



## Policy and Resources Committee

<b>Date:</b>	<b>Wednesday, 4 October 2023</b>
<b>Time:</b>	<b>6.00 p.m.</b>
<b>Venue:</b>	<b>Committee Room 1 - Birkenhead Town Hall</b>

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PLEASE NOTE: Public seating is limited therefore members of the public wishing to attend are asked to arrive in good time.

Wirral Council is fully committed to equalities and our obligations under The Equality Act 2010 and Public Sector Equality Duty. If you have any adjustments that would help you attend or participate at this meeting, please let us know as soon as possible and we would be happy to facilitate where possible. Please contact [committeeservices@wirral.gov.uk](mailto:committeeservices@wirral.gov.uk)

This meeting will be webcast at  
<https://wirral.public-i.tv/core/portal/home>

## AGENDA

- 1. WELCOME AND INTRODUCTION**
- 2. APOLOGIES**
- 3. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST**

Members are asked to consider whether they have any disclosable pecuniary interests and/or any other relevant interest in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.

- 4. MINUTES (Pages 1 - 4)**

To approve the accuracy of the minutes of the meeting held on 12 September 2023.

## **5. PUBLIC AND MEMBER QUESTIONS**

### **5.1 Public Questions**

Notice of question to be given in writing or by email by 12 noon, Friday 29 September 2023 to the Council's Monitoring Officer (via the online form here: [Public Question Form](#)) and to be dealt with in accordance with Standing Order 10.

Please telephone the Committee Services Officer if you have not received an acknowledgement of your question by the deadline for submission.

For more information on how your personal information will be used, please see this link: [Document Data Protection Protocol](#)

### **5.2 Statements and Petitions**

Notice of representations to be given in writing or by email by 12 noon, Friday 29 September 2023 to the Council's Monitoring Officer ([committeeservices@wirral.gov.uk](mailto:committeeservices@wirral.gov.uk)) and to be dealt with in accordance with Standing Order 11.1.

Petitions may be presented to the Committee if provided to Democratic and Member Services no later than 10 working days before the meeting, at the discretion of the Chair. The person presenting the petition will be allowed to address the meeting briefly (not exceeding three minute) to outline the aims of the petition. The Chair will refer the matter to another appropriate body of the Council within whose terms of reference it falls without discussion, unless a relevant item appears elsewhere on the Agenda. If a petition contains more than 5,000 signatures, it will be debated at a subsequent meeting of Council for up to 15 minutes, at the discretion of the Mayor.

Please telephone the Committee Services Officer if you have not received an acknowledgement of your statement/petition by the deadline for submission.

### **5.3 Questions by Members**

Questions by Members to dealt with in accordance with Standing Orders 12.3 to 12.8.

## **6. BUDGET REPORT (Pages 5 - 16)**

## **7. WORK PROGRAMME (Pages 17 - 26)**

## **8. BIRKENHEAD COMMERCIAL DISTRICT AND CHESHIRE LINES (Pages 27 - 34)**

**9. EXEMPT INFORMATION - EXCLUSION OF THE PRESS AND PUBLIC**

**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 paragraph 3 of Part I of Schedule 12A (as amended) to that Act. The Public Interest test has been applied and favours exclusion.

**10. EXEMPT APPENDIX - BIRKENHEAD COMMERCIAL DISTRICT AND CHESHIRE LINES (Pages 35 - 42)**

**Policy & Resources Committee Terms of Reference**

The terms of reference for this committee can be found at the end of this agenda.

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## **POLICY AND RESOURCES COMMITTEE**

Wednesday, 13 September 2023

Present: Councillor P Stuart (Chair)

Councillors J Robinson JE Green  
J Williamson H Cameron  
P Gilchrist S Mountney  
EA Grey L Rennie  
A Davies H Gorman  
S Powell-Wilde J Bird  
T Jones C Cooke (In place  
of P Cleary)

### 39 **WELCOME AND INTRODUCTION**

The Chair welcomed everyone to the meeting and advised that due to a technical issue, the meeting would be recorded but not live streamed.

The Chair advised the Committee that the Leverhulme appeals had been rejected by the Planning Inspectorate and placed on record his thanks to all of the officers and campaigners involved in the appeals. Councillors Green, Gilchrist and Gorman echoed the Chair's remarks.

### 40 **APOLOGIES**

Apologies for absence were received by Councillor Pat Cleary, with Councillor Chris Cooke in attendance as a substitute.

### 41 **MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST**

Members were asked to consider whether they have any disclosable pecuniary interests and/or any other relevant interest in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.

No such declarations were made.

### 42 **MINUTES**

**Resolved – That the minutes of the meetings held on 12 July 2023 and 27 July 2023 be approved as a correct record.**

### 43 **PUBLIC AND MEMBER QUESTIONS**

The Chair reported that there were no public questions, statements, petitions or questions by members.

44 **DEPARTMENT FOR LEVELLING UP, HOUSING & COMMUNITIES  
SIMPLIFICATION PATHFINDER PILOT**

The Director of Regeneration and Place introduced the report which sought approval to take part in a Simplification Pilot delivery model known as a “Pathfinder” as established by the Department for Levelling Up Housing and Communities (DLUHC) which the Council had been selected and formally invited to join.

The proposed pilot would streamline the delivery of 3 local growth funds (external grants) overseen by DLUHC. The funding streams in question were the Towns Deal, Future High Streets Fund (FHSF) and the Council’s Levelling Up Round 1 (LUF1) allocation. The Pilot would allow the council to amalgamate the three funds into one large regeneration fund and only one claim will be completed each quarter instead of three separate claims.

The Committee discussed the benefits of the pilot and thanked officers for their work in securing the potential pilot to bring the projects together. In response to queries by members the Director of Regeneration and Place gave assurances that the additional flexibility would not unduly delay the delivery of projects but ensure that the projects were fully developed, and the funding was in place. Further assurances were given by the Director of Finance that effective treasury management was in place and that capital funding was used to offset borrowing costs.

The Committee further discussed the governance of the delivery of the projects, reiterating that the Council was the accountable body and seeking broad representation on any oversight bodies.

**Resolved – That**

- (1) the invitation to participate in the Department for Levelling Up, Housing and Communities Simplification Pilot be accepted.**
- (2) the Director of Regeneration and Place be authorised to enter into the Pathfinder Memorandum of Understanding (MOU), in consultation with the Director of Law and Governance.**

45 **WORK PROGRAMME**

The Chair introduced the report which provided the Committee with an opportunity to plan and review its work across the municipal year. The Chair brought members’ attention to items for future consideration and matters

outside of the Committee where it was noted that all items were now scheduled.

Additional information was sought on the detail to be included in the briefing notes listed in the work programme and the report on the introduction of the ERP system. Following a discussion, it was agreed that the workshop on risk would be a collaborative session held in-person.

**Resolved – That the work programme be noted.**

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## POLICY AND RESOURCES COMMITTEE

Wednesday, 4 October 2023

<b>REPORT TITLE:</b>	<b>BUDGET REPORT</b>
<b>REPORT OF:</b>	<b>DIRECTOR OF FINANCE</b>

### REPORT SUMMARY

The purpose of this report is to provide an update on the budgets within the remit of the Committee and across all the Policy & Service Committees, in respect of the in-year position and the anticipated pressures for future years that are being considered within the Medium Term Financial Plan.

The Council is required to set a balanced budget each year and sets a Medium Term Financial Plan which considers the future pressures and savings options that will be taken forward to result in a balanced budget position.

The Council faces a challenging financial outlook due to inflationary and demand pressures alongside the previous significant reductions in Government funding and uncertainty around the future financial settlements.

This report provides an update for the Committee on those budget areas within its remit and across the Policy & Service Committees, including any forecast overspends reported in the first quarter and potential pressures in both the current and future years.

The Committee is asked to note the report and agree the indicative resources, pressures and required savings.

The report contributes to the Wirral Plan 2021-2026 in supporting the organisation in meeting all Council priorities.

### RECOMMENDATIONS

The Policy and Resources committee is recommended to:

1. Note the report.
2. Agree the indicative resources, pressures and required savings detailed in the report.
3. That Policy & Service Committees undertake budget workshops during October to review savings proposals and mitigating actions, with a view to feeding back the outcomes of the workshops to this Committee.
4. The Director with portfolio, in consultation with the Finance Sub-Committee, be authorised to undertake any required service consultations that are linked to budget policy options being brought forward, in line with the timetable to enable a budget recommendation in February 2024.

## **1.0 REASONS FOR RECOMMENDATIONS**

- 1.1 Regular monitoring and reporting of the revenue budgets and savings achievements enables decisions to be taken in a timely manner, which may produce revenue benefits and will improve financial control of Wirral Council.

## **2.0 OTHER OPTIONS CONSIDERED**

- 2.1 The Policy & Resources Committee has previously determined the budget monitoring process and this report details the agreed course of action.
- 2.2 In striving to manage budgets, available options have been evaluated to maintain a balance between service delivery and a balanced budget.

## **3.0 BACKGROUND INFORMATION**

- 3.1 At the meeting on 27 February 2023, the Council agreed a net revenue budget for 2023/2024 of £366.6m to be met by government grants, council tax, and business rates. At quarter 1, a favourable £2.000m variation against the funding relating to an adjustment of Business Rates Section 31 grants, increased the revenue budget to £368.6m.

### **Quarter 1 Forecast Revenue Outturn Position**

- 3.2 Table 1 presents the forecast outturn as a net position, i.e. expenditure minus income. Favourable variances (underspends) are shown as negative values and adverse variances (overspends) are shown as a positive value.
- 3.3 At the end of Quarter 1, there is a Directorate forecast adverse variance of £3.618m against the Council's revised net revenue budget of £368.600m, which is equivalent to a variance of 1% from the annual budget.

**TABLE 1: 2023/24 REVENUE BUDGET & FORECAST OUTTURN**

	<b>Budget</b>	<b>Forecast Outturn</b>	<b>Variance</b>	
			<b>(+ Adv / - Fav)</b>	
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Adult Care & Health	130,579	132,807	2,228	2%
Chief Executive Office	1,685	1,685	0	0%
Children, Families & Education	86,397	86,766	369	0%
Finance	7,030	7,030	0	0%
Law & Governance	5,955	5,955	0	0%
Neighbourhoods Services	37,358	39,679	2,321	6%
Regeneration and Place	13,733	14,233	500	4%
Resources	16,773	17,273	500	3%
Levies	41,139	41,139	0	0%
Strategic Holding Account and Corporate Items	27,951	25,651	-2,300	-8%
<b>Net Directorate Expenditure</b>	<b>368,600</b>	<b>372,218</b>	<b>3,618</b>	<b>1%</b>

### Updates in revenue position since Quarter 1

#### Adult Care & Health

- 3.4 Since reporting the Quarter 1 position to Adult Care and Health Committee on Tuesday, 18 July 2023, there has been no movement in the forecast position. However, there has been a recent announcement from the Department of Health of additional funding to the current market sustainability fund for 2023-24 and 2024-25. This has provided a further £2.7m this year to support adult social care. The funds are to be used in line with current guidance which specifies that improvements to at least one of the three target areas below must be evidenced:

1. Increasing fee rates in the local area
2. Increasing workforce capacity and retention
3. Reducing adult social care waiting times

The full impact of this additional funding will be assessed ahead of the Q2 reporting.

#### Children Families & Education

- 3.5 Since reporting the Quarter 1 position to the committee, there have been no significant movement in the forecast position and so still expect to be around £0.370m adverse position. In the last month there has been a slight upward move in Children Looked After numbers whilst this is currently mitigated by underspends elsewhere, if this continues this might lead to a change in the position.

### **Neighbourhood Services**

3.6 There are risks linked to additional in year pressures and some potential mitigations within the following areas. These additional pressures and any potential mitigating actions are being explored and will be reported back to Committee in the Q2 monitor report.

- A projected shortfall in income received from developers, which is currently based on income received to date. This is due to a reduction in housing developers commencing construction work because of the current macroeconomic conditions in relation to supply chain costs, inflation, and rising interest rates. However, the position could improve if developers commence work later in the financial year and work is currently being undertaken to maximise income generating opportunities within Highways and infrastructure.
- There is a risk due to a shortfall in enforcement income, as this will not be achieved until the policy is agreed and implemented.
- There are potential pressures within Parks and Environment. These relate to premises and maintenance, water charges, transport maintenance and shortfalls against income targets following COVID-19.
- There is a forecast pressure of around £0.355m which relates to additional demand within community transport.
- Rates rebates for the Williamson Art Gallery; This is backdated to 2017/18 following a successful appeal, after a change in the way rates relating to Museums are calculated. The rates rebate relating to the Williamson Art Gallery of approximately £0.482m will assist in mitigating the projected adverse position within Theatre and Hospitality this year.
- In addition to this, mitigation will be sought from maximising opportunities to capitalise staffing costs, income generation opportunities within Leisure, Parks and Cemeteries and expenditure will be delayed until next financial year where possible. Mitigation will also be sought from staffing vacancies and non-essential expenditure. The Floral Pavilion and Sail Loft are being reviewed to minimise the budget pressures within these areas.

### **Regeneration & Place**

3.7 A number of assets retained as investment purposes will not achieve the anticipated income targets due to surrender or reduction in rents, these primarily centre around the Europa Centre, Birkenhead which includes the unit leased by Wilko's.

Assets which are vacated as part of Directorate savings are being returned with their strategic future uses being fully worked through. The holding costs and high cost items such as security are being met from Asset Management.

A series of invoices relating specifically to Covid activities for FM services across all Directorates have been submitted by the contractor but also covers operational orders for security, cleaning and removals.

These additional pressures and any potential mitigating actions are being explored and will be reported back to Committee in the Q2 monitor report.

### **Progress on delivery of the 2023/24 savings programme.**

- 3.8 Table 2 presents the progress on the delivery of the 2023/24 approved savings. For savings rated as Amber, an equal amount of temporary in-year mitigation has been identified to cover any shortfalls which may occur. For saving rated as red, a bid will need to be made from the contingency fund set up for non-achieved savings at the end of the year.
- 3.9 In terms of savings, £26.280m of the £28.345m savings targets are either delivered or on track to be delivered, representing 93% of the total savings target with a further 7% or £2.065m anticipated to be delivered through alternative means. The table below summarises the progress by Directorate:

**TABLE 2: SUMMARY OF PROGRESS ON DELIVERY OF 2023/24 SAVINGS**

<b>Directorate</b>	<b>Approved Saving £m</b>	<b>Green £m</b>	<b>Amber £m</b>	<b>Red £m</b>	<b>Mitigation £m</b>
Adult Care & Health	-5.935	-5.935	0.000	0.000	0.000
Chief Executive Office	-0.070	-0.052	-0.018	0.000	-0.018
Children, Families & Education	-4.180	-4.180	0.000	0.000	0.000
Finance	-5.200	-5.200	0.000	0.000	0.000
Law & Governance	0.000	0.000	0.000	0.000	0.000
Neighbourhood Services	-1.600	-1.253	-0.347	0.000	-0.347
Regeneration & Place	-2.660	-2.460	-0.200	0.000	-0.200
Resources	-0.160	-0.160	0.000	0.000	0.000
Corporate	-8.540	-7.040	-1.500	0.000	-1.500
<b>TOTAL</b>	<b>-28.345</b>	<b>-26.280</b>	<b>-2.065</b>	<b>0.000</b>	<b>-2.065</b>

### **Updates in savings delivery since Quarter 1.**

- 3.10 There have been no significant updates since Q1.

### **Medium Term Financial Plan**

- 3.11 Following the initial budget challenge sessions with Directors and a review of the early Q2 budget monitoring information a position around the current and future pressures has been ascertained. This represents the best available information at this point in time and forms the baseline for the pressures within the MTFP for current and future years.
- 3.12 This information will be updated periodically as a significant element of the pressures is linked to inflation. Assumptions have been made that inflation will continue to fall between now and the 24/25 financial year and that this will be reflected in pay and contract negotiations for 24/25. The Asset Disposal strategy, agreed at the start of the year, is assumed to repay the Council's capitalisation directives. There remains an ongoing risk that there will be variance within these assumptions that may subsequently need to be managed in year.

## Pressures

- 3.13 Demographic changes have been incorporated within the pressure figures based on the current trend data and the available datasets for Adults and Children's services. It is anticipated given the national pressures within these areas that ongoing work will be required to find efficiencies within service delivery and continue the focus on enablement and early intervention to minimise the impact of these pressures.
- 3.14 An assessment of the in-year budget variances has necessitated the inclusion of pressures to negate existing income targets and some additional funding for service pressures. These amounts have been minimised in recognition of previously agreed savings which are still to be delivered.
- 3.15 The pressures also recognise the one-off funding that was applied to balance the 23/24 budget of £5.6m. It is imperative that these one-off measures are significantly reduced to enable the Council to reach a sustainable budget position. A contribution towards the replenishment of the general reserves has also been targeted in line with previous audit recommendations and good practice.

**TABLE 3: REVISED PRESSURES FORECAST\***

Pressures	Year			
	24-25 £m	25-26 £m	26-27 £m	27-28 £m
Inflation	14.90	14.83	14.69	15.30
Demographics	3.66	4.50	4.64	4.79
Service Pressures	6.53	1.57	1.03	3.01
Policy Changes	0.00	3.26	6.90	0.00
Other / Corporate Items	3.51	1.01	4.61	1.02
In-Year	3.00	0.00	0.00	0.00
Prior year adjustment	5.60	0.00	0.00	0.00
<b>Total</b>	<b>37.20</b>	<b>25.17</b>	<b>31.87</b>	<b>24.12</b>

\*Dedicated School Grant (DSG) deficit due to the High Needs Block demand is not included in table above at this point in time. There is currently a statutory override in place that separates DSG deficits from the authority's wider finances which is due to expire at the end of 2025/26.

- 3.16 The key assumptions include:-
- A minimum 5% inflation increase within social care services.
  - A 4% increase in pay costs
  - A £2m contribution to the general reserves
  - Funding gap for the BCD will be met from the WGC profits in year.

## Funding

- 3.17 The resources available to fund these pressures has also been reviewed, this constitutes the assumptions around Business Rates, Council tax and Government Grants.
- 3.18 The assumptions around business rates have been reviewed. Given that there has been no announcement to date around the ending of the current business rates retention scheme it has been assumed that this will continue for the next three years. This provides a benefit of c.£7m in comparison to the potential impact if the scheme ceased. Inflation has been assumed to be applied to the funding received in the same manner as 22/23.
- 3.19 The potential for Council Tax increases was agreed in the financial settlement for 23/24 and is up to a maximum of 4.99%. This is constituted of 3% for discretionary services and 1.99% specific to adult social care. It is assumed that this will reduce back down to a total of 3% from 25/26 onwards.
- 3.20 The position around grants will not be known until the autumn when the settlement from government is announced. Assumptions have been made around the potential increase in the social care grant along with the announcements that have already been made around the new grants, such as the Market Sustainability Fund.

**TABLE 4: FUNDING CHANGES 2024/25 TO 2027/28**

Summarised Funding	Year				
	23-24 £m	24-25 £m	25-26 £m	26-27 £m	27-28 £m
Business Rates	-135.73	-141.10	-146.24	-151.10	-148.68
Council Tax	-168.63	-177.67	-185.50	-192.16	-199.07
Better Care Fund	-19.24	-19.24	-19.24	-19.24	-19.24
Adult Social Care Precept	-3.27	-3.44	-1.81	-1.87	-1.94
Social Care Grant	-32.14	-38.33	-38.33	-38.33	-38.33
Additional Social Care Grants	-6.91	-8.41	-6.91	-6.91	-6.91
Services Grant	-3.30	-3.30	-3.30	-3.30	-3.30
Other	0.63	0.60	-3.26	-6.90	0.00
<b>Total</b>	<b>-368.60</b>	<b>-390.89</b>	<b>-404.59</b>	<b>-419.81</b>	<b>-417.47</b>
<i>(Increase) / decrease</i>		-22.30	-13.70	-15.22	2.34

- 3.21 The uncertainty around the level of funding that local authorities will receive makes medium and long-term financial planning almost impossible.
- 3.22 There is a growing disparity between the resources available to local government and the demand pressures that the sector faces. The growing demand for social care for both Adults and Children's services cannot be sustained over the MTFP period without either additional funding or the long awaited review of local authority funding.

- 3.23 The difference between the pressures facing the Council in 2024/25 and the available resources will require a number of difficult decisions to be made around the level of support that can be provided and a continued focus on increasing efficiency and reducing costs. It will require the organisation to shrink overall in terms of the number of people employed and a reorganisation of how some services are provided.
- 3.24 The overall budget gap is summarised in Table 5.

**TABLE 5: BUDGET GAP 2025/26 TO 2028/29**

	Year			
	24-25 £m	25-26 £m	26-27 £m	27-28 £m
Pressures	37.20	25.17	31.87	24.12
Funding (increase) / decrease	-22.30	-13.70	-15.22	2.34
<b>Gap</b>	14.90	11.47	16.65	26.46
Cumulative Position	14.90	26.37	43.02	69.48

- 3.25 There are significant risks particularly from 26/27 when the current 3 year pension surplus provision is reversed. This is compounded by assumptions around the potential for business rates retention to end and policy changes around social care to come into force. As it currently stands, these assumptions would likely make it impossible to balance the budget at this point given the low level of reserves that are currently held.

### **Savings**

- 3.26 There are a number of transformation themes that are designed to deliver savings over the MTFP period.
- 3.27 The main themes within Children's Services relate to early intervention and opportunities to work across the city region in relation to high cost / demand services such as Children's Home placements, fostering and home to school transport. The focus within Adult's continues to be around enablement and enhancing the offer around alternatives to residential and nursing care, such as extra care housing and reablement services. The service continues to work closely with the Health Services to further develop a place based approach and joined up working. Efficiencies around joint commissioning will be explored as part of the ongoing activities.
- 3.28 The Neighbourhood Services will focus on efficiency of front line delivery, such as Maintenance Services and the reduction in costs for waste collections and street cleansing when the contract is renewed in 2027. A revised Leisure offer will be brought forward that focuses on increased efficiencies within the delivery model, an investment strategy around the asset base and a focus on a 'Health First' approach to delivery.
- 3.29 Savings within Regeneration are planned from the refreshed approach to asset management and the corporate landlord model. The ongoing asset disposal



programme will ensure repayment of the capitalisation directive and is intrinsically linked to the implementation of the corporate landlord model which will ensure that assets are used most effectively across localities. This will incorporate a review of the Town Halls and bring forward a range of recommendation around the use and management of assets across the whole estate. This will also be linked to the future capital investment proposals.

3.30 The Corporate savings will continue to focus on cross cutting initiatives, particularly the continuation of the enabling services review and the integration of the digital transformation opportunities into this workstream.

3.31 The allocation of the savings across these workstreams is linked to the quantum of each directorate budget and where the pressures have originated from. It is recognised that a significant element of the increase in funding will relate to the Social Care specific grants for Adult Social Care and the precept element of the potential Council Tax increase. This reflects the inflationary and demographic pressures in these areas and will be reflected within the savings proposals.

#### **Allocation of Budget Envelopes/ Budget Savings Targets**

3.32 The proposed indicative budget envelopes for each area take into account the assumed increase in funding relating to the social care grant (split between Adults and Children's), the council tax precept for Adults and the additional specific grants for Adult Social Care.

**TABLE 6: INDICATIVE SAVINGS BY DIRECTORATE**

<b>Directorate</b>	<b>Budget 23/24 £m</b>	<b>Growth 24/25 £m</b>	<b>Savings 24/25 £m</b>	<b>Budget 24/25 £m</b>
Adult Care & Health	130.58	10.60	-5.00	136.18
Children, Families & Education	86.40	5.97	-4.30	88.07
Neighbourhood Services	37.36	2.04	-2.50	36.90
Regeneration & Place	13.73	1.86	-1.90	13.69
Corporate Services	31.44	0.20	-1.20	30.44
<b>Directorate Total</b>	<b>299.51</b>	<b>20.67</b>	<b>-14.90</b>	<b>305.28</b>
Levies	41.14	2.00	0.00	43.14
Strategic Holding Account and Corporate Items	27.95	14.53	0.00	42.48
<b>Grand Total</b>	<b>368.60</b>	<b>37.20</b>	<b>-14.90</b>	<b>390.90</b>

3.33 The actual savings in development are linked to the proposed transformation activities. A number of these are cross cutting in nature and will not relate to just one specific directorate. The overall package of savings options being developed will incorporate both transformation proposals and service specific actions to reduce expenditure. It is proposed that Policy & Service Committees undertake budget workshops through October to review these proposals and actions and feedback the outcomes of the workshops to this committee.

#### **4.0 FINANCIAL IMPLICATIONS**

- 4.1 This budget report that provides information on the forecast outturn for the Council for 2023/24 and future years. The Council has robust methods for reporting and forecasting budgets in place and alongside formal Quarterly reporting to Policy & Resources Committee, the financial position is routinely reported at Directorate Management Team meetings and corporately at the Strategic Leadership Team (SLT). In the event of any early warning highlighting pressures and potential overspends, the SLT take collective responsibility to identify solutions to resolve these to ensure a balanced budget can be reported at the end of the year and for future years.

#### **5.0 LEGAL IMPLICATIONS**

- 5.1 The Council must set the budget in accordance with the provisions of the Local Government Finance Act 1992 and approval of a balanced budget each year is a statutory responsibility of the Council. Sections 25 to 29 of the Local Government Act 2003 impose duties on the Council in relation to how it sets and monitors its budget. These provisions require the Council to make prudent allowance for the risk and uncertainties in its budget and regularly monitor its finances during the year. The legislation leaves discretion to the Council about the allowances to be made and action to be taken.
- 5.2 The provisions of section 25, Local Government Act 2003 require that, when the Council is making the calculation of its budget requirement, it must have regard to the report of the chief finance (s.151) officer as to the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves.
- 5.3 It is essential, as a matter of prudence that the financial position continues to be closely monitored. In particular, Members must satisfy themselves that sufficient mechanisms are in place to ensure both that savings are delivered and that new expenditure is contained within the available resources. Accordingly, any proposals put forward must identify the realistic measures and mechanisms to produce those savings.

#### **6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS**

- 6.1 At this time, there are no additional resource implications as these have already been identified for the proposals agreed and submitted. However, where the budget is unbalanced and further proposals are required, then there will be resource implications, and these will be addressed within the relevant business cases presented to the Committee.

## **7.0 RELEVANT RISKS**

- 7.1 The Council's ability to maintain a balanced budget for 2023/24 is dependent on a stable financial position. That said, the delivery of the budget is subject to ongoing variables both positive and adverse which imply a level of challenge in achieving this outcome.
- 7.2 In any budget year, there is a risk that operation will not be constrained within relevant budget limits. Under specific circumstances the Section 151 Officer may issue a Section 114 notice but that position has not been reached at the present time.

## **8.0 ENGAGEMENT/CONSULTATION**

- 8.1 Consultation has been carried out with the Senior Leadership Team (SLT) in arriving at the governance process for the 2023/24 budget monitoring process and budget setting process. This report will also be shared and reviewed by the Independent Panel.
- 8.2 Since the budget was agreed at Full Council on 27 February, some proposals may have been the subject of further consultation with Members, Customer and Residents. The details of these are included within the individual business cases or are the subject of separate reports to the Committee.

## **9.0 EQUALITY IMPLICATIONS**

- 9.1 Wirral Council has a legal requirement to make sure its policies, and the way it carries out its work, do not discriminate against anyone. An Equality Impact Assessment is a tool to help council services identify steps they can take to ensure equality for anyone who might be affected by a particular policy, decision or activity.
- 9.2 At this time, there are no further equality implications as these have already been identified for the proposals agreed and submitted. However, where the budget is unbalanced and further proposals are required, then there may be equality implications associated with these, and these will be addressed within the relevant business cases presented to the Committee.

## **10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS**

- 10.1 This report has no direct environmental implications; however due regard is given as appropriate in respect of procurement and expenditure decision-making processes that contribute to the outturn position.

## **11.0 COMMUNITY WEALTH IMPLICATIONS**

- 11.1 In year activity will have incorporated community wealth implications. Consideration would have taken account of related matters across headings such as the following:

- **Progressive Procurement and Social Value**  
How we commission and procure goods and services. Encouraging contractors to deliver more benefits for the local area, such as good jobs, apprenticeship, training & skills opportunities, real living wage, minimising their environmental impact, and greater wellbeing.
- **More local & community ownership of the economy**  
Supporting more cooperatives and community businesses.  
Enabling greater opportunities for local businesses.  
Building on the experience of partnership working with voluntary, community and faith groups during the pandemic to further develop this sector.
- **Decent and Fair Employment**  
Paying all employees a fair and reasonable wage.
- **Making wealth work for local places**

**REPORT AUTHOR:** **Mark Goulding**  
(Senior Finance Manager)  
email: markgoulding@wirral.gov.uk

**APPENDICES**  
None

**TERMS OF REFERENCE**  
This matter is being considered by the Policy and Resources Committee in accordance with section 1.2(b) provide a co-ordinating role across all other service committees and retain a 'whole council' view of [budget monitoring].

**BACKGROUND PAPERS**  
Policy & Resources Committee Report 14 Jun 23: 2023/24 Budget and Budget Monitoring Processes Report.

**SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
<b>Policy and Resources Committee</b>	<b>14 June 2023</b>
<b>Council</b>	<b>27 February 2023</b>
<b>Policy and Resources Committee</b>	<b>15 February 2023</b>
<b>Policy and Resources Committee</b>	<b>17 January 2022</b>

## POLICY AND RESOURCES COMMITTEE

Wednesday, 4 October 2023

<b>REPORT TITLE:</b>	<b>WORK PROGRAMME UPDATE</b>
<b>REPORT OF:</b>	<b>CHAIR OF POLICY AND RESOURCES COMMITTEE</b>

### REPORT SUMMARY

The Policy and Resources Committee, in co-operation with the other Policy and Service Committees, is responsible for proposing and delivering an annual committee work programme. This work programme should align with the corporate priorities of the Council, in particular the delivery of the key decisions which are within the remit of the Committee.

It is envisaged that the work programme will be formed from a combination of key decisions, standing items and requested officer reports. This report provides the Committee with an opportunity to plan and regularly review its work across the municipal year. The work programme for the Policy and Resources Committee is attached as Appendix 1 to this report.

### RECOMMENDATION/S

The Policy & Resources Committee is recommended to comment on and note the proposed Policy and Resources Committee work programme for the 2023/24 municipal year.

## **SUPPORTING INFORMATION**

### **1.0 REASON/S FOR RECOMMENDATION/S**

- 1.1 To ensure Members of the Policy and Resources committee have the opportunity to contribute to the delivery of the annual work programme.

### **2.0 OTHER OPTIONS CONSIDERED**

- 2.1 Various formats for the workplan were explored. The current format is open to amendment to match the requirements of the committee.

### **3.0 BACKGROUND INFORMATION**

- 3.1 The work programme should align with the priorities of the Council and its partners. The programme will be informed by:

- (i) The Council Plan
- (ii) The Council's transformation programme
- (iii) The Council's Forward Plan
- (iv) Service performance information
- (v) Risk management information
- (vi) Public or service user feedback
- (vii) Referrals from Council

#### **Terms of Reference**

The Policy and Resources Committee has two main areas of responsibility, which is to provide strategic direction to the operation of the Council, including making decisions on policies and co-ordinating spend not reserved to full Council, and to maintain a strategic overview of outcomes, performance, risk management and budgets.

The Committee is charged by full Council to:

- (a) formulate, co-ordinate and implement corporate policies and strategies and the medium-term financial plan (budget), which includes responsibility for any decision:
  - (i) that relates to such matters to the extent that they are not reserved to full Council;
  - (ii) on any cross-cutting policies that impact on other committee areas;
  - (iii) on policy matters not otherwise allocated to any other committee; and
  - (iv) to determine any dispute or difference between committees;
- (b) provide a co-ordinating role across all other service committees and retain a 'whole-council' view of performance, budget monitoring and risk management, which includes responsibility for a decision:
  - (i) that has a major impact on a number of Council services or on the Council as a whole;

- (ii) on any virement between Budget funds (revenue) requested by a Committee or officer in excess of **£500,000**;
  - (iii) on any virement between Budget funds (capital) or any amendment to the Capital Programme requested by a Committee or officer in excess of **£500,000**;
  - (iv) regarding land and property including major acquisition and disposals, which includes reserved decision making concerning any purchase, sale or transfer of a value in excess of, or likely to exceed, **£500,000**; unless the Committee has delegated this function in relation to a specified area or business plan as the Committee may determine.
  - (v) regarding companies or limited liability partnerships including acquisition and disposals; and
  - (vi) which is deemed significant in terms of impact on the Council's revenue or capital (to be determined by the Head of Paid Service and/or Section 151 Officer in consultation with the Leader);
- (c) without limiting the generality of responsibility for cross-cutting policies (at (a) above), lead on behalf of the Council:
- (i) in matters concerning relationships with HM Government, the Liverpool City Region Combined Authority and other major public and non-public bodies;
- (d) appoint Council representatives as required;
- (e) nominate councillors and other persons to outside bodies; and
- (f) undertake responsibility for developing and monitoring the enabling corporate services, including, finance and investment, project support and risk management, strategic procurement and commercial strategies, ICT, property and asset management, human resources and organisational development, law and governance, communications and public affairs, emergency planning and business continuity.

3.2 The Constitution sets out that the agenda of any Committee or Sub-Committee shall only include those items of business that require a decision, relate to budget or performance monitoring or which are necessary to discharge their overview and scrutiny function. Matters not relating to these functions may be dealt with via task and finish groups, workshops and briefing notes at the request of the Committee.

#### **4.0 FINANCIAL IMPLICATIONS**

4.1 This report is for information and planning purposes only, therefore there are no direct financial implication arising. However, there may be financial implications arising as a result of work programme items.

#### **5.0 LEGAL IMPLICATIONS**

5.1 There are no direct legal implications arising from this report. However, there may be legal implications arising as a result of work programme items.

## 6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS

6.1 There are no direct implications to staffing, ICT or Assets.

## 7.0 RELEVANT RISKS

7.1 The Committee's ability to undertake its responsibility to provide strategic direction to the operation of the Council, make decisions on policies, co-ordinate spend, and maintain a strategic overview of outcomes, performance, risk management and budgets may be compromised if it does not have the opportunity to plan and regularly review its work across the municipal year.

## 8.0 ENGAGEMENT/CONSULTATION

8.1 Not applicable

## 9.0 EQUALITY IMPLICATIONS

9.1 Wirral Council has a legal requirement to make sure its policies, and the way it carries out its work, do not discriminate against anyone. An Equality Impact Assessment is a tool to help council services identify steps they can take to ensure equality for anyone who might be affected by a particular policy, decision, or activity.

This report is for information to Members and there are no direct equality implications.

## 10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

10.1 This report is for information to Members and there are no direct environment and climate implications.

## 11.0 COMMUNITY WEALTH BUILDING

11.1 This report is for information to Members and has no direct community wealth implications.

**REPORT AUTHOR:** Steve Fox, Head of Democratic and Member Services  
telephone: 0151 691 8145  
email: [stevefox@wirral.gov.uk](mailto:stevefox@wirral.gov.uk)

## APPENDICES

Appendix 1: Policy and Resources Committee Work Plan



**BACKGROUND PAPERS**

The Council Plan  
The Council's Transformation Programme  
The Council's Forward Plan

Subject History (last three years)

<b>Council Meeting</b>	<b>Date</b>
Each Policy & Resources Committee meeting	

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# POLICY AND RESOURCES COMMITTEE

## WORK PROGRAMME 2023/24

### DECISIONS TO BE TAKEN BETWEEN NOVEMBER 2023 AND FEBRUARY 2024

Item	Brief Description	Committee Meeting	Lead Departmental Officer
<b>8<sup>th</sup> NOVEMBER</b>			
Sale of Land at Arrowe Park Road, Upton		8 November 2023	Director of Regeneration and Place
Pay Policy Statement 2024/25	Review of policies set out in the Council's 23/24 Pay Policy Statement as part of work to agree 24/25 Pay Policy Statement'	8 November 8 2023	Director of Resources
Future Regenerations Partnerships for Wirral		8 November 2023	Director of Regeneration and Place
Woodchurch Leisure Centre Community Asset Transfer		8 November 2023	Director of Finance
2023-24 Budget Monitoring Q2	This report sets out the financial monitoring information for the Council as at Quarter 2 (30 September) of 2023/24.	8 November 2023	Director of Finance
2023-24 Capital Monitoring Q2	This report provides a summary of the Capital Programme position for the 2023/24 financial year as at the end of June 2023.	8 November 2023	Director of Finance
External Audit Report Action Progress <b>Non-key</b>	To report progress on the implementation of the Auditors recommendations	8 November 2023	Director of Finance
Introduction of ERP System <b>Non-key</b>		8 November 2023	Director of Finance
Active Travel Funding – Tranche 3 and 4 (Referral from ERH)		8 November 2023	Director of Regeneration and Place

<b>21<sup>st</sup> NOVEMBER</b>			
Refreshed Wirral Plan		21 November 2023	Director of Law and Governance
Medium Term Financial Strategy		21 November 2023	Director of Finance
Strategic Change Programme		21 November 2023	Director of Law and Governance
Digital Transformation Partner		21 November 2023	Director of Finance
<b>20<sup>th</sup> DECEMBER</b>			

#### **ADDITIONAL AGENDA ITEMS – WAITING TO BE SCHEDULED**

<b>Item</b>	<b>Brief Description</b>	<b>Date Requested</b>	<b>Approx. timescale</b>	<b>Lead Officer</b>

#### **STANDING ITEMS AND MONITORING REPORTS**

<b>Item</b>	<b>Reporting Frequency</b>	<b>Lead Officer</b>
Performance Monitoring	As required	Director of Finance
Financial Monitoring	Quarterly	Director of Finance
Work Programme Update	Every Meeting	Director of Law and Governance

#### **WORK PROGRAMME ACTIVITIES OUTSIDE COMMITTEE**

<b>Item</b>	<b>Format</b>	<b>Requested</b>	<b>Timescale</b>	<b>Lead Officer</b>
<b>Working Groups/ Sub Committees</b>				
<b>Task and Finish work</b>				
<b>Spotlight sessions / workshops</b>				
Council's Risk Appetite	Workshop	12 July 2023	1 <sup>st</sup>	Director of

(including Climate Emergency)			November 2023	Finance
Governance of Council Companies	Workshop	12 July 2023	October	Director of Finance/ Director of Law and Governance
Response from Link to the Motion from Council on Banking Hubs	All Member Workshop	31 August 2023	2 <sup>nd</sup> October 2023	Director of Finance/ Director of Law and Governance
<b>Briefing Notes</b>				
Valuation of Assets when transferred to and from the Wirral Growth Company		12 July 2023	October	Director of Finance
Additional Capital Requirements for Litter Bins		12 July 2023	October	Director of Finance, Director of N'Hood Services
Performance Management Policy Update		15 February 2023	October	Director of Resources

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## POLICY AND RESOURCES COMMITTEE

4 OCTOBER 2023

REPORT TITLE:	BIRKENHEAD COMMERCIAL DISTRICT AND CHESHIRE LINES
REPORT OF:	DIRECTOR OF REGENERATION AND PLACE

### REPORT SUMMARY

The Birkenhead Commercial District (“BCD”) programme has reached a major milestone in that the phase 1 - CAT A (construction of the building shell) capital programme has completed, and the Council has accepted handover of the two new office buildings in central Birkenhead on 1<sup>st</sup> September 2023. The programme requires working at pace to ensure a transition from the premises which the Council currently occupies at Cheshire Lines Building over to the new buildings. The Council will be taking occupation of what is known as Building A (Mallory building) with Building A (Irvine building) being marketed for letting. This report provides recommendations to enable delivery of the phase 2 - CAT B works (internal fit out) and exiting of the Council current main office at Cheshire Lines Building. The report also sets out options for the future location of the Records and Archives Service and the data centre.

The creation of the BCD will support the Council in delivering in line with all Wirral Plan themes:

- Safe & Pleasant Communities
- Brighter Futures
- Active and Healthy Lives
- Sustainable Environment
- Inclusive Economy

This matter affects Birkenhead and Tranmere Ward. This matter is a Key Decision.

### EXEMPT INFORMATION

Appendix 1 contains exempt information as defined in Schedule 12A of the Local Government Act 1972. It is in the public interest to exclude the press and public under Paragraph 3 'Information relating to the financial or business affairs of any particular person (including the authority holding the information).'

### RECOMMENDATIONS

The Policy and Resources Committee is recommended to:

- (1) Note that the projected maximum capital costs for the full programme of works in relation to the Birkenhead Commercial District and for the potential relocation of the Archives, Records Management, and other services within the Cheshire Lines building as summarised In Table 1 within the exempt Appendix 1 to this report.
- (2) Authorise the Director of Regeneration and Place to awarding and agree a Joint Contracts Tribunal (JCT) contract and execution of:
  - a. Associated CAT B (fit out) capital works for building A1 and A2 within Birkenhead Commercial District with Overbury PLC at an indicative value as set out in Table 1 to the exempt Appendix 1 of this report with a works period of on or about 16 weeks commencing on or about 4<sup>th</sup> November 2023;
  - b. Delivery of any further necessary IT Infrastructure or other works within the same contract subject to any required approvals under the Council's Contract Procedure Rules;
- 3) Authorise the Director of Regeneration and Place in consultation with Director of Finance and Director of Law and Governance to:
  - a. Negotiate and enter a lease of the basement space at Cheshire Lines building for the Archive & Record Management Service and Council Data Centre with the parameters set out at paragraph 3.2 of the exempt Appendix 1 to this report;
  - b. In the event that the lease of the basement space at Cheshire Lines building does not progress, approve immediate implementation of a secondary serviced option to decant the Archives and records service to a verified external storage company;
- 4) Authorise the Director of Regeneration and Place to negotiate and enter into subleases for space at the Birkenhead Commercial District sites.



## SUPPORTING INFORMATION

### 1.0 REASON/S FOR RECOMMENDATION/S

- 1.1 The recommendations allow the Council to proceed with the programme of works within the required timescales to ensure the programme remains on track and the major risk of delay is mitigated.
- 1.2 Given timing sensitivities in relation to the Archives and Records Management service options, Committee is asked to authorise the Director of Regeneration and Place to pursue both options (a) & (b) to progress with the programme to enable negotiation to remain in the Cheshire Building.

### 2.0 OTHER OPTIONS CONSIDERED

- 2.1 There are no reasonable alternatives to the enter into the JCT fit out contract. The alternative to delegating authority to the Director of Regeneration and Place to enter into sub leases would for authority to be sought from members. This would cause considerable delays in the process which could harm the ability of the Council to quickly let the vacant space.
- 2.2 Other alternative options are set out in the exempt Appendix 1 to the report.

### 3.0 BACKGROUND INFORMATION

#### JCT Contract

- 3.1 A competitive procurement exercise was undertaken via the PAGABO framework for the phase 2 fit out works for which Overbury PLC were the preferred provider under a pre-construction services agreement. Fit out works include internal walls and partitions, fit out of all floor areas to be occupied, including creating of meeting rooms, up to 1,000 workstations, storage and welfare facilities, acoustic management, internal plumbing and electrical installation, installation of all ICT network including a CCTV provision, flooring, heating and air conditioning and fire-fighting systems. Phase 2 also includes the completion of design work to RIBA stage 4 and a maximum price for the agreed specification of works.

#### Archives and Records Management

- 3.2 The Archives service is accredited by the National Archive Service. The Council has a statutory requirement in relation to records management and retention set out in the Council's Record Retention Policy. The service is currently located in the Cheshire Lines Building and has storage in other Council buildings: Wallasey Town Hall Basement; Birkenhead Town Hall; and Kelvin Court in Wallasey.
- 3.3 A service review is currently underway with these two service areas and the Council's Museums service in scope. In doing this review, the Council will work with partners including the National Archive Service, National Museums Liverpool, and service users. It is important that the future requirements of the services drive any future asset considerations.
- 3.4 The Council has two options to support continuity of the Archives and Records Management Service, these include;

- a) The Council is in negotiations with the landlord (Merseyside Estates) of Cheshire Lines Building to take a lease of the existing space within the basement space allocated to the archives and records service.
- b) The Council has identified an alternative option as set out in paragraph 3.3 of the exempt appendix 1 to this report.

3.5 Both options would enable the Council to undertake a comprehensive record and archives service review that meets longer term ambitions of the Council.

#### Commercials & Marketing

3.6 CBRE were appointed as commercial letting agents in March 2023 for the vacant space in both buildings including the ground floor retail/leisure space. CBRE have been undertaking soft marketing since their appointment and assisting Council officers with the preparation of branding and marketing material to promote the offices and retail space in a national context. The Council recently took occupation of the building from Morgan Sindall on 4<sup>th</sup> September 2023. The formal launch of marketing is scheduled late September 2023 with a formal handover event involving the Council Leader & Mayor.

3.7 CBRE have undertaken a market analysis and advised that the buildings are excellent quality, compared with the floor plate offer in the northwest Grade A office currently has very little competition in the market place.

3.8 Further background information is set out in the exempt Appendix 1 to the report.

### **4.0 FINANCIAL IMPLICATIONS**

4.1 See section 4 of the exempt Appendix 1 to this report.

### **5.0 LEGAL IMPLICATIONS**

5.1 The lease with Canada Life of the 2 offices is not transferable albeit the Council has scope to sub-let space within the 2 offices. All the commitments that are undertaken in the lease by the Council will remain the responsibility of the Council.

5.2 One particular matter to note is the obligation to repair, rebuild and replace the building in the event of damage or destruction. Even if a disrepair is not the fault of the Council, the Council must still put it right at its own cost.

5.3 At the end of the lease term, the Council will have the ability to own the freehold of the 2 office buildings again for no cost and will no longer be liable to pay any rent.

5.4 The Council's lease of Cheshire Lines ceases at the end of 7th April 2024 this being the last day of a 20-year lease unless it chooses to hold over on the lease. The landlord has been notified of the Council's intention to vacate the premises and not seek a new lease save in respect of a smaller demise in respect of the archives and data centre.

5.5 There is an obligation to pay the landlord of Cheshire Lines a sum of compensation in respect to dilapidations. This is an obligation under the terms of the lease. This is currently being negotiated under the Director of Regeneration and Place. The cost of this is built into the cost plan at table 2 as set out in the exempt Appendix 1.

## **6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS**

6.1 The programme is led and managed by existing staff from within the Council's Regeneration and Place Directorate and Neighbourhoods Services Directorate, supported by the Programme Management Office.

6.2 The Council has established working groups to support the Birkenhead Commercial District Programme delivery including a range of external stakeholders to ensure that any project dependencies or resourcing issues are addressed at the earliest opportunity. Various project teams are also set up to support the delivery of the projects in the Programme lifecycle and there is commonality across the teams in terms of key Council staff coordinating this combined package of works.

6.3 The Council has a resource plan in place to support delivery of the programme.

## **7.0 RELEVANT RISKS**

7.1 A full programme risk register is maintained to support this programme and is the responsibility of the Programme Manager to regularly review and update new and existing risks. Exceptions reports will be produced to the Senior Responsible Officer if there is any immediate risk to the for the programme. Summary of the key risks are highlighted below.

7.2 Not agreeing the capital budget allocation - will result in the Council not being able to deliver the capital scheme, which will have the following implications; the fit out of Mallory Building cannot be completed; staff, furniture and IT equipment will need to remain in Cheshire Lines Building; Birkenhead Regen framework impact; the Council's ability to commercially let out floorspace in order to yield rental income to offset costs; reputational risk; risk to the Councils new ways of working and hybrid working policy.

7.3 Service continuity – the Council's HR team are supporting services with continuity planning to minimise the risk to organisational continuity with the support of the Audit and Risk Team.

7.5 Significant amounts of Procurement activity prior to occupation. This is being managed with the Programme Team and Procurement Team with reviews being held on a weekly basis.

7.6 Rent will be payable whether premises can be occupied or not. The only mitigation for rent will be if the Council chooses to sublet parts of the building to generate a rental income. However, if the sub-tenant fails to pay its rent for any reason the Council will still be liable for the full rent to the landlord of the building.

7.7 Further risks are set out in the exempt Appendix 1 to this report.

## **8.0 ENGAGEMENT/CONSULTATION**

- 8.1 A full engagement plan has been developed to support this programme.
- 8.2 Early engagement with services, the workforce, staff groups and trade union colleagues regarding the design has resulted in workspaces being inclusive and flexible so it meets the needs for effective service delivery and our workforce.

## **9.0 EQUALITY IMPLICATIONS**

- 9.1 The Council has a legal requirement to make sure its policies, and the way it carries out its work, do not discriminate against anyone. An Equality Impact Assessment is a tool to help council services identify steps they can take to ensure equality for anyone who might be affected by a particular policy, decision, or activity.
- 9.2 An EIA was completed in 2018 of which the Council is in the process of updating this document in advance of taking occupation of the site.  
<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments>
- 9.3 Within the CAT B fit out, the EIA has been reviewed and updated.

## **10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS**

- 10.1 The content and recommendations contained within this report are expected to support with climate considerations, such as reusing existing furniture where appropriate within the Council's Social Value strategy.
- 10.2 The new building is built to BREAAAM (Building Research Establishment Environmental Assessment Method) Excellent standards.
- 10.3 CAT B contractor Overbury to utilise a Carbon Calculator (CarboniCa) on site, which analyses the materials and products that go into the project to produce an accurate picture of the carbon impact of the whole fit out. This will support in Wirral Net Zero by 2030 target.
- 10.4 Overbury will complete a Waste Minimisation Plan with their subcontractors to support with the environmental impacts throughout the fit-out programme of works.
- 10.5 The Council is aligning internal practices to the Council's sustainable travel strategies and plans supporting the Council's reduction to net zero carbon emissions and climate emergency declaration.
- 10.6 The Council is re-using existing furniture in line with the Council's furniture disposal policy supporting sustainability.

## **11.0 COMMUNITY WEALTH IMPLICATIONS**

- 11.1 The Council wants to attract employers to lease space within vacant areas and job creation is anticipated as an output.

- 11.2 Relocating staff to an area close to the Grange and the Pyramids shopping centre will result in staff making better use of the retail offer within the shopping centre.
- 11.3 The Council has worked with its supply chain contractors to ensure they provide social value back to local people.
- 11.4 The new office space will provide a better-quality work environment for staff to enable development and improve welfare within the workplace.

**REPORT AUTHOR: Marcus Shaw MRICS**  
 Assistant Director of Asset Management & Investment  
 telephone: 07876446422  
 email: marcusshaw@wirral.gov.uk

**APPENDICES**

Appendix 1 – Birkenhead Commercial District and Cheshire Lines- Confidential additional information

Appendix 1 contains exempt information as defined in Schedule 12A of the Local Government Act 1972. It is in the public interest to exclude the press and public under Paragraph 3 'Information relating to the financial or business affairs of any particular person (including the authority holding the information).

**BACKGROUND PAPERS**

- People Strategy;
- Assets strategy;
- Birkenhead strategy 2040;
- Full business case;
- Engagement plan;
- Resource plan;
- Programme risk register;
- CBRE Marking analysis;
- Records management retention Policy;
- Marketing brochure
- Furniture Retention and Disposal Policy

**TERMS OF REFERENCE**

To provide strategic direction to the operation of the Council, including making decisions on policies and co-ordinating spend not reserved to full Council.

**SUBJECT HISTORY (last 3 years)**

Council Meeting	Date
<b>BIRKENHEAD COMMERCIAL DISTRICT CABINET</b> <a href="http://democracy.wirral.gov.uk/documents/s50054366/Birkenhead%20Commercial%20District%20Report.pdf">http://democracy.wirral.gov.uk/documents/s50054366/Birkenhead%20Commercial%20District%20Report.pdf</a>	<b>26/11/2018</b>

<p><b>WIRRAL GROWTH COMPANY CABINET</b>  Agreement of First WGC Partnership Business Plan including the BCD scheme  <a href="https://democracy.wirral.gov.uk/ieListDocuments.aspx?CId=121&amp;MIId=7943&amp;Ver=4">https://democracy.wirral.gov.uk/ieListDocuments.aspx?CId=121&amp;MIId=7943&amp;Ver=4</a></p>	<p><b>24/02/2020</b></p>
<p><b>LEASE FOR NEW OFFICES IN BIRKENHEAD COMMERCIAL DISTRICT CABINET</b>  <a href="https://democracy.wirral.gov.uk/documents/s50068873/Birkenhead%20BCD%20Lease%20Report%20finalmn.pdf">https://democracy.wirral.gov.uk/documents/s50068873/Birkenhead%20BCD%20Lease%20Report%20finalmn.pdf</a></p>	<p><b>27/07/2020</b></p>
<p><b>Capital Programme Including monies approved for BCD Office Fit Out 2021/22</b>  <a href="https://democracy.wirral.gov.uk/documents/g8445/Public%20reports%20pack%2017th-Feb-2021%2018.00%20Policy%20and%20Resources%20Committee.pdf?T=10">https://democracy.wirral.gov.uk/documents/g8445/Public%20reports%20pack%2017th-Feb-2021%2018.00%20Policy%20and%20Resources%20Committee.pdf?T=10</a></p>	<p><b>17/02/2021</b></p>
<p><b>CAPITAL MONITORING QUARTER 1 2023/24 P&amp;R COMMITTEE</b>  Increase to BCD Office Fit Out budget  <a href="https://democracy.wirral.gov.uk/documents/g10191/Public%20reports%20pack%2012th-Jul-2023%2018.00%20Policy%20and%20Resources%20Committee.pdf?T=10">https://democracy.wirral.gov.uk/documents/g10191/Public%20reports%20pack%2012th-Jul-2023%2018.00%20Policy%20and%20Resources%20Committee.pdf?T=10</a></p>	<p><b>12/07/2023</b></p>

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

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## Policy and Resources Committee – Terms of Reference

The Policy and Resources Committee has two main areas of responsibility, which is to provide strategic direction to the operation of the Council, including making decisions on policies and co-ordinating spend not reserved to full Council, and to maintain a strategic overview of outcomes, performance, risk management and budgets.

The Committee is charged by full Council to:-

- (a) formulate, co-ordinate and implement corporate policies and strategies and the medium term financial plan (budget), which includes responsibility for any decision:
  - (i) that relates to such matters to the extent that they are not reserved to full Council;
  - (ii) on any cross-cutting policies that impact on other committee areas;
  - (iii) on policy matters not otherwise allocated to any other committee; and
  - (iv) to determine any dispute or difference between committees;
- (b) provide a co-ordinating role across all other service committees and retain a 'whole-council' view of performance, budget monitoring and risk management, which includes responsibility for a decision:
  - (i) that has a major impact on a number of Council services or on the Council as a whole;
  - (ii) on any virement between Budget funds (revenue) requested by a Committee or officer in excess of **£500,000**;
  - (iii) on any virement between Budget funds (capital) or any amendment to the Capital Programme requested by a Committee or officer in excess of £500,000
  - (iv) regarding land and property including major acquisition and disposals, which includes reserved decision making concerning any purchase, sale or transfer of a value in excess of, or likely to exceed, **£500,000**, unless the Committee has delegated this function in relation to a specified area or business plan as the Committee may determine
  - (v) regarding companies or limited liability partnerships including acquisition and disposals; and
  - (vi) which is deemed significant in terms of impact on the Council's revenue or capital (to be determined by the Head of Paid Service and/or Section 151 Officer in consultation with the Leader);
- (c) without limiting the generality of responsibility for cross-cutting policies (at (a) above), lead on behalf of the Council:
  - (i) in matters concerning relationships with HM Government, the Liverpool City Region Combined Authority and other major public and non-public bodies;
- (d) appoint Council representatives as required;
- (e) nominate councillors and other persons to outside bodies; and

- (f) undertake responsibility for developing and monitoring the enabling corporate services, including, finance and investment, project support and risk management, strategic procurement and commercial strategies, ICT, property and asset management, human resources and organisational development, law and governance, communications and public affairs, emergency planning and business continuity.