



Cabinet

Date:	Thursday, 12 April 2012
Time:	6.15 pm
Venue:	Committee Room 1 - Wallasey Town Hall

Contact Officer: Mark Delap
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SUPPLEMENTARY AGENDA

- 22. **BANKING CONTRACT (Pages 1 - 4)**
- 32. **PARKS AND COUNTRYSIDE SERVICES MODERNISATION PROJECT - PROGRESS UPDATE INCLUDING PROPOSED WORKFORCE WORKING PRACTICES PILOT INITIATIVE (Pages 5 - 20)**
- 40. **ENVIRONMENTAL STREETSCENE SERVICES CONTRACT FINANCIAL REVIEW (Pages 21 - 26)**

Revised Report
- 48. **ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR (PART 1)**

COMMUNITY AND CUSTOMER ENGAGEMENT

- 48.1 **AREA FORUM DEVELOPMENT (Pages 27 - 42)**

CORPORATE RESOURCES

- 48.2 **COMMITTEE CALENDAR FOR MUNICIPAL YEAR 2012/2013 (Pages 43 - 60)**

49. EXEMPT INFORMATION - EXCLUSION OF THE PRESS AND PUBLIC

The following items contain exempt information.

RECOMMENDATION: That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined by the relevant paragraphs of Part I of Schedule 12A (as amended) to that Act. The Public Interest test has been applied and favours exclusion.

FINANCE AND BEST VALUE AND SOCIAL CARE AND INCLUSION

51. EXEMPT APPENDIX (Pages 61 - 64)

- Exempt Appendix to agenda item 22
Banking Contract

This appendix is exempt by virtue of paragraph 3 as it contains commercially sensitive information

WIRRAL COUNCIL

CABINET

12 APRIL 2012

SUBJECT:	BANKING SERVICES
WARD/S AFFECTED:	ALL
REPORT OF:	DIRECTOR OF FINANCE
RESPONSIBLE PORTFOLIO HOLDER:	<i>COUNCILLOR JEFF GREEN</i>
KEY DECISION	YES

1.0 EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to inform Members of the outcome of a procurement process to appoint a provider of banking services for the Council and to recommend that Members approve the award of the contract. The detail of the recommendation is provided in an exempt report elsewhere on this agenda.
- 1.2 Information is exempt by virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972, i.e. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

2.0 BACKGROUND AND KEY ISSUES

- 2.1 Cabinet on 2 June 2011 agreed to invite tenders for banking services and to extend the contract with RBS to 31 March 2013.
- 2.2 The procurement exercise for banking services commenced on 23 January 2012 and interviews were held on 28 March 2012.
- 2.3 The bids were assessed on price (55%) and quality (45% including an assessment of credit risk). The assessment was made through appraisal of submitted tenders and interviews.
- 2.4 The most economically advantageous bid has been selected and this was also the lowest priced submission. The details are in the exempt report.
- 2.5 Following the ten day stand still period required by EU regulations officers will commence a project to move banks. The initial aim is to achieve this by 30 September 2012, although the fact that the existing contract runs to 31 March 2013 allows for some leeway. The critical risks for the handover project are legal agreement, IT changes, and the fact that the switch is being made during the close down of accounts.
- 2.6 The contract is for five years with an option to extend for a further five years

3.0 RELEVANT RISKS

3.1 The provision of banking services is of critical importance to the operations of the Council. The risks are mitigated by the timing of the procurement exercise ensuring continuity of service and the use of open market competition to ensure that the Council obtains value for money.

4.0 OTHER OPTIONS CONSIDERED

4.1 No other options have been considered as the Council requires banking services and it is necessary to tender at this time as reported previously to Cabinet.

5.0 CONSULTATION

5.1 There has been no consultation undertaken or proposed for this report. There are no significant implications for partner organisations arising out of this report.

6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

6.1 There are none arising from this report.

7.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

7.1 The change in banks will not require a change in budgetary provision. However, the pricing schedule is complex and volumes are subject to changes in activity.

7.2 The change over of banks will involve changes in the way the Council IT systems interface with the banking systems which requires time from IT and other staff, which will be taken from existing resources.

7.3 There are no implications for assets.

8.0 LEGAL IMPLICATIONS

8.1 There are none arising from this report.

9.0 EQUALITIES IMPLICATIONS

9.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(b) No because there is no relevance to equality.

10.0 CARBON REDUCTION IMPLICATIONS

10.1 There are none arising directly from this report.

11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

11.1 There are none arising from this report.

12.0 RECOMMENDATION

12.1 That Members agree to appoint the bank recommended in the exempt report to provide banking services to the Council.

13.0 REASON FOR RECOMMENDATION

13.1 The Council requires banking services and has been forced to tender at this time because of divestment by the incumbent as reported previously to Cabinet.

13.2 This contract could be awarded under delegated authority under the Contract Procedure Rules. However previous experience shows that the process of opening bank mandates is more straight forward when there is a Cabinet minute.

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FNCE/88/12

APPENDICES

Exempt Report - Selection of provider of banking services for the Council.

REFERENCE MATERIAL

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Cabinet : Banking Contract	2 June 2011

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WIRRAL COUNCIL

CABINET – 12TH APRIL 2012

SUBJECT:	PARKS & COUNTRYSIDE SERVICES MODERNISATION PROJECT – PROGRESS UPDATE INCLUDING PROPOSED WORKFORCE WORKING PRACTICES PILOT INITIATIVE
WARD/S AFFECTED:	ALL
REPORT OF:	DIRECTOR OF TECHNICAL SERVICES
RESPONSIBLE PORTFOLIO HOLDER:	CLLR LESLEY RENNIE, CULTURE TOURISM AND LEISURE
KEY DECISION?	NO

1.0 EXECUTIVE SUMMARY

1.1 The purpose of this report is to provide Members with a progress update on the Parks Modernisation Project and to seek endorsement for the proposed Workforce Working Practices Pilot initiative agreed with Trade Union representatives.

2.0 BACKGROUND AND KEY ISSUES

2.1 The Parks & Countryside Service Modernisation Project is a complex multi-disciplinary project with the purpose of establishing a modern, cost effective and efficient service comparable to that offered by the private sector by Spring 2013.

2.2 An Outline Delivery Plan was endorsed by Cabinet at their meeting on 24 November 2011 (Minute 205 refers) and has been set out under four key workstreams all reporting to a Project Board:

- Policy, Processes and Performance
- Human Resources
- Assets
- Communication and Engagement

In addition there was an urgent short-term project to integrate the Highways Grounds Maintenance Service into the Council for 1st February 2012 on the expiry of the existing external contract.

2.3 This report provides a progress update on the modernisation of the service and achievement of the Delivery Plan endorsed by Cabinet.

3.0 PARKS MODERNISATION PROJECT PROGRESS UPDATE

3.1 Highways Integration Project

Following the decision by Cabinet not to award an external contract for the delivery of Parks & Countryside Services, an urgent priority has been to integrate the Highways Grounds Maintenance Service previously delivered by Continental Landscapes Limited into the Council for the expiry of the existing contract on 31st January 2012.

The Highways Integration Project was established with the purpose of ensuring the smooth integration of the Highways Grounds Maintenance Service back into the Council by this date and focused on three main strands:

- Human Resources – to ensure the successful TUPE transfer of Continental Landscapes Limited employees into Council employment
- Depot Arrangements – to ensure appropriate interim depot arrangements were in place to efficiently and effectively deliver the service in advance of the major Parks & Countryside Service depot review being undertaken later this year
- Equipment and Vehicles – to ensure the necessary equipment and vehicles were in place to efficiently and effectively deliver the service via the best value solution available to the Council bearing in mind the short timescale for service mobilisation

Cabinet was provided with an update on the integration of the Highways Grounds Maintenance Service into the Council on 12th January 2012 and this included gaining approval to use £500,000 of the existing Capital Programme for Cultural Services assets to purchase the necessary equipment and vehicles to deliver the service (Minute 261 refers).

This equipment and vehicles have now been purchased and the majority is now in place being used for service delivery. This has included £54,500 spent on purchasing second-hand equipment from Continental Landscapes Limited as reported to Cabinet on 15th March 2012 under Contract Procedure Rule 21 'Exceptions to Procurement Procedure'.

As reported to Cabinet on 12th January 2012 an options appraisal exercise was undertaken to establish an interim depot arrangement and the service is now being delivered out of Reeds Lane depot in Moreton, the same depot as previously used by Continental Landscapes Limited, following the Delegated Decision by the Cabinet Member for Corporate Resources to enter into a twelve month lease.

In relation to staffing the 23 permanent employees who worked for Continental Landscapes Limited to which TUPE Regulations applied all successfully transferred into Council employment for the 1st February 2012 service commencement date. These employees have all been through the usual

training and induction processes and are working a flexible 'annualised hours' approach as part of their Council Terms and Conditions of employment.

3.2 Policy Processes and Performance Workstream

A Project Initiation Document (PID) for this workstream and a programme Risk Register has been produced and will be updated on a regular basis.

The 'Create Excellent Business Processes' strand is progressing well and business analysis is currently being undertaken to identify and establish current business processes within all Services Areas under Parks and Countryside including all grounds maintenance functions, playground facilities, sports, crematorium and cemeteries, ranger service, nature conservation and biodiversity. Findings, and potential recommendations, will be presented to working groups of stakeholders with a final report in April 2012 to the Parks Project Board.

ICT processes are being examined and recommendations will be presented in a report to the Parks Project Board.

An initial meeting to scope the 10 year Strategic Plan and Policy Framework has occurred but progress has been delayed whilst the existing business processes are mapped and staff, Union and Friends representatives are aligned to this important strand of work. It is anticipated the Strategic Plan will take at least an additional 9 months with a completion date of December 2013.

An exercise is underway to identify current budgets and realign them to the new modernised service in order to assess performance and value for money.

Resources have been assigned to develop a strategy in relation to benefits realisation, the performance management framework and establishing value for money for the new Parks and Countryside Service.

3.3 Human Resources Workstream

A draft management structure for the service has been prepared for consultation with trade unions and staff and implementation is planned for May/June 2012.

Regular meetings have been held with Trade Union representatives on the introduction of a range of new working practices and this work is described in more detail in Section 4.0 of this report.

Work has started on a Training and Development plan with a skills gap analysis to be completed by June this year.

3.4 Assets Workstream

A review has been completed of existing plant and equipment and a programme of replacement drawn up for consideration by Cabinet. Much of the plant and equipment is out of date and in poor condition. Urgent replacement is required for equipment to ensure compliance with requirements for Hand, Arm Vibration Syndrome (HAVS). Other equipment is now requiring high levels of maintenance

and is beyond economic repair. The total estimated value of replacement is in the region of £2.5m.

A separate assessment is being undertaken of vehicle requirements and a review of depot requirements has started with a condition survey. A needs assessment is now being carried out which will be completed in May/June and may have a further capital or other financing requirement.

The first working group has been set up for the "Develop and Implement Tree Management Plan" workstream. Work is in progress reviewing the existing tree management procedures and assessing the National Tree Safety Group's new guidance on Trees and Public Safety in the UK December 2011 and advice is being sort from best practice authorities.

3.5 Communication and Engagement Workstream

A Parks and Countryside Communication and Engagement Plan has been developed which covers engagement and communication with the following:

- **Service users**

As it is important that we understand who is actually using our parks and what they want from the service. We have done some desk research using feedback that we already have from regular park users and other recent consultations that have taken place and designed a survey to help develop a long term plan for the Parks and Countryside service. We asked staff, local residents and visitors to tell us what they like about them and if they could change anything what would it be. The questionnaire was available on line and paper copies, postcards and posters were available in Parks, One Stop Shop, Libraries, Childrens Centres and Leisure Centres. The consultation took place from 25th January until 12th March and approximately 1000 responses have been received, the findings will be compiled into a report and will be used to inform the 10-year plan for Wirral's parks, beaches and open spaces. We will be repeating this during the Summer Months. In addition we will be consulting with other equality groups.

- **Employees**

There have been regular meetings with Trade Union representatives to discuss working practices and the implementation of the Parks and Countryside improvement programme. All staff were invited to participate in working groups established to discuss specific areas of improvement.

- **Media and other stake holders**

Information has been shared with Parks Steering Group and further consultations meetings will be arranged with stakeholders. The February round of Area Forums included promotion of the survey.

3.6 Delivery Plan Progress

Progress against the Delivery Plan approved by the Cabinet in November 2011 is set out in the Appendix to this report.

Each of the tasks in the Plan has been assigned a 'RAG' status as follows:

- GREEN – Task on target for completion within project timescale
- AMBER – Some non-critical milestones have slipped but Task still on target for completion within project timescale
- RED – Critical milestones have slipped and Task will no longer be completed within project timescale

In the Plan there are 35 Tasks as follows: 5 Complete, 21 Green, 8 Amber and 1 Red.

Overall, good progress is being made in the delivery of the Plan at this stage, however there are a number of Amber Tasks where resource pressures have been identified and mitigating management action is being taken. There is one Task classed as Red relating to the development of a new Ten Year Strategic Plan as this work is being reprogrammed for completion after the conclusion of the Modernisation Project in Spring 2013.

4.0 PROPOSED WORKFORCE WORKING PRACTICES PILOT

4.1 Following discussions with Trade Union representatives agreement has been reached in principle on a 12 month pilot for changes in working practices. The key points are:

- the introduction of annualised hours which would increase hours worked in the summer and decrease hours worked in the winter improving efficiency and helping to reduce costs.
- reduction in time taken for lunch breaks,
- Friday afternoon working to prepare parks and other areas for increase in use over weekends
- flexible working across areas
- agreement to work in rain/wet conditions to minimise any loss of productivity due to weather

4.2 Discussions are continuing on details of the agreement and how it will apply to different groups within Parks and Countryside. It is intended that there will be a formal consultation with all staff before the pilot is started in early May 2012.

5.0 RELEVANT RISKS

5.1 A register of key risks and mitigating actions under each Workstream has been developed and will be monitored at future Project Board.

6.0 OTHER OPTIONS CONSIDERED

6.1 An alternative to the annualised hours pilot proposal described in Section 4.0 would have been a reduction in full time staff and an increased use of seasonals. The annualised hours proposal was considered a more cost effective solution.

7.0 CONSULTATION

7.1 Consultation and Engagement is one of the four key Workstreams and is covered in detail under section 3.5 of this report.

8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

8.1 An important objective of the Modernised Service will be to facilitate the development of relationships with the community and voluntary sector.

9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

9.1 Financial Implications

9.1.1 It is proposed that the Policy, Processes and Performance Workstream will carry out a review of Parks & Countryside Services budgets and realign them to the new service/ performance monitoring areas under the new Modernised Service.

9.2 Human Resource Implications

9.2.1 A progress update summarising the HR aspects of the project is described in section 3.3 of this report.

9.2.2 The proposed Workforce Working Practices Pilot is described in detail in section 4.0 of this report.

9.3 Asset Implications

9.3.1 A progress update summarising the Asset implications of the project is described in section 3.4 of this report.

10.0 LEGAL IMPLICATIONS

10.1 Legal Services are a key discipline represented on the Project Board.

11.0 EQUALITIES IMPLICATIONS

11.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(a) Yes and an Equality Impact Assessment for the Parks Modernisation project is attached –

<http://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/eias-2010-0>

12.0 CARBON REDUCTION IMPLICATIONS

12.1 Environmental Sustainability is an important objective for the Modernised Service.

13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

13.1 Community safety in parks is an important objective for the Modernised Service.

14.0 RECOMMENDATION/S

14.1 Cabinet is requested to:

- (1) Note the Progress Update provided in section 3.0 of this report;
- (2) Endorse the proposed Workforce Working Practices Pilot initiative agreed with Trade Union representatives described in section 4.0 of this report.

15.0 REASON/S FOR RECOMMENDATION/S

15.1 The purpose of the Progress Update is to keep Members apprised of the progress of this important corporate project to modernise the Parks & Countryside Service.

15.2 The proposed changes to Workforce Working Practices as proposed by the pilot initiative will increase workforce productivity and the overall efficiency and cost effectiveness of the service.

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APPENDICES

Parks Modernisation Project Delivery Plan.

REFERENCE MATERIAL

None.

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Cabinet – PACSPE Contract Award	22 September 2011
Sustainable Communities O&S Committee – PACSPE Contract Award Call in	20 October 2011

Cabinet – PACSPE Contract Award (following Call in)	3 November 2011
Cabinet – Parks & Countryside Services Modernisation Project – Integration of Highway Services and Outline Delivery Plan	24 November 2011
Cabinet – Parks & Countryside Services Modernisation Project – Update	12 January 2012
Cabinet – Parks & Countryside Services Modernisation Project – Purchase of Second-hand Vehicles and Equipment	15 March 2012

PARKS & COUNTRYSIDE SERVICES MODERNISATION PROJECT – DELIVERY PLAN (DECEMBER 2011 TO MARCH 2013)

A. POLICY, PROCESSES AND PERFORMANCE WORKSTREAM

Key Outcome	Task	Duration	Progress	RAG Status
Create Excellent Business Processes	<ul style="list-style-type: none"> Establish existing 'as is' business processes 	Dec 11 – April 12	Progressing well in all service areas – on target for completion by end of April	G
	<ul style="list-style-type: none"> Review and redesign business processes 	Jan 12 – June 12	Work in progress but may run into July/August	A
	<ul style="list-style-type: none"> Procure necessary ICT 	Jun 12 – Dec 12	In future	G
	<ul style="list-style-type: none"> Provide necessary training and development 	Nov 12 – Feb 13	In future	G
	<ul style="list-style-type: none"> Implement 'to be' business processes 	Nov 12 – Feb 13	In future	G
Establish Ten Year Strategic Plan and Policy Framework	<ul style="list-style-type: none"> Review existing policies 	Dec 11 – Mar 12	Work is in progress but delayed due to loss of staff resource	A
	<ul style="list-style-type: none"> Develop new Ten Year Strategic Plan and Policy Framework 	Jan 12 – June 12	Work is being reprogrammed for completion by end December 13 and additional resource support required	R
	<ul style="list-style-type: none"> Implement Annual Business Plan 	Feb 13 onwards	In future	G

Establish New Performance Standards and Monitoring Regime	<ul style="list-style-type: none"> Baseline existing performance standards 	Dec 11 – June 12	Identification of service KPIs in progress. Work may run into July/August	A
	<ul style="list-style-type: none"> Establish Partnership Performance Advisory Board (PPAB) 	Jun 12 – July 12	In future	G
	<ul style="list-style-type: none"> Agree and implement new performance standards (KPIs, CPIs) 	July 12 – Nov 12	In future	G
	<ul style="list-style-type: none"> Review and realign budgets to service/ performance areas 	Apr 12 – Nov 12	Work in progress	G

B. HUMAN RESOURCES WORKSTREAM

Key Outcome	Task	Duration	Progress	RAG Status
Establish New Management Structure	<ul style="list-style-type: none"> Review and redesign management structure 	Dec 11 – Feb 12	Review/redesign exercise now complete and draft out to consultation	Complete
	<ul style="list-style-type: none"> Agree and implement revised management structure 	Jan 12 – Jun 12	Draft out to consultation	G
Establish New Operational Structure	<ul style="list-style-type: none"> Review existing operational structure including Terms and Conditions 	Dec 11 – Jun 12	Work in progress	G
	<ul style="list-style-type: none"> Agree and implement revised operational structure 	Jun 12 – Nov 12	In future	G
Develop and Implement Training & Development Plan	<ul style="list-style-type: none"> Undertake Skills Gap Analysis 	Dec 11 – Jun 12	Not yet commenced. Work may run into July/August. Additional resource support required	A
	<ul style="list-style-type: none"> Develop Training and Development Plan including Competency Framework 	Apr 12 – Oct 12	In future	G
	<ul style="list-style-type: none"> Implement Training and Development Plan 	Nov 12 – Feb 13	In future	G

C. ASSETS WORKSTREAM

Key Outcome	Task	Duration	Progress	RAG Status
Develop and Implement Plan & Equipment Plan	• Review existing Plant and Equipment	Dec 11 – Feb 12	-	Complete
	• Identify Plant and Equipment requirements	Dec 11 – May 12	-	Complete
	• Develop and agree funding and procurement strategy	May 12 – Jun 12	In progress – report to Cabinet in April	G
	• Implement Plant and Equipment Plan	June 12 – Dec 12	In future	G
Develop and Implement Buildings and Depots Plan	• Review existing Buildings and Depots	Dec 11 – Feb 12	Work is in progress but delayed	A
	• Identify Building and Depot requirements	Dec 12 – May 12	Work programme delayed	A
	• Develop and agree investment strategy	May 12 – Jun 12	Work programme delayed	A
	• Implement Buildings and Depots Plan	Jun 12 – Dec 12	In future	G
Develop and Implement Tree Management Plan	• Review and develop tree management procedures	Jan 12 – Jun 12	Work in progress	G
	• Agree and implement new Tree Management Plan	Jun 12 – Feb 13	In future	G

D. COMMUNICATIONS AND ENGAGEMENT WORKSTREAM

Key Outcome	Task	Duration	Progress	RAG Status
Develop and Implement Communications & Engagement Plan	<ul style="list-style-type: none"> Develop and implement Communications and Engagement Plan 	Dec 11 – Feb 13	Plan developed and due for sign-off by Project Board. Some consultation actions completed	A
Develop and Implement Regular Public Surveys	<ul style="list-style-type: none"> Develop and agree new survey format 	Dec 11 – Jan 12	-	Complete
	<ul style="list-style-type: none"> Implement new Public Surveys 	Jan 12 – Jun 12	-	Complete
Develop and Implement Branding and Marketing Plan	<ul style="list-style-type: none"> Develop and agree Branding Guidelines 	Jan 12 – Jun 12	In progress	G
	<ul style="list-style-type: none"> Develop and agree Marketing Strategy 	Jan 12 – Jun 12	Outstanding	G
	<ul style="list-style-type: none"> Implement Branding and Marketing Plan 	Nov 12 – Feb 13	In future	G

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Project Risk Register - Parks and Countryside Modernisation Programme

Project Name	Parks and Countryside Modernisation Project			Project Manager			Mary Bagley			Author		
Version Number	1			Date			25thMarch 2012					

Risk Register

Summary				Gross Risk Scores			Controls	Net Risk Scores			Additional Controls				
No.	Date Raised	Description of Risk	Consequences	Links to Other Projects/Plans	Gross Likelihood Score	Gross Impact Score	Total Gross Score	Existing Controls	Net Likelihood Score	Net Impact Score	Total Net Score	Additional Controls	Responsibility	Target Date	RAG Status

Procurement Risks															
1	25/03/12	Delay in Contract Award for Machinery/Equipment	Machinery not available for summer work. Old machinery needs to be used with HAV restrictions and repair down time		4	3	12	Revised programme to allow for extended procurement period.	4	2	8	Report to Cabinet 12 April 2012.	Project Board		

Policy, Processes and Performance Workstream															
3	25/03/12	Lack of engagement with staff	Low staff morale. and lack of commitment. Staff not able to inform process. New processes not fit for purpose.		3	4	12	Engage with all staff on a regular basis. One Brief, Staff newsletter, Workshops	2	2	4	HR engagement TU engagement. Senior Officer engagement. Appointment of Parks Policy and Performance Officer.	Project Manager		
4	25/03/12	Lack of information to determine the current "As Is" process across all Service Areas	More resources needed to assess existing service. "As is" and delay to baselining exercise.		5	3	15	Business Analyst has been assigned to the project.Engage with all stakeholders on a regular basis. One Brief, Workshops. Additional resources aligned to project.	2	2	4	HR engagement TU engagement. Senior Officer engagement. Appointment of Parks Policy and Performance Officer. Friends of Parks Engagement.	Project Manager		
5	25/03/12	Lack of Budget Information to align budget to service areas	Could delay baselining exercise		4	3	12	Financial administrator assigned to the budget exercise.	3	2	6		Project Manager		
6	25/03/12	Failure to propose and implement new Performance Standards within agreed timescales	Could jeopardise the modernisation project and value for money.		4	4	16	Engagement with all key stakeholders. Regular workstream meetings with SMART objectives and effective project management	3	2	6	HR engagement TU engagement. Senior Officer engagement. Appointment of Parks Policy and Performance Officer. Friends of Parks Engagement.	Project Manager		

Human Resources Risks															
7	25/03/12	Failure to implement revised management structure	Could jeopardise the modernisation project. Low staff morale. Performance standards not achieved.		3	4	12	HR staff aligned to project work stream. SMART objectives effective project management and engagement with all key stakeholders	3	2	6	HR engagement TU engagement. Senior Officer engagement. Appointment of Parks Policy and Performance Officer.	Project Board		
8	25/03/12	Failure to implement revised operational structure	Could jeopardise modernisation project. Low staff morale. Performance standards not achieved.		3	4	12	SMART objectives effective project management and engagement with all key stakeholders	3	2	6	HR engagement TU engagement. Senior Officer engagement. Appointment of Parks Policy and Performance Officer.	Project Manager		
9	25/03/12	Poor management of change	Low staff morale. New policy, performance and processes not implemented.		3	2	6	One Brief. Staff engagement.Comprehensive training programme - skills audit tool	2	2	4	HR engagement TU engagement. Senior Officer engagement. Appointment of Service Manager.	Project Manager		
10	25/03/12	Failure to agree and implement revised working practices.	Could delay modernisation project. Low staff morale.		4	4	16	TU and HR engagement.One Brief. Staff engagement.Comprehensive training programme - skills audit tool	4	3	12	HR engagement TU engagement. Senior Officer engagement.	Project Board		
11	25/03/12	Failure to integrate Highways Grounds Maintenance staff with Parks and Countryside Service	Increased costs.		2	4	8	Communication & Engagement Plan including series of workshops to engage with staff	1	5	5	Engagement with Trade Unions. Proposed new structure.	Project Manager		

Communications/Press & PR/Reputational

No.	Date Raised	Description of Risk	Consequences	Links to Other Projects/Plans	Gross Likelihood Score	Gross Impact Score	Total Gross Score	Existing Controls	Net Likelihood Score	Net Impact Score	Total Net Score	Additional Controls	Responsibility	Target Date	RAG Status
12	25/03/12	Lack of user consultation/engagement	Lack of participation and undertaking of partnership working. New standards not agreed.		3	4	12	Communications plan to be reviewed to reflect the needs of all stakeholder/user groups	2	4	8	Media coverage. Communication & Engagement Plan including series of workshops to engage with staff and external stakeholders	Project Board		
Operational Risks															
13	25/03/12	Depot arrangements not in place by December 2012 for Highways Grounds Maintenance Staff	Requirement to fund external depot premises outside of existing 12 month contract		3	2	6	Separate Asset Management Workstream. Regular meetings with Project Manager	2	2	4	Lease and contracts signed and in place in agreed timescales. Finance in place for Council Depot.	Project Board		
14	25/03/12	Failure to deliver identified Qualitative /Quantative Benefits	Park Modernisation Programme is jeopardised.		2	3	6	Comprehensive Benefits Management Strategy to be devised and implemented. Stakeholders engaged.	2	2	4	Performance Framework with KPIs to be developed.	Project Manager		
15	25/03/12	Appropriate ICT systems not in place	Inefficient working practices, poor communication, no management information, ineffective customer relationship and performance monitoring		3	2	6	Implementing current ICT systems within Parks and Countryside Service, CRM and budget information.	2	2	4	CRM workstream being developed. Development of LCT, Web, Asset Management, Cem and Crem administration system, playground and tree inspections etc.	Project Manager		
Health and Safety Risks															
16	25/03/12	Failure to develop a comprehensive Tree Management Strategy	Poor management of Council's Tree stock. Risk of Liability		5	4	20	Additional resources may be required in terms of external expertise in this field. New post within Parks Development Team essential.	3	3	9	Separate Tree and Woodland Workstream. Regular meetings with Project Team	Project Manager		
17	25/03/12	Failure to implement a comprehensive Tree Management Strategy	Failure to manage Council's Tree stock. Risk of liability.		5	4	20	Need to identify appropriate resources to successfully implement Tree Strategy	3	3	9	Separate Tree and Woodland Workstream.	Project Manager		
18	25/03/12	Failure to comply with Statutory Regulations .e.g. HAVS and Noise, emissions, Biodiversity	Risk of prosecution. Insurance claims, loss of reputation.		5	4	20	Implemented Health Surveillance programme, reviewed operational risks to prevent such claims. Biodiversity key part of modernisation programme including in new management structure and policy procedures and performance. Monitoring systems in place.	3	3	9	Training and purchasing of new equipment/machinery reduces potential claims for Hand, Arm Vibration and Noise claims. All processes and performance with SMART targets and monitoring a part of the policy, processes and performance workstream.	Project Manager		

WIRRAL COUNCIL

CABINET

12 APRIL 2012

SUBJECT	ENVIRONMENTAL STREETSCENE SERVICES CONTRACT FINANCIAL REVIEW
WARD/S AFFECTED	ALL
REPORT OF	DIRECTOR OF TECHNICAL SERVICES
RESPONSIBLE PORTFOLIO HOLDER	COUNCILLOR DAVE MITCHELL
KEY DECISION	NO

1.0 EXECUTIVE SUMMARY

- 1.1 The Council's Contract Procedure Rules include a requirement that all financial variations (of over £50,000 for the life of the contract) be reported to Cabinet. This report summarises all relevant variations to the Environmental Streetscene Services Contract authorised by Cabinet, from the inception of the contract in August 2006.
- 1.2 This report also requests growth in the Technical Services Waste Budget 2012/13 of £67,100 to fund the waste disposal and treatment costs of waste collected from Council premises and the Property Count Uplift applicable from 2011/12. This variation to the Budget will require the approval of Council.

2.0 BACKGROUND AND KEY ISSUES

- 2.1 The Environmental Streetscene Services Contract was awarded to Biffa Waste Services on 8 May 2006 (minute 598 refers) and came into force on 22 August 2006.
- 2.2 During the past five years, the Contract has achieved significant successes including:-
 - The borough wide roll-out of the grey and green bin waste collection service to over 145,000 properties, including collections on Bank Holidays.
 - The restructuring and expansion of the garden waste service to over 108,000 properties.
 - The significant improvement in local environmental quality through better street cleansing and related activities has meant we have achieved the challenging Public Service Agreement (PSA) standard.
- 2.3 The Sustainable Communities Overview and Scrutiny Committee review the performance of the Environmental Streetscene Services contract annually. The fifth annual review was presented to Members on 30 January 2012 (Minute 63 refers).
- 2.4 For 2011/12 the value of the core contract with Biffa was £12.594m consisting of £7.805m for waste collection and £4.789m for street cleansing.
- 2.5 At Cabinet on 23 July 2009 (Minute 72 refers) a Contract Review report highlighted the need to fund a contractual Property Count Uplift that we expect to equate to annual growth of around £25,000 per year. This report details the actual requirement based on current property numbers.

ONGOING CONTRACT GROWTH REQUIREMENTS

- 2.6 The Environmental Streetscene Services Contract includes for an annual review and adjustment of contract payments in line with the requirement to collect waste from an increase in the number of households and the impact of movement in base Retail Price Index (RPI) figures over the preceding 12 months. These apply on each 12 month anniversary of the contract start date of August.
- 2.7 Provision of £677,000 has been made in the 2012/13 budget to fund the full year effect of RPI applied in August 2011. There is an agreed formula to reflect the additional properties coming on stream during the preceding twelve months and the number of properties increased by 345 from August 2010 to August 2011 and the full year effect of this increase is £14,100. Cabinet are requested to approve the Property Count Uplift and associated budgetary changes.

COUNCIL OFFICE WASTE TREATMENT AND DISPOSAL COSTS

- 2.8 Since 2010/11 the Council has been required by the Merseyside Waste & Recycling Authority (MWRA) to declare the quantity of residual and recyclable commercial waste it has delivered to them. Previously, this waste was mixed with the household waste tonnage and paid for as part of the annual Waste Disposal levy and, as the quantity of non-household waste was not known, an estimated figure was provided. This figure was under-estimated and based on the tonnage data for two consecutive years, the requirement is now known to be £123,000 p.a. as opposed to the £70,000 p.a. projected in 2010. This difference also reflects the annual increases applied to the cost per tonne to cover increased processing costs including Landfill Tax increases of £8 per tonne per year on residual waste. Cabinet is asked to approve a budgetary increase of £53,000 p.a.

2012/13 BUDGET REQUIREMENT SUMMARY

- 2.9 I request that Cabinet approve an increase in the Waste budget for 2012/13 of £67,100 being £14,100 for the property count uplift and £53,000 for the Council office waste treatment and disposal costs.
- 2.10 I am reviewing the Environmental Streetscene Services Contract and a further report detailing savings opportunities linked to the future of the contract with Biffa Waste Services must be presented to Cabinet no later than June 2012. This links to the timing for the implementation or otherwise of the break clause which is set at August 2013.

EFFECT OF FINANCIAL CHANGES (VARIATIONS) TO DATE

- 2.11 Recent changes to the Contract Procedure Rules (CPR) governing variations to contracts, and in particular the improvement in reporting to Cabinet on variations within Term Contracts such as the Biffa contract as set out in CPR Section 16A. In accordance with CPR 16A.2 and 16A.3, Table 1 identifies all those variations to the contract that have a value greater than £50,000 over the whole of the contract term (2006 to 2020). All variations to the Environmental Streetscene Contract will now be reported annually.

Table 1: Variations greater than £50,000 in value (Excluding RPI increases)

Variation	Estimated cost over the contract term (2006-2020, 14 years)	Comment (includes Variation Order (VO) reference).
Expansion of Garden Waste recycling to 10,500 properties	£1.7m	Introduced March 2008 (VO: Biffa 003 raised 23/01/08) Reported to Cabinet 03 April 2008 and 15 January 2009
Expansion of Garden Waste recycling to 4,900 properties*	£1.7m	Introduced March 2008 (VO: Biffa 004 raised 23/01/08) Reported to Cabinet 03 April 2008 and 15 January 2009
Removal of 1 x garden waste collection vehicle as a result of green waste procurement exercise	-£1.6m	From 2010/11: SAVING (Reported to Cabinet 15 June 2010)
Introduction of bulk bin recycling to multi-occ households	£1.7m	Introduced 2009/10 (Approved Cabinet 22 Feb 2010 minute 332 refers. VO: Biffa 005 raised 28/05/09)
Introduction of exclusion round to multi-occ households	£912k	Introduced 2009/10 (Approved Cabinet 22 Feb 2010 minute 332 refers) VO: Biffa 012 raised 19/03/12
Abandoned bin removal service	£56k	Introduced 2011/12 VO: Biffa 013 raised 19/03/12 From Provisional Items approved Cabinet 8 May 2006
Introduction of kerbside recycling to hard to reach properties	£69k	Introduced March 2011 VO: Biffa 008 raised 05/01/11 From Provisional Items approved Cabinet 8 May 2006
Removal of Schools service street Cleansing resource (1 x large mechanical sweeper)	-£540k	From April 2011: SAVING VO: Biffa 011 raised 31/05/11 Budget Cabinet 21 Feb 2011
Keep It Local Deep Cleanse Initiative	£85k (One off option 2011/12)	VO: Biffa 010 raised 21/04/11 Budget Cabinet 21 Feb 2011
Embankment Cleanse	£131k	VO: Biffa 014 raised 19/03/12 Introduced April 2008 From Provisional Items approved Cabinet 8 May 2006

*Same cost as VO Biffa 003 as whole refuse collection vehicle resource required.
3,300 properties to be added at no extra cost April 2012.

2.12 The impact of these variations on the contract is shown in Table 2. In summary the overall cost of the contract has increased by over £2.8m p.a. since its commencement in August 2006. This increase is associated with the service changes detailed above, the compounding RPI and property uplift changes.

Table 2: Additional annual costs to the Environmental Streetscene Services Contract applied since the Contract start date of August 2006

Area	Additional costs (p.a.) as of 2011/12
Service changes (excluding RPI)	£383,635
Inflation (RPI)	£2,339, 819*
Property Uplift	£127068
Total	£2,850,522

*Includes RPI for core contract costs only plus service enhancements detailed in Table 1. Excludes RPI for variable provisional items such as rapid responses, "match day" cleansing, bin deliveries and bulky waste collections.

3.0 RELEVANT RISKS

- 3.1 If the Waste budget is not increased then compensatory savings will have to be identified which could impact upon the delivery of services.

4.0 OTHER OPTIONS CONSIDERED

- 4.1 The other option is to identify compensatory savings which cannot be identified. The review of the future of the Environmental Streetscene Services Contract is to be reported to Cabinet by June 2012.

5.0 CONSULTATION

- 5.1 No consultation has been required as a result of the recommendations proposed.

6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

- 6.1 There are no implications arising from this report.

7.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

- 7.1 The financial implications are for an increase in the Waste budget for 2012/13 of £67,100 being £14,100 for the property count uplift and £53,000 for the Council office waste treatment and disposal costs.
- 7.2 The management of the Environmental Streetscene Services contract will be contained within existing staffing resources.

8.0 LEGAL IMPLICATIONS

- 8.1 There are no legal implications arising from this report.

9.0 EQUALITIES IMPLICATIONS

- 9.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?
No because there is no relevance to equality.

10.0 CARBON REDUCTION IMPLICATIONS

10.1 All current and planned activity surrounding waste collection aims to reduce overall waste arising and divert waste from landfill, supporting the reduction in carbon.

11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

11.1 There are no planning implications arising from this report.

12.0 RECOMMENDATION/S

12.1 Cabinet is requested to: -

- (1) Approve the budget growth for 2012/13 onwards totalling £14,100 associated with the Property Count Uplift adjustment per section 2.7 of this report;
- (2) Approve the budget growth for 2012/13 of £53,000 to fund the disposal and treatment costs of the Council's own waste arisings per section 2.8 of this report;
- (3) Note all financial variations to the Environmental Streetscene Contract over the value of £50,000 in accordance with Contract Procedure Rules 16A.2 and 16A.3 as detailed in section 2.11 of this report.

17.0 REASON FOR RECOMMENDATIONS

17.1 The increased budget ensures that the Environmental Streetscene Services Contract is fully funded to August 2012 and that financial variations are reported in accordance with Contract Procedure Rule 16A.

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SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Cabinet: Environmental Streetscene Services Contract Review	23 July 2009
Cabinet: Budget 2011/12	22 February 2010
Cabinet Budget 2012/13	21 February 2012

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WIRRAL COUNCIL

CABINET

12 APRIL 2012

SUBJECT:	AREA FORUM DEVELOPMENT
WARD/S AFFECTED:	ALL
REPORT OF:	CHIEF EXECUTIVE
RESPONSIBLE PORTFOLIO HOLDER:	CLLR IAN LEWIS
KEY DECISION?	YES

1.0 EXECUTIVE SUMMARY

1.1 This report makes recommendations to increase engagement with Wirral communities in regard to Council decision making, and resource allocation. This involves a programme of activity for 2012/13 as well as a proposal for the distribution of the funding available to Area Forums for the coming fiscal year.

2.0 BACKGROUND AND KEY ISSUES

2.1 Cabinet resolved in June 2011 to develop Neighbourhood Plans for each of Wirral's 11 Area Forums, which preceded a comprehensive consultation programme throughout July, August and September 2011. The results of this consultation are being used to develop plans for each of Wirral's 11 Area Forums. Council resolved in February 2012 that additional funding would be devolved to Area Forums to commission activity against the priorities contained within those plans. It is therefore important to agree a robust, accessible and appropriate method for increasing engagement and distributing funding.

3.0 AREA FORUM FUNDING

3.1 The following funding is available for each Area Forum to spend in accordance with Neighbourhood Plan priorities, with the 'Policy Option' funding available for 2012/13 only:

Funding	Per Forum	Total
Funds for You	£ 15,500	£ 170,500
You Decide	£ 20,000	£ 220,000
Integrated Transport	£ 20,000	£ 220,000
Budget Policy Option	£ 30,000	£ 330,000
Pavements Policy Option	£ 10,000	£ 110,000
Play Areas Policy Option	£ 4,000	£ 44,000
Fly tipping Policy Option	£ 5,000	£ 55,000
	£ 104,500	£ 1,149,500

3.2 Council resolved in February 2012 that 70% of this funding would be allocated across each of the 11 Area Forums on a pro-rata basis, with the remaining 30% being distributed according to the Indices of Multiple Deprivation.

- 3.3 The policy options allocated for the cleaning of play areas and removal of fly tipping will be devolved to Area Forums. The communications and engagement team are working with colleagues from Technical Services to determine the method for distributing and commissioning this funding to achieve best value for the forum. A report will follow.
- 3.4 The remaining funding (£1,050,500) will be distributed among the 11 Area Forums on the basis outlined in 3.2, which gives each Forum the following funding allocation for 2012/13:

Area Forum	IMD Allocation	Pro Rata	2012/13 Total
BC	£ 14,353	£ 66,850	£ 81,203
BSTJC	£ 51,782	£ 66,850	£ 118,632
BTRF	£ 55,680	£ 66,850	£ 122,530
BE	£ 22,397	£ 66,850	£ 89,247
HPT	£ 8,928	£ 66,850	£ 75,778
LMSM	£ 28,903	£ 66,850	£ 95,753
LS	£ 48,671	£ 66,850	£ 115,521
NBW	£ 25,975	£ 66,850	£ 92,825
OP	£ 22,769	£ 66,850	£ 89,619
GFIU	£ 24,215	£ 66,850	£ 91,065
WW	£ 11,472	£ 66,850	£ 78,322
Total	£ 315,150	£ 735,350	£ 1,050,500.00

BC = Bebington and Clatterbridge, BSTJC = Bidston, St James and Claughton, BTRF = Birkenhead, Tranmere and Rock Ferry, HPT = Heswall, Pensby and Thingwall, LMSM = Leasowe, Moreton and Saughall Massie, LS = Liscard and Seacombe, NBW = New Brighton and Wallasey, OP = Oxton and Prenton, GFIU = Greasby, Frankby, Irby and Upton, WW = West Wirral

- 3.5 To achieve this IMD allocation, all of the IMD scores for Wirral's Local Super Output Areas (LSOA) are added together to a sum total of 5634.48. A percentage is then ascertained by dividing each LSOA's individual score by the total sum. The total sum of money to be divided up is then multiplied by each LSOA's % score to come up with the 'cash' value of deprivation in each LSOA. LSOAs are then aggregated up to Area Forum.
- 3.6 Aspects of this funding are still ring fenced for specific purposes. 'You Decide' funding is currently available for area forums to purchase additional Council services, with 'Funds for You' available for community and voluntary groups. It is proposed to remove that ring fencing and to combine the 'You Decide' and 'Funds for You' allocation with the £30,000 per forum Budget policy option to create one pot of funding that can be used by the Forum as freely as possible, in accordance with the Neighbourhood Plan priorities and the Cabinet decision of November 2011.
- 3.7 It is further proposed that the ring fencing around the funding available for road safety repairs (through the Budget Policy Option and Integrated Transport Block funding) are kept, and that this funding is used by the Forum to direct additional roads and road safety improvements in their area. This means that, in effect, each Forum's funding allocation is split 30% for roads and road safety improvements and 70% for commissioning additional activity from the community, voluntary, faith, private or public sectors in accordance with Neighbourhood Plan priorities.

- 3.8 Levels of funding per forum would therefore be at the following levels for 2012/13, with the Road Safety aspect available purely for the area forum to request additional road safety and maintenance improvements, and the 'Commission' aspect available for Area Forums to spend as they wish in accordance with Neighbourhood Plan priorities;

Area Forum	Total	Road Safety	Commission
BC	£ 81,203	£ 24,361	£ 56,842
BSTJC	£ 118,632	£ 35,589	£ 83,042
BTRF	£ 122,530	£ 36,759	£ 85,771
BE	£ 89,247	£ 26,774	£ 62,472
HPT	£ 75,778	£ 22,733	£ 53,044
LMSM	£ 95,753	£ 28,726	£ 67,027
LS	£ 115,521	£ 34,656	£ 80,865
NBW	£ 92,825	£ 27,847	£ 64,977
OP	£ 89,619	£ 26,885	£ 62,733
GFIU	£ 91,065	£ 27,319	£ 63,746
WW	£ 78,322	£ 23,496	£ 54,825
Total	£ 1,050,500	£ 315,150	£ 735,350

- 3.9 It is suggested that this will create a single 'Neighbourhood Fund' for each Forum to use flexibly according to the Neighbourhood Plan priorities and that this approach be adopted for the future distribution of all forum funding. We will therefore promote the Neighbourhood Fund across all voluntary, community and faith sector organisations, as well as giving Council and partner services the opportunity to bid to deliver activity to contribute towards the Neighbourhood Plan priorities.
- 3.10 Given that the Council has been, and will continue to, run the 'Neighbourhood Plan' consultation project, and additionally the numerous funding pots are proposed to be combined and renamed as the 'Neighbourhood Fund', it is further proposed that 'Area Forums' be renamed 'Neighbourhoods Forums', in an effort to make the promotion of these projects clearer and more accessible for communities.
- 3.11 The Youth Parliament and Older People's Parliament also receive funding in the amount of £20,000 per annum (each), which is currently ring fenced to purchase additional Council services. It is proposed that for unspent and future allocations of this funding the ring fencing is removed and the organisations are able to commission activity they feel would be of benefit to their groups as freely as possible.

4.0 AREA FORUM BUSINESS 2012/13

- 4.1 There are three rounds of Area Forum meetings planned for 2012/13; June 2012, October 2012 and February 2013. Given that the February 2012 area forum agenda was focussed on the 'Neighbourhood' aspects of the consultation findings, it is proposed that the Forum business for 2012/13 is designed as follows:
- 4.2 **June 2012:** This meeting will focus on presenting detailed consultation findings to the community, similar in format to the February meetings but focussing on 'Your Family' and 'Your Economy' responses. At this meeting we will also use the findings from 'Neighbourhood', 'Family' and 'Economy' consultation to produce, and agree

with Elected Members and the community, a list of key priorities for the area. These priorities will act as the basis of an action plan for the area, and the funding outlined above will be commissioned by the Forum in accordance with those priorities.

- 4.3 **June 2012:** Also in June 2012, we will seek to appoint 'Community Representatives' in each Forum area, a detailed specification and proposal for election will be agreed with all elected Members prior to the June meetings. The community reps will be allocated for an initial one year term, with the option of extending for a further two years. The process for appointing Community Representatives will be tailored to suit each individual forum area.
- 4.4 **July-September 2012:** The list of priorities for each forum area will be published and advertised throughout the community. Community organisations, voluntary groups, partners and Council services will be encouraged to supply expressions of interest to deliver services, activities and projects to have a positive impact against the identified priorities. Expressions will first be assessed by Council officers to ensure they meet the minimum criteria, with successful applicants being invited to attend the October Area Forum meetings. Expressions meeting the criteria will be published online prior to the area forum meeting for a limited period of public consultation.
- 4.5 **October 2012:** As in 2011, the October round of forum meetings will be utilised to agree and distribute area forum funding, through a participatory budgeting process, a detailed protocol for the participatory budgeting process is outlined in Appendix A.
- 4.6 **February 2013:** Organisations who successfully applied for Forum funding in October will be invited back to present to the forum their progress so far. This meeting will also serve as an opportunity to outline further activity for 2013/14.
- 4.7 It is further proposed that the Forum agendas will be driven by the process outlined above, with Forum Chairs having the opportunity to approve additional items as requested by partners and the public on a case-by-case basis. Partner involvement in the Area Forum meetings will be encouraged, but unless specifically requested or agreed to present by the chair, will consist of setting up stalls/stands at the venue and being available to answer questions during public question time and/or dealing direct with members of the public at the end of the meeting in a 'surgery' type approach. It is proposed that Merseyside Police and the Fire Service are still invited to every Forum meeting.
- 4.8 To maximise the amount of time the community engagement team can spend working with community groups, the proposal is to cease production of the existing 'Area Co-ordinators' report in its current form, and replace with an ongoing 'Area Action Plan'. This change will also involve stopping the production of verbatim 'minutes' being taken at the events, and replacing them with simple records of action points, questions and answers.
- 4.9 Council resolved in February 2012 to focus an additional investment of £400,000 on reducing child poverty in the borough. This work will be closely linked with the area forum funding and a joint project team will be established to monitor progress.

4.10 An amended Area Forum 'Constitution' is attached at Appendix B for consideration and agreement.

5.0 RELEVANT RISKS

5.1 The contents of this report seeks to mitigate the risk of the Council not listening to and engaging with residents in relation to service design and delivery and resource allocation.

5.2 A project team has been established with robust project planning and risk management in place. The risks in relation to this project are regularly reviewed to ensure that these are addressed through mitigating action.

6.0 OTHER OPTIONS CONSIDERED

6.1 Cabinet resolved in June 2011 to develop Neighbourhood Plans for each of Wirral's 11 area forums which:

- Accurately reflect the real challenges for the area based on engagement and consultation with local communities
- Set out a vision for a community and identify local priorities within the area
- Robustly influence the way the Council invests resources and delivers services in a local area
- Determine the future distribution of forum funding

The process outlined in this report is designed to implement this work and as such no other options were appropriate.

7.0 CONSULTATION

7.1 The consultation approach has been developed to initiate the widest possible consultation and engagement with local communities. Consultation plans were drawn up for each forum area and included consultation events and a targeted programme for engagement with Wirral's Communities.

7.2 Consultation has taken place on the draft findings with local residents and ward councillors at the October forum events and also made available on the Council's website and local libraries and One Stop Shops to provide a further opportunities for local residents to review and comment on the draft consultation findings.

8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

8.1 This report is designed to give approval to begin the process of distributing Council funding, giving opportunities to voluntary, community and faith groups to access funding.

9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

9.1 £1.05m in funding has been allocated to Area Forums, from core funding and a range of budget policy options for 2012/13 only, in order to commission activity towards their neighbourhood plan priorities. Existing staffing resources will be used during the continued development of the Neighbourhood Plans.

10.0 LEGAL IMPLICATIONS

10.1 None arising directly from this report.

9.0 EQUALITIES IMPLICATIONS

9.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(a) Yes and impact review is attached – (*insert appropriate hyperlink*).

11.0 CARBON REDUCTION IMPLICATIONS

11.1 None arising directly from this report.

12.1 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

12.1 None arising directly from this report.

13.0 RECOMMENDATION/S

13.1 It is recommended that the proposals in this report are agreed as the basis for the future development of the Area Forum engagement programme and the distribution of Area Forum funding,

13.2 The existing 'You Decide' and 'Funds for You' funding streams will be combined with the £30,000 p/forum policy option into one 'Neighbourhood Fund' and have the ring fenced elements removed. The funding allocated to Road Safety and pavement improvements will be added to this Neighbourhood fund, but ring fenced still for Road Safety and pavement improvements.

13.3 That forum members take into account particular areas of deprivation within their forum area when allocating funding, using the IMD criteria as a guide.

13.4 Funding will be distributed following the process outlined in Appendix A, with the October round of Forum meetings acting as participatory budgeting events in those areas meeting the requirements as outlined in Appendix A. Cabinet to retain final approval of all schemes recommended for approval by Area Forums.

13.5 The main agenda item for all eleven meetings in June 2012 and February 2013 will be linked directly to the Neighbourhood Plan project, with the option for each individual chair to request additional items be added to the agenda. Community Reps will also be appointed at the June meetings, if agreed with ward members.

13.6 The Area Forum Constitution at Appendix B is to be considered and accepted as guidance for Members.

14.0 REASON/S FOR RECOMMENDATION/S

14.1 The Council has committed to engaging, consulting and listening to residents when allocating resources, making decisions and designing services. This report is designed to increase the level of influence a community is able to exert in this area.

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APPENDICES

Appendix A: Participatory Budgeting Protocol
Appendix B: Area Forum Constitution

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Cabinet	24 November 2011
Cabinet	23 June 2011

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Area Forum Development
Appendix A: Participatory Budgeting Protocol

1.0 PARTICIPATORY BUDGETING APPROACH

- 1.1 In June 2012, the Area Forum meetings will be used primarily to agree with the community a list of key priorities which they would like to see addressed in their communities, through the funding allocated to them in the Council Budget 2012/13. These priorities will then be published and promoted to the community, voluntary and faith sectors to encourage those groups to submit bids to perform activity to address one or more of the priorities. Council and partner services will also have the opportunity to bid for this funding.
- 1.2 Upon receipt of the expressions of interest, it then falls to the Area Forum to allocate their funding, as resolved at Council in February. There are a number of suggested conditions to enable participatory budgeting to be implemented in a Forum area, which is outlined later in this report. If these are met, it is suggested that the participatory budgeting approach for 2012/13 follows a 5-stage process, as follows:
- 1.3 **Stage 1: Project Proposal Stage** – Interested parties submit expressions of interest (or 'Project Proposals') to the Council's community engagement team. These applications are assessed against the funding criteria for the applicable forum area by Council Officers, with successful applications moving on to the next stage of the process. Successful and unsuccessful bids will be informed in writing of the decision and outlining the next stage.
- 1.4 **Stage 2: Inviting comments on Project Proposals** – All Project Proposals are published online and promoted via email, local media and Council premises. Community Engagement officers and Community Reps in each Forum area are asked to collect feedback through their networks. Members of the community are able to 'rate' and comment on the proposals and make suggestions for improvement. For example, specific activities for young people will be first shared with local schools, youth groups and clubs to encourage young people to provide their views. This information is then made available for discussion at stage 3.
- 1.5 **Stage 3: Forum Budget Events** – Neighbourhood Forum budget events will be arranged, in place of the regular round of Area Forum meetings in October. These meetings will be used to identify which 'project proposals' are most supported by residents. In order to be considered for funding two representatives from each group will be invited to attend the workshop to discuss the project with other participants and give a short 'pitch' on what their project is hoping to deliver. After the presentations and workshops the audience will be asked to give feedback on each project, either in the form of a score or

a voting process. The results of this process will then be progressed to stage 4. A minimum of 35 residents, who are not connected to any applicant group, must be in attendance for participatory budgeting to go ahead.

- 1.6 **Stage 4: Final Approval** – After the meetings, elected Members in each forum area will be provided with the ‘voting’ results together with the ‘pre-consultation’ information. Members will then be asked to give final approval to the results before the successful applicants are detailed in a report to Cabinet in November requesting the release of the funding.
- 1.7 **Stage 5: Project Delivery & monitoring of progress** – Successful applicants are asked to attend the February round of Forum events to give an update on progress. These events will also serve to explain the plan of activity for 2013/14.
- 1.8 Groups and organisations applying for funding of less than £1,000 will not be required to present at the October events, and funding will be considered by Ward Members in the form of a panel meeting.
- 1.9 Once ‘voting’ results have been collated and results have been determined, they will be given to local Ward Members for final approval before being submitted to Cabinet in November 2012.

2.0 PARTICIPATORY BUDGETING GUIDELINES – SINGLE APPLICATIONS

- 2.1 In this context, a single application is considered to be an application for funding to one, two or three forum areas.
- 2.2 Applicants who have applied for funding from (3 or less) Area Forums will be required to attend the October 2012 events to present their proposed project.
- 2.3 Attending and presenting at every Area Forum from which the applicant is requesting funding is a pre-requisite to being approved for funding.
- 2.4 Applicants must also be prepared to have portions of their application published online in advance of the meeting. This is to enable the community to comment on the proposed projects before the meetings, and for those comments to be considered by elected members, residents attending the meeting and the applicants themselves.
- 2.5 These comments will be provided to elected Members and applicants in advance of the meeting and will be available for residents on the day.
- 2.6 Dates, times and locations of all October events will be given during July 2012.

- 2.7 If there are fewer than 35 people attending the events, who are not connected to any applicant, then it is proposed that applicants still present their projects and residents can still give feedback but elected Members will decide whether the application should be funded or not. This will be completed in the form of a 'panel meeting' organised by Councillors, the composition of which is at the Members' discretion.
- 2.8 Applicants will not be able to vote for their own project but will be able to vote for other projects if they are a resident in the area. Their 'own' project is defined by being an official member of the applying organisation.
- 2.9 Each application will have a total of 10 minutes to present and take questions from the audience. It is down to the applicant to decide how they present their proposal; power point, videos, display boards or written information.
- 2.10 All attendees at the events who are residents from the forum area will be handed a voting sheet on arrival which will include a brief overview of the projects, funding requested and project benefits. They will also be provided with a summary of the comments and feed back already received on each proposal.
- 2.11 Attendees will be asked to provide their postcode to verify that they live with the forum area and are therefore eligible to vote.
- 2.12 The voting sheet will enable local residents to vote as to whether each of the projects presented should receive funding. This will enable a ranking approach to be considered should there be more applications than available funding. If there is a tie in the results then they will be referred to the ward Councillors to agree how funding should be awarded.
- 2.13 The voting sheets must be completed for each project and will be collected by the Community Engagement Team at the end of the event. The sheets will then be analysed to determine whether the projects have received support from local residents to receive funding. It is recommended that the threshold for support is 50% of eligible voters. If a project receives less than 50% support, and funding is remaining to fund the project, it will be referred to ward Councillors for approval.
- 2.14 It will not be possible to announce the results of the voting at the meeting due to the time needed to analyse the voting sheets and ensure appropriate validation. The results will be made available to ward Councillors at the earliest opportunity for final approval before being collated into a Cabinet report to request the release of the funding to successful applicants.

3.0 PARTICIPATORY BUDGETING GUIDELINES – MULTIPLE APPLICATIONS

- 3.1 In this context, a multiple application is considered to be an application for funding to four or more forum areas.
- 3.2 Applicants who have applied to four or more forums to request funding will not be requested to attend forum meetings to present their projects.
- 3.3 Applicants must, however, be prepared to have portions of their application published online during September 2012. This is to enable the community to comment on the proposed projects before the meetings, and for those comments to be considered by elected members.
- 3.4 These comments will be provided to elected members alongside the results of the voting exercises from the October events for consideration and decisions regarding which proposals they would be prepared to recommend for funding.

Area Forum Development
Appendix B – Neighbourhood Forum Constitution

1.0 NEIGHBOURHOOD FORUMS

The council may appoint neighbourhood forums as it sees fit, if it is satisfied that to do so they will ensure improved service delivery in the context of best value and more efficient, transparent and accountable decision making.

2.0 PURPOSE

2.1 The purpose of the neighbourhood forum is to provide an open forum in which to discuss local concerns and issues, prioritise areas for action and produce a neighbourhood plan. They also act as a forum for the council and its partners to consult and receive feedback on policy, services and issues of local concern. The council recognises the role of the forums in guiding, prioritising, and scrutinising service delivery in their areas.

2.2 The neighbourhood forum is not a substitute for elected member surgeries and as such will not be able to deal with individual cases or concerns, although members of the public are welcome to attend and their views valued.

3.0 COMPOSITION AND FUNCTION

3.1 There are 11 area forums; each is made up of two wards and are listed below:

Bebington and Clatterbridge: Comprising Bebington and Clatterbridge wards

Bidston and Claughton: Comprising Bidston & St James and Claughton wards

Birkenhead and Tranmere & Rock Ferry: Comprising Birkenhead and Tranmere & Rock Ferry Wards

Bromborough, Eastham and New Ferry: Comprising Bromborough and Eastham wards

Greasby, Frankby, Irby, Upton and Woodchurch: Comprising Greasby, Frankby, Irby & Upton wards

Heswall, Pensby and Thingwall: Comprising Heswall Pensby & Thingwall wards

Leasowe, Moreton and Saughall Massie: Comprising Leasowe & Moreton East and Moreton West & Saughall Massie wards

Liscard and Seacombe: Comprising Liscard and Seacombe wards

New Brighton and Wallasey: Comprising New Brighton and Wallasey wards

Oxton and Prenton: Comprising Oxton and Prenton wards

West Wirral: Comprising Hoylake and Meols, West Kirby and Thurstaston wards

It should be noted here that it is proposed to change the name of two Forum areas, namely adding the community of New Ferry to the name of the current 'Bromborough and Eastham' forum and the community of Woodchurch on to the 'Greasby, Frankby, Irby and Upton' forum.

4.0 FORUM MEMBERSHIP

- 4.1 All forums have the same basic membership. They are made up of ward councillors within the neighbourhood forum, representatives of partner organisations and council officers; however the membership is not restrictive and can be subject to change.
- 4.2 The partner organisations are Merseyside Police, Wirral Primary Care Trust, Merseyside Fire and Rescue Service, Wirral University Teaching Hospital NHS Foundation Trust, Merseytravel, Wirral Youth Parliament and Wirral Older Peoples Parliament. This list is not exhaustive and other partner organisations can be included with approval from the forum chair.
- 4.3 As each neighbourhood forum is primarily consultative and advisory and does not at present exercise delegated powers and budgets there is no requirement for political balance.
- 4.4 Accordingly, membership will include all ward councillors for the relevant areas. Any decision-making lies with the elected ward members although if a decision needed to be made at the neighbourhood forum in the event of an equality of votes, the chair will have a second, or casting vote. Members can, at their discretion, extend voting rights to include Community Representatives.
- 4.5 The chair of each individual forum will be one of the elected members from the Wards. How the position of chair is decided upon is a matter for the members to decide in each individual forum.
- 4.6 Any member of the community can put themselves forward as a 'Community Rep' for their local area. Elections for this role will be held every three years. This role consists of attending the Forum meetings and working alongside other members of the Forum and other community organisations to promote Forum business.
- 4.7 A member of the cabinet may serve on the relevant area forum for his / her ward.

5.0 TERMS OF REFERENCE

The terms of reference for the 11 neighbourhood forums are as follows:

- To reflect its consultative role, have an advisory capacity. Submit reports on matters of concern locally to the cabinet or overview and scrutiny committee, as the forums deems necessary.

- To increase openness and transparency in the council's working and decision-making and improve co-ordination at a local level.
- Seek to inform and engage the widest possible range of local residents and businesses in the work of neighbourhood forums.
- To oversee and contribute to the development of neighbourhood plans which reflect the needs and priorities of the area;
- Look at issues concerning all aspects of community life within the neighbourhood, including focuses on specific issues as suggested by Council officers, elected members and the community
- To provide public bodies and partners with an opportunity to consult with local people on the development and delivery of plans, programmes and services
- To build and develop local partnerships to tackle and deliver solutions to the priorities identified within neighbourhood plans, including those plans that directly link to the Corporate Plan.
- To make recommendations to Cabinet in respect of the expenditure of any funds allocated to them.

6.0 DELEGATIONS

Forums may only exercise such delegation as may from time to time be agreed by the Council.

7.0 ACCESS TO INFORMATION

7.1 Neighbourhood forums will comply with the access to information rules in part four of the Council's Constitution and in particular will ensure:

- Meetings of the neighbourhood forum are held in public, in a venue in the local area that is both suitable and accessible for members of the public to attend;
- A period of 30 minutes is allocated for questions by members of the public at each meeting;
- Questions to be put to the Community Engagement Team at least 48 hours before the start of the meeting will receive a full response from the forum;
- The council will make copies of the agenda and any reports open to the public available for public inspection at least one week before the meeting. In particular, members of the public will be able to view details of the meetings on the council's internet site and at all public information points i.e. libraries and one stop shops

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WIRRAL COUNCIL

CABINET

12 APRIL 2012

SUBJECT:	COMMITTEE CALENDAR FOR MUNICIPAL YEAR 2012/2013
WARD/S AFFECTED:	ALL
REPORT OF:	DIRECTOR OF LAW, HR AND ASSET MANAGEMENT
RESPONSIBLE PORTFOLIO HOLDER:	COUNCILLOR JEFF GREEN
KEY DECISION?	NO

1.0 EXECUTIVE SUMMARY

1.1 This report recommends dates for Council, Cabinet and committee meetings for the municipal year 2012/2013. The proposed calendar is set out in Appendix A. The report also describes various issues that have been taken into account in compiling it.

2.0 BACKGROUND AND KEY ISSUES

2.1 The attention of all Members of the Council is being drawn to this report. They will be asked to let me have any comments that they might have, particularly if they believe there are strong reasons for making any changes to the calendar.

2.2 With regard to requests to change dates of meetings during the course of the municipal year, members will be aware that they can cause difficulties. Under the scheme of delegation, I have authority to approve amendments to the calendar after consultation with the leaders of the political groups. In practice, changes are usually left to the relevant committee officer in consultation with the spokespersons, and he/she can be put in an invidious position in trying to explain why a change is being requested by a single member. Every Committee has a panel of deputies, and also should have appointed a Vice-Chair.

3.0 RELEVANT RISKS

3.1 There is a requirement under the Council's Constitution that the Cabinet, Regulatory Committees and Overview and Scrutiny Committees meet a certain number of times in the year to discharge the Council's functions.

4.0 OTHER OPTIONS CONSIDERED

4.1 No other options were considered beyond those outlined in the report.

5.0 CONSULTATION

5.1 The Leader of the Council has been consulted and agreed the Cabinet dates. The draft calendar has also been circulated to Chief Officers and all Party Leaders and all Members' attention will be drawn to this report in advance of the Cabinet meeting.

6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

6.1 There are no implications arising directly from this report.

7.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

7.1 There are no implications arising directly from this report.

8.0 LEGAL IMPLICATIONS

8.1 There are no implications arising directly from this report.

9.0 EQUALITIES IMPLICATIONS

9.1 The scheduling of meetings may have implications for carers and families, depending upon individual circumstances (and for that reason a carer's allowance has been included in the Members' Allowances Scheme), but none specifically for older people, people with disabilities and those from ethnic minorities.

10.0 CARBON REDUCTION IMPLICATIONS

10.1 There are no implications arising directly from this report.

11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

11.1 There are no implications arising directly from this report.

12.0 RECOMMENDATION/S

12.1 That the calendar of meetings for the municipal year 2012/2013, attached as Appendix A, be approved.

13.0 REASON/S FOR RECOMMENDATION/S

13.1 The calendar has been prepared on the basis that in 2012/2013 there will be the same number of Regulatory Committees and Overview and Scrutiny Committees. As in previous years these would meet in 5 cycles through the year. A date has also been set aside for the Youth Parliament / Council meeting (9 October). The dates for Cabinet meetings have already been agreed with the Leader in accordance with Executive Procedure Rule 1.6.

13.2 In addition to the Council, Cabinet and Standing Committees, I have included also dates set aside for pre-Council group meetings and Area Forums.

13.3 Dates have been included in the calendar for Member training, for which a programme will be drawn up by the Member Training Steering Group.

REPORT AUTHOR: Mark Delap
Principal Committee Officer
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APPENDICES

Draft Calendar of Meetings

REFERENCE MATERIAL

Previous reports on the draft Committee Calendar and previous calendars of meetings

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Cabinet (minute 351)	17 March 2011
Cabinet (minute 360)	18 March 2010
Cabinet (minute 414)	19 March 2009
Cabinet (minute 499)	7 February 2008

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APRIL

2012

Sunday	1	
Monday	2	
Tuesday	3	
Wednesday	4	
Thursday	5	
Friday	6	Good Friday
Saturday	7	
Sunday	8	Easter Day
Monday	9	Easter Monday
Tuesday	10	
Wednesday	11	
Thursday	12	Cabinet
Friday	13	
Saturday	14	
Sunday	15	
Monday	16	COUNCIL
Tuesday	17	
Wednesday	18	
Thursday	19	
Friday	20	
Saturday	21	
Sunday	22	
Monday	23	
Tuesday	24	Planning
Wednesday	25	
Thursday	26	
Friday	27	
Saturday	28	
Sunday	29	
Monday	30	

MAY**2012**

Tuesday	1	
Wednesday	2	
Thursday	3	Local Elections
Friday	4	
Saturday	5	
Sunday	6	
Monday	7	Bank Holiday
Tuesday	8	
Wednesday	9	
Thursday	10	
Friday	11	
Saturday	12	
Sunday	13	
Monday	14	ANNUAL COUNCIL (PART 1)
Tuesday	15	
Wednesday	16	
Thursday	17	Members' Training
Friday	18	
Saturday	19	
Sunday	20	
Monday	21	ANNUAL COUNCIL (PART 2)
Tuesday	22	
Wednesday	23	Licensing Act 2003; Licensing, Health & Safety and GP
Thursday	24	Planning
Friday	25	
Saturday	26	
Sunday	27	
Monday	28	
Tuesday	29	
Wednesday	30	Scrutiny Programme Board
Thursday	31	Cabinet

JUNE

2012

Friday	1	
Saturday	2	
Sunday	3	
Monday	4	Bank Holiday
Tuesday	5	Bank Holiday
Wednesday	6	Children and Young People O&S
Thursday	7	Sustainable Communities O&S; Employment & Appointments
Friday	8	
Saturday	9	
Sunday	10	
Monday	11	
Tuesday	12	Area Forums
Wednesday	13	Area Forums
Thursday	14	Audit and Risk Management
Friday	15	
Saturday	16	
Sunday	17	
Monday	18	Health and Well Being O&S
Tuesday	19	Area Forums
Wednesday	20	Area Forums
Thursday	21	Cabinet
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	Pensions
Tuesday	26	Economy and Regeneration O&S
Wednesday	27	Area Forums
Thursday	28	Planning; Area Forums
Friday	29	
Saturday	30	

Sunday	1	
Monday	2	
Tuesday	3	Standards
Wednesday	4	Council Excellence O&S
Thursday	5	
Friday	6	
Saturday	7	
Sunday	8	
Monday	9	Group Meetings
Tuesday	10	
Wednesday	11	Members' Training
Thursday	12	
Friday	13	
Saturday	14	
Sunday	15	
Monday	16	COUNCIL
Tuesday	17	
Wednesday	18	
Thursday	19	Cabinet
Friday	20	
Saturday	21	
Sunday	22	
Monday	23	
Tuesday	24	
Wednesday	25	
Thursday	26	Planning
Friday	27	
Saturday	28	
Sunday	29	
Monday	30	
Tuesday	31	

AUGUST

2012

Wednesday	1	
Thursday	2	
Friday	3	
Saturday	4	
Sunday	5	
Monday	6	
Tuesday	7	
Wednesday	8	
Thursday	9	
Friday	10	
Saturday	11	
Sunday	12	
Monday	13	
Tuesday	14	
Wednesday	15	
Thursday	16	
Friday	17	
Saturday	18	
Sunday	19	
Monday	20	
Tuesday	21	
Wednesday	22	
Thursday	23	Planning
Friday	24	
Saturday	25	
Sunday	26	
Monday	27	Bank Holiday
Tuesday	28	
Wednesday	29	
Thursday	30	
Friday	31	

SEPTEMBER**2012**

Saturday	1	
Sunday	2	
Monday	3	Scrutiny Programme Board
Tuesday	4	
Wednesday	5	Economy and Regeneration O&S
Thursday	6	Cabinet
Friday	7	
Saturday	8	
Sunday	9	
Monday	10	Health and Well Being O&S
Tuesday	11	Children and Young People O&S
Wednesday	12	Members' Training
Thursday	13	Council Excellence O&S
Friday	14	
Saturday	15	
Sunday	16	
Monday	17	
Tuesday	18	Pensions
Wednesday	19	Audit and Risk Management
Thursday	20	Planning
Friday	21	
Saturday	22	
Sunday	23	
Monday	24	Employment and Appointments; Standards
Tuesday	25	Licensing, Health and Safety and GP
Wednesday	26	Sustainable Communities O&S
Thursday	27	Cabinet
Friday	28	
Saturday	29	
Sunday	30	

OCTOBER

2012

Monday	1	
Tuesday	2	
Wednesday	3	Area Forums
Thursday	4	Area Forums
Friday	5	
Saturday	6	
Sunday	7	
Monday	8	Group Meetings
Tuesday	9	COUNCIL (YOUTH PARLIAMENT)
Wednesday	10	Area Forums
Thursday	11	Area Forums
Friday	12	
Saturday	13	
Sunday	14	
Monday	15	COUNCIL
Tuesday	16	Area Forums
Wednesday	17	Area Forums
Thursday	18	Cabinet
Friday	19	
Saturday	20	
Sunday	21	
Monday	22	
Tuesday	23	
Wednesday	24	
Thursday	25	Planning
Friday	26	
Saturday	27	
Sunday	28	
Monday	29	
Tuesday	30	Members' Training
Wednesday	31	Scrutiny Programme Board

NOVEMBER

2012

Thursday	1	Area Forums
Friday	2	
Saturday	3	
Sunday	4	
Monday	5	Economy and Regeneration O&S
Tuesday	6	Health and Well Being O&S
Wednesday	7	Licensing Act 2003; Licensing, Health & Safety and GP
Thursday	8	Cabinet
Friday	9	
Saturday	10	
Sunday	11	
Monday	12	Children and Young People O&S
Tuesday	13	Planning
Wednesday	14	Council Excellence O&S
Thursday	15	Employment and Appointments
Friday	16	
Saturday	17	
Sunday	18	
Monday	19	Standards
Tuesday	20	Pensions
Wednesday	21	Sustainable Communities O&S
Thursday	22	Planning
Friday	23	
Saturday	24	
Sunday	25	
Monday	26	Audit and Risk Management
Tuesday	27	
Wednesday	28	
Thursday	29	Cabinet
Friday	30	

DECEMBER

2012

Saturday	1	
Sunday	2	
Monday	3	
Tuesday	4	
Wednesday	5	
Thursday	6	Members' Training
Friday	7	
Saturday	8	
Sunday	9	
Monday	10	Group Meetings
Tuesday	11	
Wednesday	12	
Thursday	13	Cabinet
Friday	14	
Saturday	15	
Sunday	16	
Monday	17	COUNCIL
Tuesday	18	
Wednesday	19	
Thursday	20	Planning
Friday	21	
Saturday	22	
Sunday	23	
Monday	24	Christmas Eve
Tuesday	25	Christmas Day
Wednesday	26	Boxing Day
Thursday	27	
Friday	28	
Saturday	29	
Sunday	30	
Monday	31	

JANUARY

2013

Tuesday	1	New Years Day
Wednesday	2	
Thursday	3	Scrutiny Programme Board
Friday	4	
Saturday	5	
Sunday	6	
Monday	7	
Tuesday	8	
Wednesday	9	
Thursday	10	
Friday	11	
Saturday	12	
Sunday	13	
Monday	14	Economy and Regeneration O&S
Tuesday	15	Pensions
Wednesday	16	Health and Well Being O&S
Thursday	17	Cabinet
Friday	18	
Saturday	19	
Sunday	20	
Monday	21	Children and Young People O&S
Tuesday	22	Audit and Risk Management
Wednesday	23	Licensing, Health & Safety and GP
Thursday	24	Planning
Friday	25	
Saturday	26	
Sunday	27	
Monday	28	
Tuesday	29	Sustainable Communities O&S; Employment & Appointments
Wednesday	30	Council Excellence O&S
Thursday	31	Standards

FEBRUARY

2013

Friday	1	
Saturday	2	
Sunday	3	
Monday	4	Group Meetings
Tuesday	5	Area Forums
Wednesday	6	Area Forums
Thursday	7	Cabinet
Friday	8	
Saturday	9	
Sunday	10	
Monday	11	COUNCIL
Tuesday	12	
Wednesday	13	Members' Training
Thursday	14	
Friday	15	
Saturday	16	
Sunday	17	
Monday	18	Cabinet (Budget)
Tuesday	19	
Wednesday	20	Area Forums
Thursday	21	Planning; Area Forums
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	
Tuesday	26	Area Forums
Wednesday	27	Area Forums
Thursday	28	Scrutiny Programme Board

MARCH

2013

Friday	1	
Saturday	2	
Sunday	3	
Monday	4	
Tuesday	5	BUDGET COUNCIL
Wednesday	6	
Thursday	7	Economy and Regeneration O&S
Friday	8	
Saturday	9	
Sunday	10	
Monday	11	BUDGET COUNCIL (RESERVE)
Tuesday	12	Sustainable Communities O&S
Wednesday	13	Health and Well Being O&S
Thursday	14	Cabinet
Friday	15	
Saturday	16	
Sunday	17	
Monday	18	Children and Young People O&S; Standards
Tuesday	19	Audit and Risk Management
Wednesday	20	Licensing, Health & Safety and GP
Thursday	21	Council Excellence O&S
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	Pensions
Tuesday	26	
Wednesday	27	Employment and Appointments
Thursday	28	Planning
Friday	29	Good Friday
Saturday	30	
Sunday	31	Easter Day

APRIL

2013

Monday	1	Easter Monday
Tuesday	2	
Wednesday	3	
Thursday	4	
Friday	5	
Saturday	6	
Sunday	7	
Monday	8	
Tuesday	9	
Wednesday	10	
Thursday	11	
Friday	12	
Saturday	13	
Sunday	14	
Monday	15	Group Meetings
Tuesday	16	
Wednesday	17	
Thursday	18	Cabinet
Friday	19	
Saturday	20	
Sunday	21	
Monday	22	COUNCIL
Tuesday	23	
Wednesday	24	
Thursday	25	Planning
Friday	26	
Saturday	27	
Sunday	28	
Monday	29	
Tuesday	30	

MAY**2013**

Wednesday	1	
Thursday	2	
Friday	3	
Saturday	4	
Sunday	5	
Monday	6	Bank Holiday
Tuesday	7	
Wednesday	8	
Thursday	9	
Friday	10	
Saturday	11	
Sunday	12	
Monday	13	ANNUAL COUNCIL (PART 1)
Tuesday	14	
Wednesday	15	
Thursday	16	
Friday	17	
Saturday	18	
Sunday	19	
Monday	20	ANNUAL COUNCIL (PART 2)
Tuesday	21	
Wednesday	22	
Thursday	23	
Friday	24	
Saturday	25	
Sunday	26	
Monday	27	Bank Holiday
Tuesday	28	
Wednesday	29	
Thursday	30	
Friday	31	

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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