



# SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

**FOR THE FOUR MONTH PERIOD 1 JULY 2018 - 31 OCTOBER 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>
Utility Procurement Plan	Rebecca Johnstone Rebecca.Johnstone@sefton.gov.uk Tel: 0151 934 4138
Transactional Finance, HR / Payroll and ICT Services - July 2018	Christine Finnigan christine.finnigan@sefton.gov.uk Tel: 0151 934 4161
Revenue and Capital Budget Plan 2017/18 – 2019/20 - July 2018	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104
Revenue and Capital Budget Plan 2018/19 – 2019/2020 - September 2018	Jeff Kenah jeff.kenah@sefton.gov.uk Tel: 0151 934 4104
Transactional Finance, HR / Payroll and ICT Services - October 2018	Christine Finnigan christine.finnigan@sefton.gov.uk Tel: 0151 934 4161

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Details of Decision to be taken	<b>Utility Procurement Plan</b> To seek approval for the appointment of the electricity and gas supplier commencing 1st April 2019.			
Decision Maker	Cabinet			
Decision Expected	26 Jul 2018			
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	Not applicable			
Method(s) of Consultation	Not applicable			
List of Background Documents	Utility Procurement Plan			

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to be Considered by Decision-maker	
Contact Officer(s) details	Rebecca Johnstone Rebecca.Johnstone@sefton.gov.uk Tel: 0151 934 4138

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Details of Decision to be taken	<b>Transactional Finance, HR / Payroll and ICT Services - July 2018</b> To consider any matters related to the Arvato transition for Transactional Finance, HR / Payroll and ICT Services.			
Decision Maker	Council  Cabinet			
Decision Expected	19 Jul 2018  26 Jul 2018			
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	Cabinet Member – Regulatory, Compliance and Corporate Services; Head of Corporate Resources; and Head of Regulation and Compliance			
Method(s) of Consultation	Briefing documents; Meetings			
List of Background Documents to be Considered by Decision-maker	Transactional Finance, HR / Payroll and ICT Services			
Contact Officer(s) details	Christine Finnigan christine.finnigan@sefton.gov.uk Tel: 0151 934 4161			

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Details of Decision to be taken	<b>Revenue and Capital Budget Plan 2017/18 – 2019/20 - July 2018</b> To consider any issues required for the preparation, monitoring, reporting and amendment of the revenue and capital financial plans 2017/18 – 2019/20, including Government grants, financial pressures and service changes.			
Decision Maker	Cabinet			
Decision Expected	26 Jul 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, Trade Unions, Staff and relevant 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 2018/19 – 2019/2020 - September 2018</b> To consider any issues required for the preparation, monitoring, reporting and amendment of the revenue and capital financial plans 2018/19 – 2019/20, including Government grants, financial pressures and service changes.
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Decision Maker	Cabinet			
Decision Expected	6 Sep 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, Trade Unions, Staff and relevant 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 2018/19 – 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>Transactional Finance, HR / Payroll and ICT Services - October 2018</b> To consider any matters related to the Arvato transition for Transactional Finance, HR / Payroll and ICT Services.			
Decision Maker	Cabinet			
Decision Expected	4 Oct 2018			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Open			
Wards Affected	All Wards			

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Scrutiny Committee Area	Regulatory, Compliance and Corporate Services
Persons/Organisations to be Consulted	Cabinet Member – Regulatory, Compliance and Corporate Services; Head of Corporate Resources; and Head of Regulation and Compliance
Method(s) of Consultation	Briefing documents; Meetings
List of Background Documents to be Considered by Decision-maker	Transactional Finance, HR / Payroll and ICT Services
Contact Officer(s) details	Christine Finnigan christine.finnigan@sefton.gov.uk Tel: 0151 934 4161