



# 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>
Approval of Pro Forma for Sustainable Drainage Systems document, Guidance notes and SuDs and Flood Risk Information Notes	Paul Wisse paul.wisse@sefton.gov.uk Tel: 0151 934 2959
Housing Development Company	Kerry Smith kerry.smith@sefton.gov.uk
Housing DevCo - Land Assembly	Kerry Smith kerry.smith@sefton.gov.uk
Bootle Heritage Complex	Nicky Owen nicky.owen@sefton.gov.uk
Ways to Work-ESF Grant Acceptance	Mike Mullin mike.mullin@sefton.gov.uk Tel: 0151 934 3442
Sefton Economic Strategy Framework	Mike Mullin mike.mullin@sefton.gov.uk Tel: 0151 934 3442
Business Growth Programme - ERDF Grant Acceptance	Mike Mullin mike.mullin@sefton.gov.uk Tel: 0151 934 3442
Place Marketing for Investment Project - ERDF Grant Acceptance	Mike Mullin mike.mullin@sefton.gov.uk Tel: 0151 934 3442
Parks and Greenspaces Working Group	Ruth Harrison ruth.harrison@sefton.gov.uk Tel: 0151 934 2042

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Details of Decision to be taken	<p><b>Approval of Pro Forma for Sustainable Drainage Systems document, Guidance notes and SuDs and Flood Risk Information Notes</b></p> <p>The purpose of the Pro Forma is to pull together national (e.g, National Planning Policy Framework) and local (Sefton’s Local Plan EQ8) requirements concerning flood risk and drainage into one document, to be completed by the applicant and submitted with a major planning application. The Pro Forma sets out what should be investigated and provided by an applicant as the bare minimum when submitting a planning application. This is to ensure that all applications have sufficient information for the Lead Local Flood Authority to assess and provide comments, without the need for objecting on the grounds of insufficient information provided.</p>
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	The guidance document, 'Completing your Pro Forma', is to accompany the Pro Forma to assist applicants or developers with additional advice and information in order to complete the Pro Forma – this includes reference to policy. In addition, a series of Information Notes have been prepared which pull together the above guidance and set out the requirements for drainage strategies and technical guidance required when planning applications are submitted.			
Decision Maker	Cabinet			
Decision Expected	26 Jul 2018			
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	General public and key stakeholders			
Method(s) of Consultation	The Sustainable Drainage pro forma and guidance notes have been prepared in conjunction with the Merseyside Flood Risk Coordinator. Consultation on the SuDs and Flood Risk Information Notes took place for 6 weeks in March / April 2018 via notices in the local press, the Council's website, emails and direct notifications			
List of Background Documents to be Considered by Decision-maker	Approval of Pro Forma for Sustainable Drainage Systems document, Guidance notes and SuDs and Flood risk Information Notes			
Contact Officer(s) details	Paul Wisse paul.wisse@sefton.gov.uk Tel: 0151 934 2959			

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Details of Decision to be taken	<b>Housing Development Company</b> To approve the process for selecting and recruiting board members
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Decision Maker	Cabinet			
Decision Expected	26 Jul 2018 Decision due date for Cabinet changed from 21/06/2018 to 26/07/2018. Reason: The Board Member recruitment process is not yet complete and the deferral will allow the involvement in the process of the recently appointed Head of Commercial Development			
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	Cabinet Member – Communities and Housing			
Method(s) of Consultation	Briefings			
List of Background Documents to be Considered by Decision-maker	Housing Development Company			
Contact Officer(s) details	Kerry Smith kerry.smith@sefton.gov.uk			

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Housing DevCo - Land Assembly</b> To seek a decision relating to the approved Housing DevCo business case			
Decision Maker	Cabinet			
Decision Expected	26 Jul 2018			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Fully exempt			
Wards Affected	All Wards			

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Scrutiny Committee Area	Regeneration and Skills
Persons/Organisations to be Consulted	Cabinet Member – Communities and Housing; Cabinet
Method(s) of Consultation	Meetings
List of Background Documents to be Considered by Decision-maker	Housing DevCo Land Assembly
Contact Officer(s) details	Kerry Smith kerry.smith@sefton.gov.uk

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Details of Decision to be taken	<b>Bootle Heritage Complex</b> To review the options for the complex and permission to undertake the next steps, such as external funding applications.			
Decision Maker	Cabinet			
Decision Expected	26 Jul 2018 Decision due date for Cabinet changed from 21/06/2018 to 26/07/2018. Reason: Funding streams are still being investigated for the development of the complex and investigations and survey work on the building are ongoing			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	Linacre			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Members and Stakeholders			
Method(s) of Consultation	Meetings and Correspondence			
List of Background Documents to be Considered by Decision-maker	Bootle Heritage Complex			
Contact Officer(s) details	Nicky Owen nicky.owen@sefton.gov.uk			

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Details of Decision to be taken	<b>Ways to Work-ESF Grant Acceptance</b> Acceptance of grant offer for the extension to the ESF Ways to Work Programme (Liverpool City Region Integrated Business Support Project) from the Liverpool City Region Combined Authority with effect from 1 January 2019			
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	Regeneration and Skills			
Persons/Organisations to be Consulted	Cabinet Member - Regeneration and Skills; Executive Director; Liverpool City Region Local Authorities; Liverpool City Region Combined Authority			
Method(s) of Consultation	Meetings			
List of Background Documents to be Considered by Decision-maker	Ways to Work-ESFF Grant acceptance			
Contact Officer(s) details	Mike Mullin mike.mullin@sefton.gov.uk Tel: 0151 934 3442			

**SEFTON METROPOLITAN BOROUGH COUNCIL  
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Details of Decision to be taken	<b>Sefton Economic Strategy Framework</b> Completion of the Sefton Economic Strategy Framework following consultation. The strategy presents a rationale for the Council's Growth Programme, one of four key pillars of Framework for Change, agreed by Council in January 2017
Decision Maker	Cabinet

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Decision Expected	<p>26 Jul 2018            Decision due date for Cabinet changed from 21/06/2018 to 26/07/2018. Reason: the consultation period on the Sefton Economic strategy had been extended and 189 responses plus considerable written feedback had been received. Consequently, the evaluation period will also now have to be extended and it is anticipated that the revised final draft of the Strategy will be produced for consideration by Cabinet on 26 July</p>			
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	<p>Businesses; Developers; Investors; Professional Intermediaries &amp; Networks e.g. Chambers of Commerce, Federation of Small Businesses and Professional Sefton; Other Liverpool City Region Local Authorities/Chief Executives; LCR Combined Authority; Liverpool City Region Local Enterprise Partnership &amp; Sector Boards; Liverpool City Region Employment &amp; Skills Board; Prime Contractors &amp; Supply Chains Members of Sefton Leadership Collaborative, including Further Education, CCGs; Sefton Council for Voluntary Services; The Ten Parishes; Organisations with insight into residents of Working Age especially Jobseekers, People on Low Incomes, and Equality Groups; Transport Providers/Commissioners; Any other relevant groups/organisations</p>			
Method(s) of Consultation	<p>High influence consultees – full suite of documentation made available via email, expectation that consultees will consult internally/with members through their networks, allow for informed and in-depth responses, expectation responses will be made public unless otherwise indicated            Low influence consultees – Focus groups; also universal invitation to participate through web and other media, refer to the consultation questionnaire form;            Online –Focus groups for job seekers via Sefton@Work , Strand by me and People First; web pages containing an invitation to consult, the Sefton Economic Assessment, the consultation document containing the draft Framework, and links to eConsult questionnaire            Cascade Briefing – mass mail out of links to Online pages to</p>			



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	stakeholders identified above, using existing networks & mailing lists e.g Sefton Economic Forum, plus membership organisations such as InvestSefton electronic business mailing list (c.3000) Sefton CVS; Chambers of Commerce; Federation of Small Businesses et Personalised Invitations – to High influence consultees
List of Background Documents to be Considered by Decision-maker	Sefton Economic Strategy Framework
Contact Officer(s) details	Mike Mullin mike.mullin@sefton.gov.uk Tel: 0151 934 3442

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Business Growth Programme - ERDF Grant Acceptance</b> Acceptance of grant offer for the extension to the ERDF Business Growth Programme (Liverpool City Region Integrated Business Support Project) from the Liverpool City Region Combined Authority with effect from 1 January 2019			
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	Regeneration and Skills			
Persons/Organisations to be Consulted	Cabinet Member - Regeneration and Skills; Executive Director; Liverpool City Region Local Authorities; LCR Chambers of Commerce; Liverpool Vision; Liverpool City Region Local Enterprise Partnership; Liverpool City Region Combined Authority			
Method(s) of Consultation	Meetings; ERDF briefing			

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List of Background Documents to be Considered by Decision-maker	Business Growth Programme-ERDF Grant acceptance
Contact Officer(s) details	Mike Mullin mike.mullin@sefton.gov.uk Tel: 0151 934 3442

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	<b>Place Marketing for Investment Project - ERDF Grant Acceptance</b> Acceptance of grant offer for the extension to the ERDF Place Marketing for Investment project from the Liverpool City Region Combined Authority with effect from 1 January 2019			
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	Regeneration and Skills			
Persons/Organisations to be Consulted	Cabinet Member - Regeneration and Skills; Executive Director; Liverpool City Region Local Authorities; Department of International Trade; Liverpool Vision; Liverpool City Region Local Enterprise Partnership; Liverpool City Region Combined Authority			
Method(s) of Consultation	Meetings;workshops			
List of Background Documents to be Considered by Decision-maker	Place Marketing for Investment project-ERDF Grant acceptance			
Contact Officer(s) details	Mike Mullin mike.mullin@sefton.gov.uk Tel: 0151 934 3442			

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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	26 Jul 2018 Decision due date for Cabinet changed from 05/04/2018 to 26/07/2018. Reason: To enable the Working Group and the Overview and Scrutiny Committee (Regeneration and Skills) to consider the Final Report at their meetings to be held on 4 April and 3 July 2018 respectively			
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			