

<b>CABINET MEMBER UPDATE REPORT Overview &amp; Scrutiny</b>		
<b>Councillor</b>	<b>Portfolio</b>	<b>Date</b>
Cllr Lappin	Regulatory, Compliance and Corporate Services	May to August 2017

## **CORPORATE SUPPORT SERVICES**

### **Strategic Support**

The team's priority focus continues to be on the Public Sector Reform projects, with the management and control of the projects and providing support to the project sponsors. As expected with the scale and variety of these projects coupled with the sponsors day to day priorities this has been a challenging period. In particular work has focused on the wide reaching change associated with multi-agency working that is now in a key stage, recruitment of the new leadership and management team.

Plans and approaches continue to be developed using the team's past experiences and lessons learned. A number of project risk and assurance reviews are commencing. There are constant and proactive actions being taken to ensure targets are met, or mitigated or escalated to the Programme Board for appropriate action.

Organisational Development is critical to the success of the programme and a number of initiatives are active including Make Every Contact Count, OD Champions and a Commissioning Academy.

The Communications Team played a key role in the success of the Open Golf Championship. Record crowds attended the event, generating millions of pounds for the local economy along with global media coverage - putting Sefton on the world stage. The launch of the 'Hole in One' artwork outside The Atkinson received coverage across the UK and featured on Sky Sports News and BBC Radio Merseyside. Cabinet Member interviews to promote the borough through the Open Golf took place with the BBC, ITV Granada, BBC Radio Merseyside and other filming opportunities were facilitated across the borough from overseas television networks. The Summer of Golf interactive golf village in Southport was publicised and encouraged thousands of people to visit it.

A campaign to promote the 30 hours free childcare allowance has resulted in more than 3,000 visits to the website and over 500 then obtaining a code, giving us the lead in Merseyside. The team is also making a valuable contribution to the channel shift agenda and has focused efforts on several areas where the Council receives a significant number of calls/face to face enquiries. Communications messages to drive traffic to relevant pages has resulted in more people self-serving for reporting highways damage, bulky items and signing up for e-billing. A branded website and a suite of marketing materials have also been developed for the Food Hygiene Team to help them promote their activities to local businesses, contributing to incremental revenue. Work on a multi-agency Beachsafe campaign has also helped to reduce the numbers of calls about Anti-Social Behaviour and environmental damage across the coast. The team has also supported Sefton Adult Community Learning Service with new branding guidelines, a suite of digital marketing materials and several printed booklets and prospectuses, as well as developing their Gov.Uk pages. This work has helped reduce printing costs.

### **Commissioning and Business Intelligence Service**

The Commissioning Support Team continues to lead a number of key projects, including:

*Adult Social Care Day Care Modernisation* - The building phase of the modernisation programme is now completed with the two main facilities (Morningson Road and Dunningbridge Road) now completed and re-opened. Dunningbridge Road Centre re-opened on 31<sup>st</sup> July 2017 and service users have settled well into the redesigned facilities. Both premises now offer an excellent environment from which to deliver modernised day services to the most complex service users. The service has also worked with Sefton New Directions to co-produce the new service specification, which to help make the Council's adopted model a reality. The final phase of this project will see the new specification rolled out to other commissioned providers.

*Pre-Paid Cards* - Work continues in rolling out the Pre-paid Card service for Social Care Direct Payment Recipients. More than 500 cards are now in operation and the team is aiming to transfer the approximately 240 remaining recipients by the end of March 2018, delivering a safer, more convenient and less bureaucratic service for recipients and the Council.

*Adult Social Care Domiciliary Care Services* - In June 2017 Cabinet approved the joint commissioning of new Domiciliary Care Services with Knowsley Borough Council. The new specification for the new services, which will be more outcome-focused and enabling in delivery, is being jointly developed by Sefton, Knowsley and Liverpool Councils, with a view to the same specification ultimately operating across the three boroughs. Following open procurement the services will come into effect in May 2018.

*Adult Social Care Market Oversight Exercise* - The work jointly commissioned by the Council and the two Sefton CCGs to gain a better understanding of costs and pressures within the local care home, domiciliary care and supported living markets is nearing completion. This has resulted in a series of recommendations from the independent company (Red Quadrant) undertaking the work. These recommendations will, amongst other things, help inform Council proposals and decisions on fees for the period of the current Medium Term Financial Plan (MTFP). As the proposed fee increases would require expenditure beyond that allowed for within the MTFP, the matter will be subject to further Cabinet consideration in September 2017.

The Performance and Intelligence Team continues to support the compilation, validation and presentation of scheduled performance management reports and 'ad-hoc' data/information/intelligence requests and to support the Framework for Change Programme, in particular the Public Sector Reform projects, by providing support with data analysis and information presentation/visualisation.

The service has led on the collection, processing, validation and analysis of Education data for all Sefton Primary schools (including EYFSP, Phonics Y1 & Y2 resits, KS1 and KS2 assessments); updating quarterly data for Crime & ASB; producing Sefton Child Poverty mapping, data analysis and mapping to support the reconfiguration of health visiting/school nursing services; completing the Public Health sexual health needs assessment; and completing the submission of statutory returns for ASC and CSC. The Service has also been extensively involved in supporting the recent 'spot check' of the Turnaround Families Programme undertaken by the DCLG, which involved collection, validation and presentation of data from the Council's Early Help Services and other key partner agencies including the DWP and Merseyside Police.

Having led on the development of "agile working" solutions for Adult and Children's Social Care, piloting more than 130 portable devices, the service is now involved in the further roll-out another approximately 210 devices across ASC and CSC Services over the coming months. The business benefits that will be realised from the introduction of smarter, agile ways of working include efficiencies in time, money and the security of service user information, with an opportunity to reduce office accommodation and unnecessary travel.

The service has been working with colleagues from Corporate Finance, Payments & Billing, Adult Social Care and Arvato to streamline financial payment systems and in the last quarter payments to Shared Lives and Residential and Nursing providers direct from the ContrOCC system have commenced. This removes some steps from the process, helps ensure greater accuracy between the data in the Adult Social Care system and payments made, and enable further developments in payments and other communications with providers.

The service continues to lead the implementation of the 'Manage My Requests' (iCaseWork) case management software, which will provide the secure platform for managing and reporting on all of the Council's Freedom of Information Act requests, Environmental Information Regulations requests, personal information requests, public record requests and law enforcement agency requests for disclosure of client information, plus the capturing, managing and reporting on customer complaints, representations and feedback across the Council. The system is now live and a number of training sessions have already been run to support user configuration and training on the application of exemptions for FOI and SARs requests. Work has now begun to scope the implementation of the 'Complaints Management' functionality, which will provide the 'tools' required for capturing, managing and reporting on complaints and feedback across the entire Council, enabling the organisation to adhere to relevant regulations, improve service levels and enhance customer experience.

The service continues to support the Council in responding to comments, compliments complaints and others representations. Since April 2017 more than 90 ASC representations have been received of which 41 were ASC Complaints. Since April the Council has received 80 representations relating to Children's Services (including 42 complaints directed under the Children Act). Since April 2017 the service has responded to 108 Access to Files requests and disclosure requests. 95 of these related to Children's Social Care and 13 to Adult Social Care. In the same period the service has co-ordinated the responses to 149 Freedom of Information requests.

In the first quarter of 2017/18 the service has supported a concerted effort to increase the number of Independent Visitors and Advocates for Children Looked After. These volunteers' recruits play a crucial part in befriending a child or young person and helping them to develop meaningful, long term relationships with adults, make informed decisions about their lives, engage in fun activities that build their confidence and self-esteem and them to speak up for themselves and get their views and feelings heard. A programme of marketing, recruitment and training for new volunteers wanting to be involved in independent visiting or advocacy has been delivered and we now have 19 Independent Visitors who are matched to young people 15 Advocates who are matched to young people (34 in total), with a further 10 advocates and independent visitors who have been trained and previously matched awaiting a new match and 8 new volunteers who have been recruited in the last quarter.

The Procurement Team continues to assist and advise on procurement activity across the whole Council and has over 80 procurement exercises at differing stages on the current work plan. Many of these are complex procurement exercises that exceed the OJEU procurement thresholds, examples of which include:

- Passenger Transport Framework Agreement
- Domiciliary Care Collaborative contract
- Young Carers Contract
- Occupational Health Services
- Transport Consultancy Services
- Merseyside Collaborative contract for Election Printing
- Dynamic Purchasing System for Residential Substance Misuse Rehabilitation
- Street Lighting Maintenance
- Toxicology Testing
- Winter Service Contract
- Procurement of Fleet, Machinery & Equipment for Green Infrastructure Integrated Land Management

The Review of Procurement Processes, Rules and Guidance, and associated Action Plan, has now been completed. Updated Contract Procedure Rules were agreed by Audit and Governance in June and approved by Council in July 2017 and roll-out of the CPR e-learning programme to all relevant staff is progressing well.

## **CORPORATE RESOURCES**

### **Finance**

#### **2016/17 Statement of Accounts**

The Council's draft Statement of Accounts was completed on 1<sup>st</sup> June. The draft document was presented to the June Audit and Governance meeting so that Members would have time to review it in advance of the September meeting, where the formal Accounts (approved by the external auditors, Ernst & Young) will need to be considered and approved by the Committee. Members have been given the opportunity to submit any questions they have in advance and a briefing by officers will also be provided prior to the meeting.

Ernst & Young started their review of the Accounts on 12<sup>th</sup> June, with the majority of their work being completed within four weeks. To date they haven't reported any significant items.

#### **Budget Monitoring Process**

There has been an improvement in the budget monitoring process to enable the most up to date figures to be reported to Cabinet. A report on the June position was considered by Cabinet on 27<sup>th</sup> July. This indicates a current forecast deficit outturn position of £1.295m.

#### **Medium Term Financial Plan (MTFP) - 2017/18 to 2019/20**

A report on the MTFP was considered by Cabinet on 27<sup>th</sup> July. This provided updated information on funding assumptions and savings proposals. Future member reports will include further updates and potential remedial action to ensure financial sustainability is maintained and a balanced budget can be delivered for 2018/19 and 2019/20.

#### **School Budgets - Financial risk to Council**

When a school closes, amalgamates or becomes an Academy it legally closes, even if a successor school opens on the same site. In some instances there is a danger that schools may close with a deficit which could then fall on the local authority or the successor school dependent on the EFA rules on this applicable at the time.

As a result any future school closure or "forced" academy conversion which involves a school in a deficit position will become a financial risk to the Council's current MTFP process.

To help protect the local authority against any future financial risk from schools closing with financial deficits, finance staff are working proactively with the Head of Schools & Families to ensure that intervention strategies are implemented early with individual schools which have potential financial difficulties in their three year financial plans.

The Finance team will also provide a quarterly update report highlighting the financial standing of all maintained schools to the Cabinet Member for Children's Services and the Cabinet Member Regulatory, Compliance and Corporate Services. This will provide Members have an oversight of the financial landscape of all Sefton schools along with an early warning of any potential issues that could be brought to the attention of Members / Council in the future.

### **ICT**

#### **STRATEGY**

The Council is finalising a new ICT Strategy, and is also defining new policies & standards for the ICT service; this activity will be completed in December 2017.

#### **INFRASTRUCTURE**

ICT is supporting a number of the Framework for Change / Public Sector Reform projects, most notably Asset Maximisation (via agile working) and the Early Intervention & Prevention community base programme.

The full testing of the second data centre has been completed successfully and is now operational.

### AGILE WORKING

Indicative costing has been completed for the agile working requirements for the Framework for Change projects; we now await the outcome of the user profile survey to determine which council officers have been identified as agile workers, at which point costings will be firmed up and investment made in appropriate end user devices and communications software.

New end user devices are being tested and reviewed in order to identify cost-effective equipment for staff which will further enable agile working.

### **Revenues Service:**

On 29 June 2017 the DCLG published the annual statement of collection performance for Council Tax and Business Rates for 2016-17 for all Councils in England. Key highlights are:-

- Sefton are the top performing Metropolitan authority in the country for business Rates Collection in 2016-17
- Sefton are the top performing authority in the Liverpool City Region for both Council Tax and Business Rates.

Business rates collection: The table below compares performance to our nearest neighbours in in the Liverpool City Region.

	2015-16	2016-17
<b>Sefton</b>	<b>99.3</b>	<b>99.3</b>
Knowsley	98.7	98.4
Halton	96.9	97.6
Wirral	97.2	97.6
Liverpool	97.0	97.2
St Helens	95.8	96.2

Council Tax Collection: The table below compares performance to our nearest neighbours in the Liverpool City Region.

	2015-16	2016-17
<b>Sefton</b>	<b>96.2</b>	<b>96.3</b>
St Helens	95.3	95.6
Wirral	95.3	95.4
Knowsley	94.9	95.3
Halton	95.2	95.0
Liverpool	94.5	94.4

The biggest challenge remains those on low incomes who no longer received full support for their Council Tax. Work continues to analyse the impact of Council Tax Reduction Scheme on debt; and to review recovery strategies with particular regard to the most vulnerable.

### **Internal Audit**

The Internal Audit Plan is now 18% completed, with work having been completed in the period in the following areas:

<b>Audit</b>	<b>Audit Opinion</b>
Corporate Governance	Moderate
PSR10 – Contract Review	Negligible
Larkfield Primary School	Good
Lydiate Primary School	Good
The Atkinson – ICT systems	Moderate
Carbon Reduction Commitment	Minor

Responsible officers have given assurance that the recommendations made in the reports will be implemented within reasonable timescales. Follow up audit work will be undertaken so as to substantiate this.

### **Health and Safety**

An improved Health and Safety SLA package has been developed and offered to the Council's schools. 54 of the 113 Local Authority schools, 8 academies and 2 colleges have signed up. Income generated to date totals £28,225. Work has also been ongoing to review and update the Health and Safety standards and guidance in relation to building safety, which is in particularly sharp focus following the Grenfell Tower tragedy.

### **Insurance**

Following Cabinet approval for the one year extension of the insurance arrangements, work is underway to prepare the relevant information for submission to insurers. A meeting will take place with the Council's brokers in September to discuss the revised premiums received from insurers ahead of the commencement of the extension on 18 September 2017.

### **Risk and Resilience**

In light of recent events such as Grenfell Tower tragedy and the Manchester and London terror attacks, the team is concentrating on appraising the arrangements for managing the response and recovery effort if such an event was to happen in Sefton.

## **PERSONNEL DEPARTMENT**

### **Operational Issues**

Advice and support continues to be provided to various service areas where the impact of funding streams is affecting staff. Consultation is taking place with staff and the trade unions in this regard.

Various reviews and restructures across the organisation are continuing relative to budget savings/Public Sector Reform projects. These are the subject of trade union consultation. Preparatory briefings to the trade unions have taken place on the number of projects being formed to formulate the budget going forward.

The Department continues to have a full programme of work in respect of disciplinary, grievance and dignity at work issues. Support to service areas in respect of staffing reviews/restructures is being provided, together with advice and support in the management of sickness absence cases that are cause for concern and complex staffing matters.

A number of Senior Management posts are currently being recruited to and policy work continues on such matters as workforce reporting.

### **Pay and Grading Team**

Job evaluation continues relative to all Council and School posts for new or revised roles. Job evaluations are also conducted relative to any operational and service reviews to maximise efficiencies as part of restructuring exercises across the Council as a consequence of budgetary pressures. Regrading applications and regrading appeals are processed in-line with the Council protocol.

Management of the Matrix contract relative to the recruitment of all Agency workers continues including the production of management information.

Team members are involved in service reviews and work to support transformational issues associated with the budget proposals and potential changes to service delivery. Of the three team members one is involved with the EIP2 project and one on the EIP3 project.

Project work continues such as the management of sickness absence, including production of reports, analysis and management data and implementing training courses.

The Team was working with officers from the Legal section with regard to equal pay claims submitted against Sefton New Directions Ltd. These claims have now been struck out by the Tribunal Judge.

### **Establishment Control, Pensions, Payroll and HR Transactional Services**

Regular Client meetings are continuing with the objective of improving processes and data quality. The Council and Arvato are currently mapping all the recruitment processes to ensure consistency. These processes will be built into the upgraded ResourceLink detailed below so all users can see where each individual record is up to, which should alleviate queries and phone calls.

A working Group has been set up with Arvato to introduce workflow to help recruitment, transactional HR, payroll and pension processes. The first process being reviewed is staff terminations, voluntary resignations and retirements only at this time. A project plan has been received from Arvato with timescales and actions to be agreed. A solution has been built and once tested and agreed it will be rolled out across the Council. The Working Group is looking at the best way to handle other reasons for leaving e.g. dismissal, redundancy etc. and how these will be managed.

There are 2 other processes which are being looked at to be put into workflow and they are changes to hours and extensions to temporary arrangements.

The Pensions Officer is continuing to work closely with the Transformation team and Personnel Officers to provide redundancy/pension information when required.

The Establishment Control Panel is now embedded and occurs every 2 weeks, to consider requests to release vacancies and approve any changes to the Establishment held in ResourceLink. All changes to the Establishment are being mapped by the Council and Arvato to ensure correct procedures are followed.

The Government have proposed and agreed changes to exit payments for public sector staff and further clarification is required as to how this will be implemented. Further guidance is still not available.

The Council had to apply auto-enrolment legislation on 1 April 2013 and as part of this process applied transition arrangements to a certain group of staff. Transition is ending 30 September 2017 and affected staff will be written to and put into their relevant pension scheme from 1 October 2017.

There are various TUPE transfers in process as follows:

- SMASH to Addaction - 1 October 2017
- South Sefton 6<sup>th</sup> Form College to Hugh Baird - 1 August 2017
- Stanley High to an Academy - 1 September 2017

### **Occupational Health**

The number of referrals (195) to the HU from Sefton employees only between 01/05/17 and 31/07/17 is an increase of 9% when compared with the same period last year.

The main reasons for referrals within this period are stress and mental health (40.0%) and musculoskeletal problems (26.1%). The majority of referrals are from schools (47.7%), Locality Services - Provision (17.9%) and Adult Social Care (7.2%).

The Health Unit has also been invited to assist with Sefton Workforce Health Group which is part of EIP3. To date there have been 2 meetings with a further one scheduled for 8 August. The foundations for the Group and what it needs to explore have been identified. Future progress will be reported.

The tender exercise for the renewal of Occupational Health contracts has commenced with initial assessments being carried out. There is more work to undertake but this should be complete by September 2017 at which time the Cabinet Member and Head of Service will be asked to authorise the outcome.

## **Workforce Learning and Development (CLC)**

### **Training/eLearning**

The Corporate Learning Centre continues to design, develop and deliver accredited training courses across the workforce. A further two courses were recently approved for Badge of Excellence programme approval; these include Communicating with Children and Further Excel (Microsoft).

We have developed Private fostering eLearning for the Children's Social Care workforce and are planning to roll this out across the City Region. Following business sign-off the eLearning will be submitted for Badge of Excellence programme approval.

### **First Aid Accreditation**

We continue to deliver accredited First Aid courses to both internal staff and organisations across the private, voluntary and VCF sector. We have now introduced a 1 day Emergency Paediatric First Aid course for infants and children in need of First Aid; the course content includes CPR and controlling bleeding.

### **Apprenticeships**

We are now promoting and accessing the Apprenticeship levy and have established a pool of lead training providers. Schools have been briefed and communication disseminated on the apprenticeship levy including governance arrangements. Next steps are to work with Heads of Service/Managers to deliver briefing sessions to staff to raise awareness of apprenticeships.

### **Website**

We are preparing to launch a new website late August 2017. The new website will act as an essential marketing tool and will streamline how customers, both internal and external, access services.

### **Procurement**

We have initiated two procurement exercises to support the continued development and growth of the service. This includes the identification of Quasafe approved trainers to deliver First Aid training and a Health and Safety Programme.

### **Korn Ferry Hay**

The Corporate Learning Centre has been working with Korn Ferry Hay, Strategic Support and SLB to develop an OD champion's network to support the development and implementation of OD across the organisation.



## **Building and Property Services**

### **Disposals**

The Council undertakes a pro-active programme of property disposals to both rationalise the portfolio to remove unproductive assets and realise capital receipts. This process assists in the reduction of revenue costs and raises capital which contributes to the funding of the Council's capital Programme.

The current specific actions of note are as follows:

- The sale of the Maghull Library site has completed.
- The re development of the sites for Aintree Library and Beach Road School are well under way with Adactus.
- The housing development undertaken by One Vision Housing at Sandbrook Way Ainsdale is close to completion.
- The sale of Sefton Resource Centre at Kilnyard Road in Crosby to One Vision Housing Limited has completed.
- The sale of the land at Senate Business Park to enable the construction of a manufacturing facility for a blue chip Company has completed.
- The sale of land at Ashcroft Street Bootle by way of a long Lease to a community based organisation is close to completion
- The sale of the freehold of the site of the former Stand Park public house in Litherland has been agreed to enable the development of 14 houses
- A preferred bidder for the sale of Vine House has been appointed following a selection process and the matter reported to Cabinet
- Negotiations for the sale of the Council's freehold interest in Heron House Crosby and St Anne's House Bootle under way.
- Instructions for the disposal of derelict land at Pacific Road, Bootle with the Legal Department to complete.
- Letting of vacant retail units at Oriel Road and Irlam Road with the Legal Department to complete.

### **Cyclical Compliance and Maintenance Work**

- Statutory testing and inspection works continue to be carried out in accordance with the defined cyclic timescales, day-to-day responsive maintenance works also continue to be undertaken as necessary.
- Concerted efforts are being made to increase the level of planned preventative works in order to try and prolong the lifespan of building elements and reduce the overall building maintenance cost burden.
- Major planned work proposals are however in abeyance pending funding considerations.
- Proposals for major planned maintenance intervention requirements in 2018/19 are presently being identified and prioritised.

## **Energy Initiatives**

- The Energy and Environmental team continues the management of energy purchase contracts having extended the option on the current electricity contract for 12 months but also reviewing the possibility of an OJEU for a Liverpool City Region (LCR) wide procurement exercise. It will also be reviewing the gas framework contract to see if there are any viable options before autumn 2017.
- The team have secured a discretionary discount on surface water drainage charges for schools. A total of 15%, or ~£127K, for maintained schools for 2017/18 rising to 50%, or ~£425K, for 2018/19.
- Water deregulation started on the 1<sup>st</sup> April 2017, however procurement has been delayed until the market is ready to accommodate buyers. Again the team is considering a joint LCR procurement.
- Due to staff shortages the team has been unable to update its Carbon Management Plan, however it is hopeful to be able to address this towards the end of 2017.
- The ECO Centre education facility continues to be popular, operating at full capacity this summer with local schools, the team sought funding from United Utilities and working with Air quality colleagues to create an interactive educational tool.
- Extensions of two additional 50KW Solar PV arrays at Dunes and Bootle Leisure Centres have recently been finished.
- To support the affordable warmth team and demands on the service from residents the Home Energy Conservation Act (HECA) update report has been delayed in favour of developing a Statement of Intent for using Energy Company funding for local insulation programmes. The HECA report will be produced for the summer of 2017.

## **Capital**

Committed capital programme projects are continuing, in particular:

- Works to remodel and refurbish the Mornington Road centre, part of the Adult Social Care reorganisation programme have now been completed. Similar works at the Dunningbridge Road centre will be completed at the end of May.
- Following completion of the ASC reorganisation programme a number of former centres will become redundant and these will be considered for mothballing or demolition as appropriate.
- The project to extend Thornton Crematorium and renew the cremator is complete other than for the final works following delivery of the new cremators.
- Proposals for the 2<sup>nd</sup> Phase works which will rationalise toilet and staff accommodation are in development for commencement in June 2017.
- Works have started on site for the extension Norwood CP School for an additional form entry at the school. Completion is programmed for December 2017.
- Works have started on site to reinforce the electrical infrastructure network at Meols Cop High School.
- Tenders have been invited for the phase 3 remodelling works at Great Crosby School. Works are programmed to start early July 2017.
- Design works are taking place for works to provide an additional classroom at Linaker School Southport. Works are programmed to start on site in July 2017.

## **Regeneration**

The Building and Property Services are supporting the Head of Regeneration and Housing in the identification and development of regeneration initiatives providing input on Valuation, feasibility and cost across a number of potential projects.

## **REGULATION & COMPLIANCE**

### **Corporate Legal Services**

The number of prosecutions that resulted in convictions during May, June and July (to present) are as follows:

- 21 Education offences – truancy and holidays
- 31 Littering offences
- 1 dog fouling offence which attracted a £440.00 fine plus £44.00 victim surcharge and £142.00 costs = £626.00 in total.
- 2 dangerous dogs offences attracting the following penalties:
  - Guilty plea in person - £420 fine, £250 costs, £42 victim surcharge, £25 compensation = total £737.00 (28 days to pay and collection order attached). Contingent destruction order - dog must be neutered, on lead and muzzle at all times in public places.
  - Proven in absence, £150.00 fine, £142.00 costs, £30.00 victim surcharge = Total £322.00. 28 days to pay and collection order attached.
- 1 housing standards offence – controlling / managing a house of multiple occupation without a licence attracting a fine in the sum of £1000.00 plus £100.00 victim surcharge, 947.86 costs = £2047.86 in total.

In addition team have also advised in the implementation of two Public Space Protection Orders in relation to Dog Control and Ticket Touting for the Open Golf.

We have concluded a successful settlement of a Statutory Challenge to the Local Plan.

We have assisted the Council in a two-day Employment Tribunal case which was heard on 3 and 4 July 2017 in the Liverpool ET.

We have drafted and are negotiating various settlement agreements for Schools within the Authority. We have 11 'live agreements' which all have a termination date during the Summer Term.

We are advising on four academy transfers. This includes assisting with drafting the commercial transfer agreements and on the information and consultation requirements for the Schools.

We are advising on the transfer of South Sefton College to Hugh Baird, which also includes assisting with drafting the commercial transfer agreements and on the information and consultation requirements for South Sefton College.

We are supporting the Project Team in respect of the forthcoming Arvarto transfer.

We are supporting colleagues in Procurement and Commissioning on the employment and pension aspects of various outsource arrangements.

We continue to be very busy dealing with an increase in the number of care proceedings cases and have presented our first application to the High Court to authorise the deprivation of liberty of a young person.

## **Environmental Health and Trading Standards**

1. Following approval by Council on 13 July, a new Public Space Protection Order - Dog Control is now enforceable across the whole of the borough under the Anti-Social Behaviour Crime and Policing Act 2014. This order came about following detailed consultation and requires.
  - Dogs to be kept on a lead within defined picnic sites and family areas in parks.
  - Dogs to be kept on a lead within all public roads and footways.

- Dogs to be kept on a lead within all cemeteries and crematoria.
- Dogs to be placed on a lead when directed by an authorised officer to prevent a nuisance or behaviour by the dog likely to cause annoyance or disturbance to members of the public.
- Failure to remove your dog's fouling forthwith.
- Restrict the number of dogs that can be walked by one person to a maximum of 6 dogs on or off the lead.
- Prohibit dogs from entering enclosed playgrounds.
- Prohibit dogs from entering marked or fenced sports pitches during specified times.

The order last for 3 years and offenders will be issued a £75 fixed penalty notice for non-compliance. Information notices will be displayed across the borough to raise awareness, together with publication on the Council websites and social media. Local community and volunteer groups have also been informed.

2. A local business man Stephen Quinn based in Seaforth has recently been prosecuted at South Sefton Magistrates Court. Mr Quinn was found guilty of fly-tipping into vacant premises on Gray Street, Bootle. He pleaded not guilty but was found guilty by the court and fined, including costs, £2500.

### **Trading Standards**

3. A successful prosecution over the illegal importation of puppies from Hungary resulting in fines and costs totalling £3,996. This is the 3rd individual prosecuted out of a group of 5 Hungarian nationals currently living in the Southport area. The defendants circumvented the controls in place to protect the UK from rabies. Importing 7 puppies from Hungary that were too young to have been vaccinated and selling via websites for over £800 each. Officers seized the puppies under Rabies legislation, which were later rehomed via a dogs charity. The final 2 defendants are due to face trial in September.
4. Officers working with Merseyside Police enforced the Public Space Protection Order – Prevention of Ticket Touting during the Open Golf championship to tackle ticket touting. Over the 4 days of competition dispersal powers were used on 6 individuals who were told to leave the area (these were mainly individuals known to the police as touts but there was no evidence of them selling tickets). The police issued 1 fixed penalty notice to an individual who did not heed earlier warnings to leave the area. There was little evidence to support the information before the event that ticket touting would be a major concern.
5. A Crosby newsagent pleaded guilty to the underage sale of cigarettes and was handed down fines and costs totalling £1107.

### **Environmental Health – Commercial**

Sefton participated in this year's Food Safety Week in July which was aimed at cutting food waste. With the support of Comms several messages were released on social media dispelling some of the freezing 'myths' that are preventing people from using their freezers to make food go further.

The Food Team have started to charge new and existing businesses for advice and support on food safety and food standards and how best to secure legal compliance. The charges will recover the costs of officer time and runs complementary to the Food law Enforcement Service.

Taxi Licensing will be producing a register of vehicles that are suitable or standard wheelchair access as a result of changes to guidance around the Equalities Act... Officers have been working with the trade since April to identify suitable vehicles and the register should be launched in September.

## **Democratic Services**

The **Overview and Scrutiny Committee (Adult Social Care and Health)** has established a Working Group to consider Residential and Care Homes. The Working Group has met on eight occasions to date and Councillor Linda Cluskey is the Lead Member. Witness interviews have taken place with the Care Quality Commission, Sefton Pensioners Advocacy Centre, Age Concern, the Care Homes Association and a Provider who has achieved an "Outstanding" rating from the Care Quality Commission. A briefing report from Healthwatch Sefton and a written submission from the Sefton Clinical Commissioning Groups have also been considered by the Working Group. Site visits to various residential and care homes to gather information have been carried out. The Working Group is currently awaiting the outcome of the independent consultant's report that will ultimately result in a decision on care home fees and recommendations from the Working Group are anticipated after that report becomes available.

The **Overview and Scrutiny Committee (Children's Services and Safeguarding)** has agreed to establish one Working Group to review Children and Adolescent Mental Health Service (CAMHS). The Working Group met on 8 September 2016 and Councillor Hands was appointed Lead Member of the Working Group. The Working Group agreed the scope for the review and have reviewed the service specification and drafted questions to ask of the Clinical Commissioning Groups as the Commissioner of CAMHS. Various representatives from the groups identified in the scope have been interviewed. An advert was also published in the free Newspapers across the Borough inviting service users to share views and experiences. The Working Group has two outstanding witnesses to interview. The Working Group is still deliberating and it is the intention that an interim report will be submitted to the Committee in September/November 2017.

The Committee had received a request from the Overview and Scrutiny Committee (Regulation, Compliance and Corporate Services) to establish a Joint Working Group to consider Child Sexual Exploitation and the Committee nominated Members to serve on the Working Group. Please see the update under O&S Committee (Regulation, Compliance and Corporate Services) below.

The **Overview and Scrutiny Committee (Regeneration and Skills)** had last year agreed to establish three Working Groups to consider the following issues:-

- Peer Review Working Group - The Working Group's Final Report was approved by the Committee and Cabinet at their meetings held on 4 and 27 July 2017 respectively
- Parks and Greenspaces - It is anticipated that the Working Group's Final Report will be considered by Committee and Cabinet at their meetings to be held on 19 September and 5 October respectively.
- VCF Review - Deliberations are on-going into the feasibility of commencing a review on this topic

The Committee met on 4 July 2017 and approved its Work Programme for 2017/18 and approved Economic Strategy as a potential Working Group review topic.

The **Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services)** had last year agreed to establish three Working Groups to look at the following issues:-

- Accommodation Strategy/Agile Working - The Working Group's Final Report was approved by the Committee and Cabinet at their meetings held on 13 and 22 June 2017 respectively
- Licensing/Child Sexual Exploitation (a joint Working Group with Members of the Overview and Scrutiny Committee (Children's Services and Safeguarding);
- an examination of the operation of Area Committees - The Working Group's Final Reports on the above two issues will be considered by Committee and Cabinet at their meetings to be held on 12 September and 5 October respectively.

The Committee met on 13 June 2017 and approved its Work Programme for 2017/18 and approved Digital Inclusion as a Working Group review topic.

The **Overview and Scrutiny Management Board** will hold its first meeting of the Municipal Year on 26 September 2017. The Board has previously established an Early Intervention and Prevention Working Group, comprised of four Chairs/Vice-Chairs from the Council's Overview and Scrutiny Committees. Councillor Page is the Lead Member. The Working Group has met on seven occasions to date, including receiving information and discussing the scope for the review. Working Group Members have attended a meeting of the Multi-Agency Working Group to sit in on a presentation on Transforming Public Services in Wigan and to meet with potential witnesses for the review. Members have also visited the Light for Life Premises, Southport and the recently opened Life Rooms, Southport. Members have also attended a meeting of the Early Intervention and Prevention Overarching Programme Board to meet with potential witnesses for the review. The next meeting of the Working Group is anticipated during September 2017 and work is anticipated to conclude during the autumn.

### **Admission Appeals**

In addition to the provision of administrative support for meetings of the Council, Cabinet, and Committees, the Section has also organised and clerked **school admission appeal hearings** involving 34 applications for 6 Secondary schools and 106 applications for 44 Primary schools during the period from 20 May to 1 August 2017.

In addition arrangements were made for a further 38 appeals to be heard during this period, which were subsequently withdrawn.

### **Civic and Mayoral Services**

#### **VC Paving Stone**

On Friday 8th September, Sefton will be unveiling the 2nd VC Paving Stone for Harold Ackroyd at a special ceremony to be held at Southport War Memorial at 11.00am, the Mayor of Sefton will be in attendance as well as members of Harold Ackroyd's Family.

#### **Citizens 4 Good Award**

On Wednesday 30th August at 5.00pm at Bootle Town Hall, the Mayor's Office in conjunction with Sefton CVS will be holding the first Citizens 4 Good Awards, this is a scheme by where people are given the opportunity to nominate a citizen of Sefton who has done a good turn or deed for someone else, the deadline for nominations was Friday 11th August 2017.

### **CORONERS**

- In the process of securing a contract with i-gene for deceased persons to undergo a digital (CT scan) autopsy rather than a traditional invasive post mortem. Will not be suitable for all cases but will be much less traumatic for bereaved relatives.

### **REGISTRARS**

- 2 new venues are applying for a licence for marriage/civil partnerships - Bold Hotel and Oaklea Barn in Lydiate.
- Pollution Control in conjunction with colleagues at the Eco Centre are developing an educational module to raise the awareness of primary school children in relation to air quality. The module will be delivered to 10 primary schools in the first wave and initially be targeted at schools in South Sefton located close to the Authority's Air Quality Management Areas.
- Sefton participated in this year's Food Safety Week in July which was aimed at cutting food waste. With the support of Comms several messages were released on social media dispelling some of the freezing 'myths' that are preventing people from using their freezers to make food go further.

- The Food Team have started to charge new and existing businesses for advice and support on food safety and food standards and how best to secure legal compliance. The charges will recover the costs of officer time and runs complementary to the Food law Enforcement Service.
- Taxi Licensing will be producing a register of vehicles that are suitable or standard wheelchair access as a result of changes to guidance around the Equalities Act... Officers have been working with the trade since April to identify suitable vehicles and the register should be launched in September.