



## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 OCTOBER 2017 - 31 JANUARY 2018

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

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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](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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**FORWARD PLAN INDEX OF ITEMS**

<b>Item Heading</b>	<b>Officer Contact</b>
Southport Town Centre - Townscape Heritage Lottery Application	Daniel Byron daniel.byron@sefton.gov.uk
Tender for Park & Ride Bus Service	Dave Marrin dave.marrin@sefton.gov.uk Tel: 0151 934 4295
Parking Enforcement Contract	Dave Marrin dave.marrin@sefton.gov.uk Tel: 0151 934 4295
Licensing/Child Sexual Exploitation Working Group Final Report	Paul Fraser paul.fraser@sefton.gov.uk Tel: 0151 934 2068
Area Committees Working Group	Paul Fraser paul.fraser@sefton.gov.uk Tel: 0151 934 2068
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
Provision of Agency Staff	Lynda Mitchell Lynda.mitchell@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

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Details of Decision to be taken	<b>Southport Town Centre - Townscape Heritage Lottery Application</b> To seek approval from Cabinet to resubmit the Stage 1 application (of a 2 stage process) to the Heritage Lottery Fund (HLF) for the Townscape Heritage (TH) funding stream for Southport Town Centre including Lord Street and the Promenade Conservation Areas.			
Decision Maker	Cabinet			
Decision Expected	5 Oct 2017			
Key Decision Criteria	Financial	Yes	Community Impact	Yes

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Exempt Report	Open
Wards Affected	Dukes
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services
Persons/Organisations to be Consulted	Phil Cresswell Stuart Barnes Paula Lowrey Daren Veidman
Method(s) of Consultation	Meetings, emails and reports
List of Background Documents to be Considered by Decision-maker	Southport Town Centre
Contact Officer(s) details	Daniel Byron daniel.byron@sefton.gov.uk

### SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Tender for Park &amp; Ride Bus Service</b> Tender for provision of park and ride bus service from 1.4.18 to 31.3.23			
Decision Maker	Cabinet			
Decision Expected	5 Oct 2017			
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	None			
Method(s) of Consultation	None			
List of Background Documents to be Considered by Decision-maker	Tender for Park & Ride Bus Service			

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Contact Officer(s) details	Dave Marrin dave.marrin@sefton.gov.uk Tel: 0151 934 4295
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Details of Decision to be taken	<b>Parking Enforcement Contract</b> The contract for Parking Enforcement expires on the 31 March 2018 and the tender process for the period 1 April 2018 to 31 March 2023 needs to be commenced			
Decision Maker	Cabinet			
Decision Expected	5 Oct 2017 14 August 2017 Decision due date for Cabinet changed from 07/09/2017 to 05/10/2017. Reason: To enable Cabinet to give further consideration to all contract options			
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	Not applicable			
Method(s) of Consultation	Not applicable			
List of Background Documents to be Considered by Decision-maker	Parking Enforcement Contract			
Contact Officer(s) details	Dave Marrin dave.marrin@sefton.gov.uk Tel: 0151 934 4295			

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Details of Decision to be taken	<b>Licensing/Child Sexual Exploitation Working Group Final Report</b> To submit the findings of the Licensing/Child Sexual
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	Exploitation Working Group			
Decision Maker	Cabinet			
Decision Expected	5 Oct 2017			
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	Director of Social Care and Health; Merseyside Police			
Method(s) of Consultation	Meetings and witness interviews			
List of Background Documents to be Considered by Decision-maker	Licensing/Child Sexual Exploitation Working Group Final Report			
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	<b>Area Committees Working Group</b> To submit the findings of the review undertaken by the Area Committees Working Group
Decision Maker	Cabinet
Decision Expected	<p>5 Oct 2017 24 February 2017 Decision due date for Cabinet changed from 09/03/2017 to 06/04/2017. Reason: The Working Group is still deliberating on its Final Report</p> <p>27 March 2017 Decision due date for Cabinet changed from 06/04/2017 to 22/06/2017. Reason: The Working Group is still deliberating on its recommendations</p> <p>19 May 2017 Decision due date for Cabinet changed from</p>

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	22/06/2017 to 27/07/2017. Reason: The Working Group is still deliberating on its recommendations			
	26 June 2017 Decision due date for Cabinet changed from 27/07/2017 to 05/10/2017. 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 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	<b>Revenue and Capital Budget Plan 2017/18 - 2019/20</b> 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			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			

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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	<b>Revenue and Capital Budget Plan 2017/18 - 2019/20</b> 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	2 Nov 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.			



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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	<p><b>Provision of Agency Staff</b>            The Current Framework for the Provision of Agency Staff is due to expire on 31 January 2018. Halton Council are leading on a Pre-Procurement exercise for the Liverpool City Region, with all members participating in the options appraisal and market review to identify the best solution available as an alternative consideration to conducting a new tender process. This will minimise duplication of seeking competition from the supply market and remove unnecessary resource and process costs for both Council's and suppliers, whilst fully complying with the EU Public Contract Regulations. Approval will be sought for the Council to access the most economically advantageous Framework for the provision of Agency Workers in compliance with both EU Public Contract Regulations and the Contacts Procedure Rules of the Council.</p>			
Decision Maker	Cabinet			
Decision Expected	2 Nov 2017			
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	Head of Corporate Resources and the Liverpool City Region			
Method(s) of Consultation	Meetings, emails and reports from current Contractor			
List of Background Documents to be Considered by Decision-maker	Provision of Agency Staff			

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Contact Officer(s) details	Lynda Mitchell Lynda.mitchell@sefton.gov.uk
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Details of Decision to be taken	<b>Revenue and Capital Budget Plan 2017/18 – 2019/20</b> To consider any issues required for the preparation, monitoring, reporting and amendment of the revenue & capital financial plans for 2017/18 – 2019/20, including Government grants, financial pressures and service changes.			
Decision Maker	Cabinet			
Decision Expected	7 Dec 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 / amendments to the budget will be subject to appropriate consultation – internal and external to the Council (as appropriate).			
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  
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Details of Decision to be taken	<b>Revenue and Capital Budget Plan 2017/18 – 2019/20</b> To consider any issues required for the preparation, monitoring, reporting and amendment of the revenue &			
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	capital financial plans for 2017/18 – 2019/20, including Government grants, financial pressures and service changes.			
Decision Maker	Cabinet			
Decision Expected	11 Jan 2018			
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 / amendments to the budget will be subject to appropriate consultation – internal and external to the Council (as appropriate).			
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	<b>Revenue and Capital Budget Plan 2017/18 – 2019/20</b> To consider any issues required for the preparation, monitoring, reporting and amendment of the revenue & capital financial plans for 2017/18 – 2019/20, including Government grants, financial pressures and service changes.
Decision Maker	Cabinet
Decision Expected	11 Jan 2018

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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 / amendments to the budget will be subject to appropriate consultation – internal and external to the Council (as appropriate).			
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			