional (HMO) Licensing Scheme Proposals</b></p> <p>Selective Licensing requires all private sector landlords to apply for a licence to let out their property in designated area/s. Additional (HMO) licensing scheme would cover a broader range and types of Houses in Multiple Occupation than covered by existing mandatory licensing, again in designated areas of the borough.</p> <p>Licence holders will be required to adhere to a set of licence conditions and licence holders must be a 'fit and proper' person. The scheme aims to improve management and property standards across neighbourhoods suffering from deprivation, poor property standards and anti-social behaviour or crime. The schemes would run for 5 years.</p> <p>The report will consider feedback on the licensing proposals following the public consultation and consider the implementation of Selective and Additional licensing across areas of the borough.</p>			
Decision Maker	Cabinet			
Decision Expected	7 Sep 2017			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	Blundellsands; Cambridge; Church; Derby; Dukes; Kew; Linacre; Litherland; Victoria			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	A 12 week public consultation, to comply with statutory requirements, commenced on 1 April 2017 with residents, landlords and local businesses across proposed designated licensing areas and neighbouring areas and local authorities			
Method(s) of Consultation	Ongoing engagement with the Cabinet Member - Communities and Housing. A consultation plan was agreed with the Council's Public Engagement and Consultation Panel to include: surveys,			

	information in different media, meetings and phone conversations with stakeholder groups
List of Background Documents to be Considered by Decision-maker	Housing Selective and Additional (HMO) licensing scheme proposals
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	<b>Commercial Acquisition – Update Report</b> To receive an update report on a commercial acquisition within the Borough and agree any necessary actions			
Decision Maker	Cabinet			
Decision Expected	7 Sep 2017			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Fully exempt			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Chief Executive and appropriate Heads of Service			
Method(s) of Consultation	Internal Meetings			
List of Background Documents to be Considered by Decision-maker	Commercial Acquisition – Update Report			
Contact Officer(s) details	Sarah Kemp sarah.kemp@sefton.gov.uk Tel: 0151 934 4770			



## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Sefton Council Housing Development Company</b>  Report to seek consideration of the business case for the establishment of a wholly owned housing development company			
Decision Maker	Cabinet			
Decision Expected	7 Sep 2017			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Fully exempt			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Cabinet Member - Communities and Housing			
Method(s) of Consultation	Briefing meetings and reports			
List of Background Documents to be Considered by Decision-maker	Sefton Council Housing Development Company			
Contact Officer(s) details	Neil Davies neil.davies@sefton.gov.uk Tel: 0151 934 4837			