



Cabinet

Date:	Wednesday, 10 December 2008
Time:	6.15 pm
Venue:	Committee Room 1 - Wallasey Town Hall

Contact Officer: Andrea Grant
Tel: 0151 691 8559
e-mail: andreagrants@wirral.gov.uk
Website: <http://www.wirral.gov.uk>

AGENDA

1. MINUTES

The minutes of the last meeting have been printed and published. Any matters called in will be reported at the meeting.

RECOMMENDATION: That the minutes be approved and adopted.

2. DECLARATIONS OF INTEREST

The members of the Cabinet are invited to consider whether they have a personal or prejudicial interest in connection with any of the items on this agenda and, if so, to declare it and state the nature of such interest.

FINANCE AND BEST VALUE

3. CORPORATE RISK REGISTER (Pages 1 - 16)

4. INFORMATION AND COMMUNICATION TECHNOLOGIES SECURITY POLICY (Pages 17 - 54)

5. PRINT MANAGEMENT SOFTWARE (Pages 55 - 58)

6. BALANCE SHEET MANAGEMENT- REVIEW OF BALANCES INCLUDING PROVISIONS AND RESERVES (Pages 59 - 68)

7. CHANGE PROGRAMME (Pages 69 - 90)

8. PROJECTED BUDGETS 2009-2011 (Pages 91 - 100)
9. CAPITAL PROGRAMME AND FINANCING (Pages 101 - 116)
10. PRE-BUDGET STATEMENT (Pages 117 - 120)
11. PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT (To Follow)
12. AUDIT COMMISSION - ETHICAL GOVERNANCE DIAGNOSTIC (Pages 121 - 150)

HOUSING AND COMMUNITY SAFETY

13. WIRRAL'S SUPPORTED AND SPECIAL NEEDS HOUSING STRATEGY 2008-2011 (Pages 151 - 210)
14. BOUNDARY WALL IMPROVEMENT SCHEME – NORMAN STREET (Pages 211 - 214)

REGENERATION AND PLANNING STRATEGY

15. LOCAL DEVELOPMENT FRAMEWORK FOR WIRRAL - ANNUAL MONITORING REPORT 2007/08 (Pages 215 - 306)
16. JOINT MERSEYSIDE WASTE DEVELOPMENT PLAN DOCUMENT - SPATIAL STRATEGY AND SITES REPORT - WIRRAL RESPONSE (Pages 307 - 342)
17. FINANCIAL RECOMMENDATIONS OF THE MERSEY WATERFRONT REGIONAL PARK BOARD (Pages 343 - 348)
18. WORKING WIRRAL - WORKING NEIGHBOURHOODS FUND (Pages 349 - 354)
19. ELLESMERE PORT WATERFRONT DEVELOPMENT BRIEF - WIRRAL COUNCIL RESPONSE. (Pages 355 - 360)

CHILDREN'S SERVICES AND LIFELONG LEARNING

20. REFERRALS FROM CHILDREN'S SERVICES AND LIFELONG LEARNING OVERVIEW AND SCRUTINY COMMITTEE (Pages 361 - 412)
21. SCHEME AND ESTIMATE REPORT - ELLERAY PARK SPECIAL SCHOOL - CLASSROOM EXTENSION AND INTERNAL ALTERATIONS (Pages 413 - 420)
22. ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS 2010-2011 (Pages 421 - 436)

- 23. ADMISSION ARRANGEMENTS FOR COMMUNITY SECONDARY SCHOOLS 2010-2011 (Pages 437 - 452)**

REGENERATION AND PLANNING STRATEGY, STREETSCENE AND TRANSPORT SERVICES AND FINANCE AND BEST VALUE

- 24. BUDGETARY ISSUES - 2008-2009 (Pages 453 - 464)**

SOCIAL CARE AND INCLUSION

- 25. PROGRESS TOWARDS THE TRANSFORMATION OF ADULT SOCIAL SERVICES- OUTSOURCING CARE SERVICES, FEE LEVELS FOR RESIDENTIAL AND NURSING HOMES AND A NEW CONTRACT FOR SUPPORTED LIVING SERVICES (Pages 465 - 476)**

- 26. PROGRESS TOWARDS THE TRANSFORMATION OF ADULT SOCIAL SERVICES - EARLY VOLUNTARY RETIREMENT AND VOLUNTARY SEVERANCE UPDATE (To Follow)**

ENVIRONMENT

- 27. MERSEYSIDE ENVIRONMENTAL ADVISORY SERVICE - CONTRACT RENEWAL (Pages 477 - 480)**

STREETSCENE AND TRANSPORT SERVICES

- 28. SPEED LIMIT AND TRAFFIC REGULATION ORDER REVIEW (Pages 481 - 488)**
- 29. 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.

FINANCE AND BEST VALUE

- 30. COUNCIL TAX DISCOUNTS (Pages 489 - 494)**
- 31. BUSINESS TRAVEL CONTRACT (Pages 495 - 500)**
- 32. SUPPLY, INSTALLATION AND MAINTENANCE OF PHOTOCOPIERS AND MULTI-FUNCTIONAL DEVICES (Pages 501 - 506)**

STREETSCENE AND TRANSPORT SERVICES

- 33. WIRRAL DOCKS BRIDGES - FUTURE MANAGEMENT AND MAINTENANCE STRATEGY (Pages 507 - 516)**

REGENERATION AND PLANNING STRATEGY

- 34. WEST KIRBY REGENERATION - THE SAIL PROJECT (Pages 517 - 588)**
- 35. NEPTUNE DEVELOPMENTS, NEW BRIGHTON (Pages 589 - 594)**
- 36. ANY OTHER BUSINESS**

To consider any other business that the Chair accepts as being urgent.

WIRRAL COUNCIL

CABINET - 10 DECEMBER 2008

REPORT OF THE DIRECTOR OF FINANCE

CORPORATE RISK REGISTER

1. EXECUTIVE SUMMARY

- 1.1 This report summarises the process used to develop the Corporate Risk Register and confirms the outcome of the recent review undertaken by Chief Officers. A draft of the revised Register is appended and Cabinet is invited to consider and comment upon its contents.

2. BACKGROUND

- 2.1 The Corporate Risk Register contains those issues that have the greatest potential to prevent or frustrate the achievement of the Strategic Objectives and Priorities for Improvement as set out in the Corporate Plan.
- 2.2 The risks are reflected in Departmental Service Plans and the allocation of resources to ensure that they are closely aligned with the Corporate Planning process. Success in managing these risks is therefore a key factor in overall performance. Wirral aspires to be an excellent Council and the risks included reflect those issues that could impact on the achievement of this aim. Implementation of the control actions identified will help to ensure that priorities are addressed.
- 2.3 It is common practice for such registers to contain both longer-term risks, which are often expressed quite broadly, as well as a number of more narrowly defined issues which represent the critical risks at present or in the near future.
- 2.4 The Risk Management Strategy approved by Cabinet on 23 July 2008 defines the following roles in relation to the Corporate Risk Register in order that it is a 'live' document kept under regular review.
- Chief Officers identify and analyse the key corporate risks.
 - Cabinet scrutinise the risks put forward by Chief Officers.
 - Corporate Improvement Group assists with the maintenance of the Register including reviewing and updating the register every quarter.

3. THE EXISTING REGISTER

- 3.1. The Corporate Risk Register comprises three elements;-
- A group of broad medium term risks identified by Chief Officers and reported to Cabinet on 16 August 2007. These are a combination of both individual risks, which would have a significant corporate impact if they materialised, and risks which individually are of limited importance but which pose a threat to a number of departments and which in aggregate present a significant corporate threat.
 - A further set of risks identified by the Corporate Improvement Group through examination of Departmental Service Plans for 2008/09. These

and the risks identified above were agreed by Cabinet on 13 March 2008.

- A number of 'short term' risks added by the Corporate Improvement Group during 2008/09 following evaluation of issues escalated upwards by individual departments reflecting the 'live' nature of the Register.

4. REVIEW PROCESS

4.1. The Risk Management Strategy states that the Corporate Risk Register will be regularly reviewed by the Corporate Improvement Group. Reviews were conducted at the end of each quarter with changes reported to Cabinet as part of the Financial and Performance Monitoring Summary report.

4.2. The Strategy also states that Chief Officers will undertake an annual review of the Register to ensure that its content continues to reflect the key risks to delivery of the Corporate Plan. This followed Cabinet agreement of the Strategic Objectives and the Priorities for Improvement for 2009/10 on 25 September 2008 and was undertaken by Chief Officers on 13 November 2008. In carrying out the review the following points were considered:-

- What major changes have occurred since 2007 or can be anticipated for 2009/10?
- What significant implications do those changes pose for the delivery of the Strategic Objectives and Priorities for Improvement?
- If the current register does not adequately reflect all significant risks, do any existing risks need to be re-phrased or new ones added?
- Should any of the existing risks be removed, because they no longer pose as great a corporate threat as they have previously?
- What changes to the risk scores can be agreed, given the action being taken to address them and/or internal or external changes that have occurred?

4.3. A draft revised Register is appended with the following significant changes suggested to the existing risks;-

- Risk 18. The net score for 'Failure to deliver the Local Pay Review' has been reduced from 10 to 8 to reflect Phase 1 of the Review having been successfully executed.
- Risk 21 'Susceptibility of IT provision to disruption' was removed as it was considered to be addressed within risk 1 'Key Council services are not resilient to disruption and business continuity arrangements are inadequate'
- Risks 22, 23 and 24 were evaluated as having net risk scores of 15 and are higher than all the other existing risks. In part this reflects their recent addition to the Register and the limited information available about how they are being addressed. The scores will be reviewed as information becomes available and, in the short term, efforts will be focused on controlling these risks.

- 4.4. The following issues are put forward as possible additions to the Register and have to be fully analysed:-
- Failure to address community cohesion, development and engagement
 - Failure to address health inequalities.
 - Failure to effectively plan for and manage the impact of climate (environmental) change.
 - Failure to manage Council assets effectively.
 - Serious failure in information governance.
 - Failure to smoothly transfer 16/18 responsibilities from the Learning and Skills Council to Wirral Council from September 2010.
- 4.5. The draft Register represents the views of Chief Officers, and Cabinet views are requested on whether, having regard to the points in paragraph 4.2, the risks identified are those that reflect the key challenges faced by the Council in delivering its Strategic Objectives and Priorities for Improvement in the coming financial year.
- 4.6. Cabinet will receive a full update to the Register within six months. This will take account of any control actions planned by individual departments in 2009/10 and Cabinet will be requested to approve the Risk Register.
- 4.7. Progress against the risks on the Register will continue to be provided on a quarterly basis as part of the Financial and Performance Monitoring Summary.
- 4.8. The Risk Management Strategy is to be reviewed in July 2009. Opportunities to enable the greater involvement of Cabinet in identifying the key corporate risks will be explored.

5. FINANCIAL IMPLICATIONS

- 5.1. Whilst there are no direct financial implications arising from this report, effective management of those risks with a financial impact will help improve value for money.

6. STAFFING IMPLICATIONS

- 6.1 There are no direct staffing implications. However some of the corporate risks directly concern human resources issues.

7. EQUAL OPPORTUNITIES IMPLICATIONS

- 7.1. Effective management of the corporate risks will contribute to the achievement of all corporate objectives.

8. COMMUNITY SAFETY IMPLICATIONS

- 8.1 Effective management of the corporate risks will contribute to the achievement of all corporate objectives.

9. LOCAL AGENDA 21 IMPLICATIONS

9.1. Effective management of the corporate risks will contribute to the achievement of all corporate objectives.

10. HUMAN RIGHTS IMPLICATIONS

10.1 Effective management of the corporate risks will contribute to the achievement of all corporate objectives.

11. PLANNING IMPLICATIONS

11.1 There are none arising from this report.

12. LOCAL MEMBER SUPPORT IMPLICATIONS

12.1. There are no specific implications for any Members or wards.

13. BACKGROUND PAPERS

13.1 Risk Management Strategy - July 2008.

14. RECOMMENDATIONS

That

- (1) Cabinet consider and comment upon the draft Corporate Risk Register;
- (2) a full update to the Register be provided within six months; and
- (3) progress in managing the corporate risks continue to be included in the quarterly Financial and Performance Monitoring Summary reports.

IAN COLEMAN
DIRECTOR OF FINANCE

FNCE/283/08

WIRRAL COUNCIL - CORPORATE RISK REGISTER – NOVEMBER 2008

No.	Description	Officer Responsible	Gross Risk Score (Likelihood x Impact = Total)	Existing Controls	Net Risk Score (Likelihood x Impact = Total)	Additional Control Action Planned in 2008/09	Officer Responsible	Target Date
1.	Death or serious injury to a service user, staff member, or anyone to whom the Council owes a duty of care.	Stephen Maddox	4 x 5 = 20	<ul style="list-style-type: none"> • Health and safety risk register identifying corporate H&S risks has been developed. • Significant corporate and departmental capacity and expertise • Work of Central Health & Safety committee. • Corporate and departmental health and safety policy specifies roles and responsibilities • H&S policies for significant staff and public health hazards • Legislative Compliance Audit programme of all Council premises • Programme of auditing health and safety management systems 	2 x 5 = 10	<ul style="list-style-type: none"> • Institute Of Safety and Health (IOSH) Managing Safely training to all Managers and Supervisors below Head of Service • Further review and development of H&S arrangements • Continuing audits of H&S management 	<ul style="list-style-type: none"> •Mark Camborne •Mark Camborne •Mark Camborne 	<ul style="list-style-type: none"> • April 08 onwards • Ongoing • Ongoing
2.	Failure to prepare adequately for/manage the impact of a pandemic.	Stephen Maddox	5 x 5 = 25	<ul style="list-style-type: none"> • Specific strategy prepared and updated regularly by Department of Adult Social Services (DASS). • Close ongoing work with Primary Care Trust (PCT) (e.g. on mass vaccination) • Engagement with independent social care providers to develop their own plans • Priorities for anti-viral drugs within workforce have been identified 	2 x 5 = 10			

No.	Description	Officer Responsible	Gross Risk Score (Likelihood x Impact = Total)	Existing Controls	Net Risk Score (Likelihood x Impact = Total)	Additional Control Action Planned in 2008/09	Officer Responsible	Target Date
3.	Key Council services are not resilient to disruption and business continuity arrangements are inadequate.	Chief Officers' Management Team (COMT)	5 x 5 = 25	<ul style="list-style-type: none"> Dedicated team provides support and guidance. Plans exist for many services Corporate approach to service continuity agreed All departments have identified and reviewed their critical activities Training provided to all departments in constructing business continuity plans Audit of IT disaster recovery planning undertaken External suppliers identified and position statement as to their arrangements compiled 	2 x 4 = 8	<ul style="list-style-type: none"> Finalise the corporate Business Continuity Plan for Wirral Finalise all Departmental Business Continuity Plans Ensure external agencies have cohesive continuity arrangements Conduct tabletop exercise to test the efficiency of plans 	<ul style="list-style-type: none"> Mark Camborne Mark Camborne Mark Camborne Mark Camborne 	<ul style="list-style-type: none"> November 2008 Oct 2008 Ongoing March 2009
4.	Changing need and demand for services (driven by legislative, social and demographic change) is not managed effectively	Jim Wilkie	5 x 4 = 20	<ul style="list-style-type: none"> Demographic changes are monitored and used to inform robust needs analyses and evidence basis for priority setting and incorporation into planning frameworks for the council and in partnership. Specific teams are established to consider individual issues. Impact of policy and legislative changes is incorporated into plans and budgets. Corporate, departmental and partnership planning processes. Greater focus on Sustainable Community Strategy. LAA agreed and implemented. implementation of Equality & Diversity Strategy will influence future service provision 	2 x 4 = 8	<ul style="list-style-type: none"> Introduce Equalities Strategy Policy & Standard Renew and improve corporate service planning process to ensure that trends are anticipated & the impact of legislative and policy change considered. Annual review and refresh of key delivery plans including LAA / corporate and departmental plans 	<ul style="list-style-type: none"> Russ Glennon Jim Wilkie Jim Wilkie 	<ul style="list-style-type: none"> Ongoing Ongoing Ongoing

No.	Description	Officer Responsible	Gross Risk Score (Likelihood x Impact = Total)	Existing Controls	Net Risk Score (Likelihood x Impact = Total)	Additional Control Action Planned in 2008/09	Officer Responsible	Target Date
5.	The Council does not maintain arrangements for good corporate governance.	Stephen Maddox	5 x 5 = 25	<ul style="list-style-type: none"> • Constitution regularly reviewed, reported to Members and circulated to officers. • Rolling internal audit programme. • Annual Governance Statement includes recommendations for improvement. • Corporate Governance Monitoring Group considers improvements to governance regime. • Code of Corporate Governance published. • Training programme for Members 	2 x 5 = 10	<ul style="list-style-type: none"> • Undertake review of Constitution • Implement enhanced risk-based audit programme • Produce annual governance statement • Deliver risk management training for Members • Review and improve representation on Audit & Risk Management Committee 	<ul style="list-style-type: none"> • Simon Goacher • David Garry • David Garry • Mike Lane • 	<ul style="list-style-type: none"> • May 08 (completed) • Ongoing • July 08 • Ongoing • July 08 (completed)
6.	Community expectations are not properly understood or managed well.	Jim Wilkie	5 x 5 = 25	<ul style="list-style-type: none"> • Member led development of Corporate Plan. • Understanding of community needs through strong approach to community engagement (e.g. Area Forums & Citizens Panel). • Partnership working (Wirral Partnership Homes, LSP, LAA programme board etc.). • Commitment to Race Equality Statement. • HMRI. • Community Engagement Toolkit • Adoption / implementation of Equality & Diversity Strategy will influence future service provision • Adoption and implementation of Comprehensive Engagement strategy 	2 x 5 = 10	<ul style="list-style-type: none"> • Undertake preparatory work for CAA regime • Introduce Equalities Strategy Policy & Standard • Renew and improve corporate service planning process to ensure that trends are anticipated and the impact of legislative and policy change considered. • Implement Community Engagement Strategy • Conduct sustainability appraisal of the LAA. 	<ul style="list-style-type: none"> • Russ Glennon 	<ul style="list-style-type: none"> • Ongoing • March 09 (level 3) • Ongoing • Ongoing • Ongoing

No.	Description	Officer Responsible	Gross Risk Score (Likelihood x Impact = Total)	Existing Controls	Net Risk Score (Likelihood x Impact = Total)	Additional Control Action Planned in 2008/09	Officer Responsible	Target Date
7.	Failure to achieve sustainable budgets, in line with priorities and take difficult decisions.	Chief Officers Management Team (COMT)	5 x 5 = 25	<ul style="list-style-type: none"> When time limited funding ends services are mainstreamed or funds reallocated in line with objectives. Work with partners – share resources. Medium Term Financial Plan (MTFP) reflects the priorities in Corporate Plan. Effective financial management through regular planning and reporting Strong links between service & financial plans. Capital investment process demands scrutiny of business case for all projects. Responsibilities clearly set out in Constitution Link IT strategy to corporate objectives Criteria for investment e.g. from Efficiency Investment Budget, established Enhanced financial reporting implemented 	2 x 5 = 10	<ul style="list-style-type: none"> Identify specific projects for investment Refine / review financial management report content Review Medium Term Financial Plan Review Capital Strategy Undertake review of Constitution 	<ul style="list-style-type: none"> Chief Officers Tom Sault Tom Sault Tom Sault Simon Goacher 	<ul style="list-style-type: none"> Ongoing July 08 (completed) July 08 (completed) July 08 (completed) May 08 (completed)
8.	The strategies supporting our key priorities are not executed effectively.	Chief Officers Management Team (COMT)	5 x 5 = 25	<ul style="list-style-type: none"> All strategies are kept under regular review. Member scrutiny Common timetable for review implemented 	2 x 5 = 10	<ul style="list-style-type: none"> Undertake review of individual strategies 	<ul style="list-style-type: none"> Individual responsible officers 	<ul style="list-style-type: none"> July 08 (completed)

No.	Description	Officer Responsible	Gross Risk Score (Likelihood x Impact = Total)	Existing Controls	Net Risk Score (Likelihood x Impact = Total)	Additional Control Action Planned in 2008/09	Officer Responsible	Target Date
9.	Partnerships are not well planned and we do not work effectively with others.	Jim Wilkie	5 x 5 = 25	<ul style="list-style-type: none"> Clearly identified lead officers and members on key partnerships. The authority's role and responsibilities for all major partnerships have been identified. Corporate guidance on establishment and management of partnerships has been issued. Clearly identified linkage between partnership lead officers and those responsible for service delivery. Performance management framework in LSP. Council has Accountable Body status in some partnerships. Governance arrangements exist for key partnerships. Memoranda of Agreement now prepared for all partnerships 	3 x 5 = 15	<ul style="list-style-type: none"> Introduce periodic checks to ensure that partnerships comply with Wirral's governance arrangements; Develop partnership toolkit Undertake annual review of key partnership register Undertake preparatory work for CAA regime Deliver enhanced guidance and training regarding grants 	<ul style="list-style-type: none"> Simon Goacher Simon Goacher Simon Goacher Russ Glennon Pete Molyneux 	<ul style="list-style-type: none"> Ongoing Oct 08 Ongoing Ongoing Sept. 08
10.	Failure to manage and improve image and reputation.	Jim Wilkie	5 x 4 = 20	<ul style="list-style-type: none"> Central media management team supplemented by dedicated resources for each department Corporate Communications and Marketing Strategy. Wirral Corporate Identity produced and guidance circulated. Re-launched Council website Process of learning from external inspections improved Tourism & Marketing division restructured 	2 x 4 = 8	<ul style="list-style-type: none"> Centralisation of control of corporate marketing 	<ul style="list-style-type: none"> Emma Degg 	<ul style="list-style-type: none"> April 09

No.	Description	Officer Responsible	Gross Risk Score (Likelihood x Impact = Total)	Existing Controls	Net Risk Score (Likelihood x Impact = Total)	Additional Control Action Planned in 2008/09	Officer Responsible	Target Date
11.	Failure to effect a workforce development plan to ensure that we have a workforce in place which meets the planned changing needs of the Council, including effective succession planning	Bill Norman	5 x 5 = 25	<ul style="list-style-type: none"> • People Strategy implemented. • Recruitment processes reviewed and action plan implemented. • Partial review of grades through job evaluation process. • Review of recruitment processes and subsequent action plan. • Working with external organisation to implement skills audit. • Robust capability and disciplinary policies • Exit interview policy • Priorities articulated in Corporate Plan communicated to staff. • Corporate KIE process • Partnership working to support New Deal, Modern Apprenticeships and Workstep. • Employee Equality Group assists with prioritising issues to help with recruitment. • 'Success through Scrutiny' Member Development programme. • Internal staff newsletter. • Chief Executive Roadshows and specialist events. • Corporate 'Investors in People' status attained. • Corporate programme to develop key management skills. • Corporate leadership development programme 	2 x 4 = 8	<ul style="list-style-type: none"> • Develop online application tool linked to national electronic recruitment portals. • Continue development of Skills audit. • Continue development of approach to workforce planning/talent management. • Continue Elected Member Development programme. • Continue corporate leadership development programme. 	<ul style="list-style-type: none"> • Paul Bradshaw 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Ongoing • Ongoing • Ongoing

No.	Description	Officer Responsible	Gross Risk Score (Likelihood x Impact = Total)	Existing Controls	Net Risk Score (Likelihood x Impact = Total)	Additional Control Action Planned in 2008/09	Officer Responsible	Target Date
12.	We do not fully exploit all available resources, including technology.	Chief Officers (COMT)	4 x 5 = 20	<ul style="list-style-type: none"> Asset Management Strategy People strategy ICT strategy MTFS Corporate Plan Common timetable for review process Improved co-ordination on resources management 	2 x 4 = 8	<ul style="list-style-type: none"> Undertake review of individual strategies Further integration of key strategies and plans Introduce common business case pro-forma 	<ul style="list-style-type: none"> Individual responsible officers C.I. G. To m Sault 	<ul style="list-style-type: none"> July 08 (completed) Dec 08 July 08 (completed)
13.	Failure in administrative/clerical processes leading to major financial loss/damage to reputation.	Individual Chief Officers	5 x 5 = 25	<ul style="list-style-type: none"> Formal and informal training. Procedure and guidance notes exist for many services KIE process identifies learning needs. 	2 x 4 = 8	<ul style="list-style-type: none"> Undertake review of identified high risk areas 	<ul style="list-style-type: none"> Individual Chief Officers 	<ul style="list-style-type: none"> Ongoing
14.	Failure to plan and manage performance (CPA) and finances in accordance with plans and budgets.	Individual Chief Officers	5 x 5 = 25	<ul style="list-style-type: none"> Well established financial monitoring systems and procedures. Defined programme of financial management training delivered. Refreshed/ upgraded finance and performance monitoring framework. Enhanced Corporate Improvement Group 	3 x 4 = 12	<ul style="list-style-type: none"> Implement Use of Resources Action Plan 	<ul style="list-style-type: none"> COMT 	<ul style="list-style-type: none"> Ongoing
15.	Failure to execute the Council's Investment Strategy (or failure of the Strategy to deliver).	Jim Wilkie	5 x 5 = 25	<ul style="list-style-type: none"> Investment Strategy Board established to lead and direct implementation of Investment Strategy. Membership includes Chief Executive, 3 Party Leaders and significant private and public sector figures Performance Management arrangements for Corporate Plan Look wider than Wirral for investment 	2 x 5 = 10	<ul style="list-style-type: none"> Establish Corporate Investment Group Increase managerial capacity and focus on Investment Strategy by transferring a number of functions to new department Further develop links with China Review planning control processes 	<ul style="list-style-type: none"> Jim Wilkie Jim Wilkie 	<ul style="list-style-type: none"> October 08 September 08

No.	Description	Officer Responsible	Gross Risk Score (Likelihood x Impact = Total)	Existing Controls	Net Risk Score (Likelihood x Impact = Total)	Additional Control Action Planned in 2008/09	Officer Responsible	Target Date
16.	Major error in investments and administration of Merseyside Pension Fund.	Ian Coleman	4 x 5 = 20	<ul style="list-style-type: none"> • Scrutiny function – Pensions Committee & Investment Monitoring Working Party • Training programme for Members • Defined investment strategy • Engagement of actuarial / investment expertise • KIE process and staff development • Enforcement of defined administrative procedures • Quarterly monitoring of internal compliance • Monitoring regime for external mandates 	2 x 5 = 10	<ul style="list-style-type: none"> • Update Statement of Investment Principles • Implement Phase I of new Investment Accounting software • Deliver 2008 member training programme • Governance representation 	<ul style="list-style-type: none"> • Peter Wallach • Peter Wallach • Peter Wallach • Peter Wallach 	<ul style="list-style-type: none"> • Autumn 2008 (completed) • June 2008 (completed) • Ongoing during 2008 • October 2008 (completed)

No.	Description	Officer Responsible	Gross Risk Score (Likelihood x Impact = Total)	Existing Controls	Net Risk Score (Likelihood x Impact = Total)	Additional Control Action Planned in 2008/09	Officer Responsible	Target Date
17.	Failure in safeguarding arrangements (adult or child)	John Webb & Howard Cooper	5 x 5 = 25	<ul style="list-style-type: none"> • Work of Local Safeguarding Children Board eg LSCB Compact, Section 11 audit, Business Plan; Performance sub committee • Recruitment of Local Authority Designated Officer (LADO) to manage allegations. • Quarterly performance management reporting to LSCB. • Weekly performance monitoring of changes to contact and referral taking in CADT. • Monthly VCI reporting to the Chief Executive by DCS & Head of Service. • Lead Member Briefing following each LSCB. • National Notification of Serious Child Care Incidents to OFSTED • Joint working through multi-disciplinary teams • Work of Local Safeguarding Adults Board • Dedicated training programme in ASS • DASS have a dedicated multi agency Safeguarding Unit • Child Death Overview Panels implemented 	2 x 5 = 10	<ul style="list-style-type: none"> • LSCB programme for disseminating learning from serious child care incidents; • Improved audit and scrutiny capacity governed through LSCB; • New internal controls re S118 IRO reporting; • New Child Care Risk Management Procedure introduced; • Develop formal links and training to the Wirral Multicultural Centre staff (protect communities at risk of social exclusion); • Appoint Safeguarding Mental Health Coordinator; • Appoint Mental Health Capacity Act Coordinator • Awareness and process training for staff on all ranges of diversity 	<ul style="list-style-type: none"> • Caroline McKenna • Julia Hassall • Caroline McKenna • Julia Hassall • Rick O'Brien • Rick O'Brien • Rick O'Brien • Rick O'Brien 	<ul style="list-style-type: none"> • September 2008 (on target) • September 2008 (revised) • September 2008 (on target) • September 2008 (revised) • March 2009 • September 2008 • September 2008 (revised) • March 2009
18.	Failure to deliver the Local Pay Review	Bill Norman	5 x 5 = 25	<ul style="list-style-type: none"> • Dialogue with Trade Unions • Resolution of 'back pay' 	2 x 4 = 8	<ul style="list-style-type: none"> • Regular reports to COMT, Cabinet & Overview & Scrutiny Committee 	<ul style="list-style-type: none"> • Paul Bradshaw 	<ul style="list-style-type: none"> • Ongoing during 2008

No.	Description	Officer Responsible	Gross Risk Score (Likelihood x Impact = Total)	Existing Controls	Net Risk Score (Likelihood x Impact = Total)	Additional Control Action Planned in 2008/09	Officer Responsible	Target Date
19.	Failure to progress the regeneration of economically disadvantaged areas	Jim Wilkie / Alan Stennard	5 x 5 = 25	<ul style="list-style-type: none"> Dedicated regeneration team Investment Strategy Board established to lead and direct implementation of Investment Strategy. Membership includes Chief Executive, 3 Party Leaders and significant private and public sector figures Performance Management arrangements for Corporate Plan Establishment of Working Wirral 'Lovell' agreement implemented 	2 x 5 = 10	<ul style="list-style-type: none"> Establishment of Corporate Investment Group Increase managerial capacity and focus on Investment Strategy by transferring a number of functions to new department 	<ul style="list-style-type: none"> Jim Wilkie Jim Wilkie 	<ul style="list-style-type: none"> October 08 September 08
20.	Failure to maximise recycling.	David Green	5 x 5 = 25	<ul style="list-style-type: none"> Partnership Board oversees management of strategic contract with Biffa Robust contract management arrangements including governance & performance management structure Recycling headline project plan produced 	2 x 5 = 10	<ul style="list-style-type: none"> Increase participation through improved collection service reliability & effective community engagement Deliver education and awareness campaigns to promote waste minimisation Encourage recycling and minimisation of municipal waste 	<ul style="list-style-type: none"> Mark Smith Mark Smith Mark Smith 	<ul style="list-style-type: none"> March 2009 Ongoing 31 March 2009
21.	Susceptibility of IT provision to disruption							
22.	Adverse effect on Council budgets of rising energy prices	David Green	5 x 5 = 25	<ul style="list-style-type: none"> Phase 1 of Investment Energy Efficiency Programme (IEEP) implemented Use of efficient and effective procurement methodologies Ongoing reports to Cabinet on renewables trial 	3 x 5 = 15	<ul style="list-style-type: none"> Implement phases 2/3 of IEEP Street lighting energy efficient projects Conduct Strategic Asset Review and implement recommendations 	<ul style="list-style-type: none"> Tony Dodd Kevin Ellis Stephen Maddox 	<ul style="list-style-type: none"> Ongoing Ongoing Ongoing

No.	Description	Officer Responsible	Gross Risk Score (Likelihood x Impact = Total)	Existing Controls	Net Risk Score (Likelihood x Impact = Total)	Additional Control Action Planned in 2008/09	Officer Responsible	Target Date
23.	Financial and environmental impact of delay in or failure to acquire and gain planning consents for sites needed to deliver the MWDA procurement programme	Alan Stennard / Ian Coleman	5 x 5 = 25	•	3 x 5 = 15	•	•	
24.	Economic volatility and a downturn in the economy impacts on the Council's financial management and investment priorities	Ian Coleman	5 x 5 = 25	<ul style="list-style-type: none"> • Treasury management policies • Use of external investment consultants • Well established financial monitoring systems • Use of Direct Debit to improve reliability of income • Housing Benefit division pro-actively encourages applications for support 	3 x 5 = 15	<ul style="list-style-type: none"> • Review treasury management policies • Liaise with appointed external consultants • Enhance monitoring of key budget areas • Invest in lower risk / lower return areas • HMRI? • Investment Strategy? 	<ul style="list-style-type: none"> • Mark Goulding • Mark Goulding • Tom Sault • Mark Goulding 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Ongoing • Ongoing
25.	Failure to address community cohesion, development and engagement	Jim Wilkie	5 x 5 = 25	<ul style="list-style-type: none"> • Improved access to information re: Council services and policy • An Equality Watch membership scheme • 11 Area Forums • Older People's Parliament • Young People's Parliament • Contract with VCAW • Local Statagic Partnership • Black and Racial Minority Partnership 	3 x 5 = 15	<ul style="list-style-type: none"> • A new Third Sector Strategy • Community Cohesion Review of BRM services • Participatory Budgeting • A comprehensive Engagement Strategy • Hate Crime MARAC 	•	•
26.	Failure to address health inequalities	Marie Armitage		•		•	•	•

No.	Description	Officer Responsible	Gross Risk Score (Likelihood x Impact = Total)	Existing Controls	Net Risk Score (Likelihood x Impact = Total)	Additional Control Action Planned in 2008/09	Officer Responsible	Target Date
27.	Failure to effectively plan for and manage the impact of climate (environmental) change	Bill Norman	5 x 4 = 20	<ul style="list-style-type: none"> Climate Change Strategy & Action Plan approved by Cabinet 20 June 2007 'Reducing Council's Carbon Footprint' Action Plan, approved by Cabinet 4 September 2008 Nottingham Declaration Working Group 		•	•	•
28.	Failure to manage the Council's assets effectively	Bill Norman		•		•	•	•
29.	Serious failure in information governance	Ian Coleman		•		•	•	•
30.	Failure to smoothly transfer 16 – 18 responsibilities from the LSC to the Council from September 2010	Howard Cooper	5 x 4 = 20	<ul style="list-style-type: none"> Sub regional group established to ensure coherence Young Persons Learning Agency will provide overall control (and support) DCSF briefings, guidance and conferences Legislation will be changed 14-19 team established within the department 	3 x 4 = 12	<ul style="list-style-type: none"> Cross cutting group to be established within CYP LSC Toolkits with 16-18 data Shadow arrangements will be put in place September 2009 Timescale to be agreed for transfer of staff and resources from LSC Amend Departmental Plan 	•	•

WIRRAL COUNCIL

CABINET - 10 DECEMBER 2008

REPORT OF THE DIRECTOR OF FINANCE

INFORMATION AND COMMUNICATION TECHNOLOGIES SECURITY POLICY

1 EXECUTIVE SUMMARY

- 1.1 This report informs Members of proposed amendments to the Information and Communication Technologies (ICT) Security Policy last presented to Cabinet on 1 December 2005.
- 1.2 Members are requested to agree the Information and Communications Technology Security Policy as amended.

2. THE ICT SECURITY POLICY

- 2.1 The draft ICT Security Policy has been amended following consideration by the Information Strategy Group and Internal Audit.
- 2.2 ICT is an integral part of Council activities and is essential in the delivery of most services and in communication with partner organisations. Because of this, policies and procedures need to be laid down and enforced in order to safeguard those services and the Council interest. These include:
 - the physical assets
 - access to the information stored on or available through those assets
 - service continuity
 - users of the systems and equipment
 - compliance with legislation
- 2.3 An agreed ICT Security Policy is essential in the light of developments in the use of:
 - the broadband communications network
 - mobile working
 - the linking and common use of systems
 - the volume and sensitivity of data held on ICT equipment and systems
 - the Corporate Change Programme
 - the requirements of Government Connect, which will enable the secure exchange of data with public sector partners.

- 2.4 Investment in ICT physical assets such as the centrally located application servers and storage area network, distributed servers, personal computers (PCs) and the communications infrastructure is significant.
- 2.5 The ICT Security Policy applies to the following people:
- all employees and elected Members of the Council
 - all employees and agents of other organisations who directly or indirectly support or use the Council computer systems or networks
 - all temporary and agency staff directly or indirectly employed by the Council.

and to all areas of ICT, including:

- PCs and associated equipment, including personal digital assistants (PDAs) and all mobile equipment and storage devices
 - all servers including Unix, Novell and Microsoft based systems
 - multi-function devices, printers, faxes and other reprographics equipment
 - network communications
 - software.
- 2.6 The Security Policy should be operated in conjunction with Audit Guidelines for ICT Systems, as produced and periodically updated by Internal Audit.
- 2.7 Members will be aware of instances of loss of sensitive data in the public sector. This has resulted in a Government review of the handling of such data and recommendations have been made with which the Council will have to comply. This will impact on the Security Policy which will be returned to Cabinet on a more frequent basis in future.

3 GOVERNMENT CONNECT

- 3.1 Members should be aware of the impact of the Government Connect programme on the ICT systems and information use.
- 3.2 Government Connect (GC) is a pan-government programme led by the Department for Work and Pensions (DWP) to provide a trusted, secure network for all Local Authorities in England and Wales.
- 3.3 The network is called Government Connect Secure Extranet (GCSx) and it enables secure data sharing up to “RESTRICTED” (see 3.8) level across Government. The programme has been funded by a partnership of the DWP, the Department for Communities and Local Government (DCLG) and the Department for Children, Schools and Families (DCSF) until 31 March 2011. Local authorities will bear their internal costs.

- 3.4 In order to connect to the GCSx, the Council must be compliant with a set of security criteria known as the Code of Connection. The general deadline for compliance is 31 March 2009 but many Local Authorities, including Wirral, have applied for an extension of up to 6 months. IT Services are currently working towards compliance by the extension date.
- 3.5 The DWP has issued strict deadlines by when the Authority must be joined to the secure network. After this Wirral will not be able to access such systems as the CIS (Customer Information System) database which is vital to Housing Benefits and Council Tax. GCSx will be the only means by which local authorities can communicate with the DWP after their agreed extension date. A connection is also necessary for children's services, free school meals, ContactPoint, "In and Out of Work" and "Tell Us Once".
- 3.6 Once connected, Wirral employees will be able to use GCMail, a secure email service, for information up to "RESTRICTED" level to communicate with other local authorities, Police, NHS, DWP, Trading Standards, Criminal Justice and Youth Justice.
- 3.7 Using GCSx and GCMail will save the Government time and money e.g. the cost of couriers, thus improving customer service. Its primary benefit will be that it is more secure than current methods for communication and sharing data, such as posting CDs. Attachments up to 25MB can be sent on GCMail and already some Government departments will no longer email anyone who does not have a secure email address.
- 3.8 There is a Government Protective Marking Scheme (GPMS) with levels of "TOP SECRET", "SECRET", "CONFIDENTIAL", "RESTRICTED" and "PROTECT". The purpose of the GPMS is to identify the sensitivity of the information and so dictate the level of security required in the handling of that information, regardless of how it is held. Only information of levels RESTRICTED and PROTECT may be exchanged over GCSx. The appropriate level is dictated by the impact of unauthorised disclosure or loss. Definition of the relevant levels is included in Appendix 2 to the Security Policy.
- 3.9 The requirements of Government Connect are incorporated into the revised Policy. These requirements will continue to increase and will impact on the Policy and the use of ICT equipment and information.

4 SIGNIFICANT CHANGES TO THE POLICY

- 4.1 The Policy has been amended to take account of the absorption of the former Wirral IT Services (WITS) and departmental IT units into the corporate IT unit, IT Services.
- 4.2 At Policy paragraph 2.2 further examples of non-compliance have been added.

- 4.3 At paragraph 2.3, reference to the requirement for individuals with knowledge of a breach of the policy to follow the guidelines in Appendix 1, Reporting an ICT Security Incident.
- 4.4 The introduction of a requirement that system owners authorise the access to relevant Wirral systems or information by representatives of external bodies at Policy paragraph 4.2.
- 4.5 The introduction in the Policy of a reference to the GPMS at paragraph 5.1(c).
- 4.6 A revision of password standards has been incorporated at paragraphs 6.4(a), (c) and (e).
- 4.7 The addition of paragraph 7.4 relating to the secure disposal of any ICT or associated equipment in compliance with the Waste Electrical and Electronic Equipment (WEEE) Directive.
- 4.8 Paragraph 8.1(c) has been added to advise of the need for every device that can run anti-virus software to have an appropriate solution installed on it, and for this to be updated and maintained regularly.
- 4.9 Observance of the Policy by Members and staff using mobile devices is incorporated at paragraph 8.4 and the addition of Appendix 3.
- 4.10 At paragraph 12.3, reference to GCSx and the interception or monitoring of communications and to the prohibition by Government Connect of auto-forwarding of e-mails to accounts in a lower classification domain.
- 4.11 The addition of paragraph 13.2 which outlines the responsibility for the physical security of ICT facilities lies with the appropriate Building Manager in consultation with ICT system owner.
- 4.12 The addition of paragraph 14, relating to the need for staff security clearance checks.
- 4.13 Appendices are now:
 - 1 Reporting an ICT Security Incident
 - 2 Information Classification: Government Protective Marking Scheme (GPMS)
 - 3 Use of Mobile Devices
 - 4 Use of Internet and Electronic Mail Facilities Code of Practice

5 SUMMARY

- 5.1 The ICT Security Policy provides a framework for Members, officers and others to work within when using ICT so that the Council assets, information, systems, services and legal obligations are protected.

6. DATA PROTECTION LEGISLATION

- 6.1. Any Personal Data held by the Council is subject to the Data Protection Act 1998. Personal Data is defined as any information which identifies a living individual. The medium it is held on is irrelevant and this may be computer files, manual records, photographs or CCTV footage for example. I have responsibility for Data Protection compliance and this is delegated to the Information Manager. The Information Manager is responsible for ensuring that Council activities and purposes which utilise Personal Data are notified to the regulator, the Information Commissioner. The Notification can be viewed on line on the public register pages at www.ico.gov.uk
- 6.2 The Data Protection Act requires disclosure of Personal Data in accordance with the Notification. Additional disclosures may be allowed with informed consent or in specific documented circumstances, such as for crime prevention. All disclosures must be in accordance with current Data Protection legislation.
- 6.3. The eight Data Protection Principles are:
- Personal data must be processed fairly and lawfully.
 - Personal data must be obtained only for one or more specified and lawful purposes, and must not be further processed in any manner incompatible with that purpose or those purposes.
 - Personal data must be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed.
 - Personal data must be accurate and, where necessary, kept up to date.
 - Personal data processed for any purpose or purposes must not be kept for longer than is necessary.
 - Personal data must be processed in accordance with the rights of data subjects under the Data Protection Act.
 - Appropriate technical and organisational measures must be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data.
 - Personal data must not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedom of data subjects in relation to the processing of personal data.

7 FINANCIAL AND STAFFING IMPLICATIONS

- 7.1 Cabinet on 22 May 2008 agreed the one off costs of procurement and installation of a server and an additional firewall for Government Connect to be funded from the Efficiency Investment Budget at a cost of £29,000.
- 7.2 Ongoing charges to be met by the Council from 2011/ 12 are uncertain but based on the existing known costs could be in the region of £56,000 per annum.
- 7.3 With regard to staff resources required, IT Services has developed the plan for implementation within existing resources.

8. EQUAL OPPORTUNITIES IMPLICATIONS

- 8.1 There are no equal opportunities issues arising from this report.

9 HUMAN RIGHTS IMPLICATIONS

- 9.1 There are no specific Human Rights issues arising out of this report.

10 LOCAL AGENDA 21 IMPLICATIONS

- 10.1 There are no Local Agenda 21 issues arising from this report.

11 COMMUNITY SAFETY IMPLICATIONS

- 11.1 There are no direct Community Safety issues arising out of this report.

12 PLANNING IMPLICATIONS

- 12.1.1 There are no planning implications arising out of this report.

13 LOCAL MEMBER SUPPORT IMPLICATIONS

- 13.1 There are no specific issues arising out of this report.

13 BACKGROUND PAPERS

- 14.1 Government Connect Programme Code of Connection and Guidance.
- 14.2 International Standards Organisation (ISO) 27001 Information Security Management Systems.

15 RECOMMENDATION

- 15.1 That the amended Information and Communications Technology Security Policy be agreed.

IAN COLEMAN
DIRECTOR OF FINANCE

FNCE/279/08

WIRRAL COUNCIL
ICT SECURITY POLICY
CONTENTS

	Page
1 INTRODUCTION	2
2 ENFORCEMENT	2
3 LEGISLATIVE FRAMEWORK	3
4 USE OF COUNCIL ICT EQUIPMENT	4
5 DATA AND PROGRAM OWNERSHIP	4
6 ACCESS TO SYSTEMS	6
7 PURCHASE AND DISPOSAL OF ICT EQUIPMENT AND SOFTWARE	7
8 PCs AND PORTABLE COMPUTERS	7
9 SAVING DATA / BACKUPS	8
10 NEW SYSTEMS DEVELOPMENT	9
11 SOFTWARE LICENCES	9
12 ELECTRONIC COMMUNICATION (INCLUDING USE OF INTERNET)	10
13 PHYSICAL AND ENVIRONMENTAL SECURITY	11
14 HUMAN RESOURCES SECURITY	11
Appendix 1 – REPORTING AN ICT SECURITY INCIDENT	13
Appendix 2 – INFORMATION CLASSIFICATION: GOVERNMENT PROTECTIVE MARKING SCHEME (GPMS)	22
Appendix 3 – USE OF MOBILE DEVICES	27
Appendix 4 - USE OF INTERNET AND ELECTRONIC MAIL FACILITIES CODE OF PRACTICE – EMPLOYEES	30

1 INTRODUCTION

1.1 Information and Communications Technology (ICT) is an integral part of the Council's activities: investment in equipment such as personal computers (PCs) and the communications infrastructure is significant. Because access to information via ICT is essential to the provision of services, policies and procedures need to be laid down and enforced in order to safeguard the information required by those services and the Council's interests. These include:

- the physical assets
- access to the information on those assets
- services continuity
- users of the systems and equipment
- compliance with legislation

1.2 This Policy therefore applies to:

- all employees and elected members of the Council
- all employees and agents of other organisations who directly or indirectly support or use the Council's computer systems or networks
- all temporary and agency staff directly employed or indirectly engaged by the Council

1.3 This Policy applies to all areas of ICT, including:

- PCs and associated equipment, including personal digital assistants (PDAs) and mobile equipment
- all servers including, mainframe, Unix, Novell and Microsoft based systems
- printers, faxes and reprographics equipment
- network communications
- software

1.4 This Security Policy should be read in conjunction with Audit Guidelines for ICT Systems, produced by Internal Audit.

2 ENFORCEMENT

2.1 All users of the Council's information and ICT equipment are personally responsible for compliance with this Policy.

2.2 **Information and ICT security is viewed seriously by the Council and any failure to comply with this Policy could lead to disciplinary action being taken against any individual involved.** Non-compliance may be considered gross misconduct and as such may lead to the dismissal of the employee or employees concerned.

Examples of non-compliance include:-

- the installation and use of unauthorised software (including screensavers & wallpaper),
- any unauthorised access, deletion or amendment to software held on a computer,
- the installation and use of any unauthorised computer or telecommunications equipment, to Council networks,
- unauthorised and/or illicit use of the Internet,
- access to inappropriate websites and the downloading or storage of inappropriate images or material,
- the use of data for illicit purposes (including breach of any law, regulation or any reporting requirement of any law enforcement or government agency),
- the copying of software which breaches copyright agreements,
- exposing the Council to actual or potential loss (monetary or otherwise) through the compromise of ICT security,
- the unauthorised disclosure of confidential or personal information or the unauthorised use of corporate data,
- any disclosure of data to an unauthorised member of staff or any other person who is not authorised to see it,
- unauthorised personal use of equipment or changes to equipment configuration,
- unauthorised deletion or alteration of files or data,
- avoidable damage to the Council's equipment,
- sharing of passwords or otherwise compromising password security,
- any theft, damage or loss of IT equipment (eg – theft of PCs or components),
- any unsolicited e-mail which is offensive or appears to be fraudulent,
- use of IT facilities or systems to engage in fraudulent activities.

This is a list of examples and is not intended to be exhaustive.

- 2.3 Any individual who has knowledge of a breach of this Policy must report it immediately to his or her line manager. Failure to do so could result in disciplinary action being taken. The procedures for reporting a breach are in Appendix 1.

3 LEGISLATIVE FRAMEWORK

- 3.1 The Council and all staff must comply with all relevant legislation. Users may be held personally responsible for any breach of any relevant legislation. Relevant legislation includes, but is not restricted to:

Data Protection Act 1998 (see paragraph 5.2 below)

Copyright, Designs and Patents Act 1988

Computer Misuse Act 1990

Health & Safety Act (Display Screen Equipment) Regulations 1992

Freedom of Information Act 2000

Anyone who is unsure of their responsibility should seek clarification from their line manager.

4 USE OF COUNCIL ICT EQUIPMENT & NETWORKS

4.1 Access by outside bodies into any of the Council's networks or equipment is not permitted without prior recorded agreement between IT Services and the appropriate Chief Officer.

4.2 Access to departmental systems or information by representatives of external bodies (eg – Department of Work & Pensions) should be authorised by the system owner.

4.3 Telephone numbers allowing access to the Council's networks must not be disclosed to unauthorised persons/bodies.

4.4 No equipment may be

- connected to the network, or
- attached to any equipment connected to the network or which could be connected to the network (e.g. laptops)

without prior recorded authorisation from IT Services.

5 DATA AND PROGRAM OWNERSHIP

5.1 The Council's Data

(a) All computer programs and data resident on the Authority's hardware are for the sole use of the council in undertaking its business; access by members and employees is solely for this purpose, except by express recorded permission of the Chief Officer in consultation with the Director of Finance.

(b) Copying, alteration or interference with computer programs is not permitted, without the recorded agreement of IT Services or the appropriate Chief Officer.

(c) To enable staff to recognise the security level appropriate to the information or data they are using it is necessary to classify the information. To ensure consistency in the way Wirral staff use and protect the information we hold and exchange with partners in the public sector Wirral Council has adopted the Government Protective Marking Scheme (GPMS). Details are in appendix 2.

5.2 Data Protection Legislation

(a) Systems (manual or computer based) which process personal

data about living persons must comply with current data protection legislation. The person responsible for such a system must ensure that the Director of Finance has details of the system. Copies of the official registration - and any subsequent amendments - must be kept in both Finance and user departments.

- (b) There must be no unauthorised disclosure of personal data. Personal data may only be disclosed by the officers who are responsible for the data, with the express permission of the owner, in accordance with data protection legislation. Disclosures must only be made by and to the parties specified on the Data Protection Registration form and in accordance with current data protection legislation.
- (c) Key data protection principles include, but are not limited to:
- Personal data must be processed fairly and lawfully.
 - Personal data must be obtained only for one or more specified and lawful purposes, and must not be further processed in any manner incompatible with that purpose or those purposes.
 - Personal data must be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
 - Personal data must be accurate and, where necessary, kept up to date.
 - Personal data processed for any purpose or purposes must not be kept for longer than is necessary.
 - Personal data must be processed in accordance with the rights of data subjects under the Data Protection Act.
 - Appropriate technical and organisational measures must be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data.
 - Personal data must not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedom of data subjects in relation to the processing of personal data.

6 ACCESS TO SYSTEMS

6.1 General

The approval, setting up and control of all networks and systems is the responsibility of IT Services in conjunction with user departments. This includes

- access to the internet, and
- systems which are being accessed from public areas.

The data contained within each system will be subjected to a risk analysis to determine its sensitivity (Information Classification – see Appendix 1) and the impact of it being lost or accessed by, or disclosed to, unauthorised persons. Access must be controlled in accordance with procedures approved by IT Services.

6.2 All schools and sites providing public access to electronic services that connect to the corporate broadband network will be connected via a supplementary firewall managed by IT Services. Changes must not be made to any network settings, or additional equipment installed, without the prior recorded agreement of IT Services.

6.3 Day-to-day management of each system may reside outside IT Services: nonetheless, each system has a Systems Administrator, part of whose duties is to ensure adherence to the principles of access control. The appropriate Systems Administrator must be consulted before access can be given to that system. Requests for access to systems will be accepted only from authorised departmental representatives.

6.4 Password Controlled Access

- (a) Each user must have a unique user-ID and password. The use of another person's user-ID is not permitted. Users must not disclose their user-ID or password or visibly record them on or near equipment providing access to networks or systems. Users must not use anyone else's account.
- (b) Users must change default passwords, which enable first access, immediately.
- (c) Log-on passwords should be a minimum of seven characters in length and must contain three different type of characters from the following sets:
 - Upper case
 - Lower case
 - Numbers
 - Punctuation

Passwords must be changed every 42 days and especially

when it is suspected that the password has been disclosed. The last 20 passwords cannot be reused and passwords must not contain any part of a user's first or surname.

- (d) Persons intending to leave the employ of the Council who have access to applications systems, must immediately have their access capabilities restricted as appropriate, and removed as soon as possible on leaving the Council, either by the system owners and/or local systems administrators whichever is applicable.
- (e) When users are away from their desks a password controlled screen lock must be activated.

7 PURCHASE AND DISPOSAL OF ICT EQUIPMENT AND SOFTWARE

- 7.1 All ICT equipment and software procurement contracts must be coordinated by IT Services and the Corporate Procurement Unit. The process must comply with the Contracts Procedure Rules as set out in the Constitution of the Council.
- 7.2 Authority to purchase equipment is controlled within departments, and IT Services will only act on authorisation agreed between user departments and IT Services. This must be evidenced in writing or by e-mail. IT Services will only place orders for equipment and software, whether placed by Departments or IT Services, which comply with the Council's ICT Strategy and are appropriate for the users' business needs. IT Services will consult with the user department as appropriate to ensure both these criteria are met.
- 7.3 Details of all ICT equipment must be kept on the Council's central ICT Asset Register. This is controlled by IT Services: however, the accuracy of the information is a joint responsibility between IT Services and user departments.
- 7.4 To ensure compliance with the Waste Electrical & Electronic Equipment (WEEE) Directive and ensure that sensitive data is not accidentally released disposal of any ICT and associated equipment must be carried out in consultation with IT Services.

8 PCs AND PORTABLE COMPUTERS

8.1 Configuration (Set Up)

- (a) This includes PCs, and portable equipment such as laptops and handheld devices.
- (b) The configuration (set up) of such equipment must be carried out by IT Services. Systems will be configured to allow users access only to those applications, features and facilities they

require to perform their day to day duties, and, where possible, these configurations will be standard across workgroups and locked to prevent unauthorised changes

- (c) An anti-virus solution must be installed on every device that has the capability to run it. The anti-virus solution must be kept up-to-date and maintained appropriately.

8.2 **Approved Software**

Unlicensed or personal software must not be installed on the Council's hardware, or connected in any way to the Council's equipment or systems. If software is deemed to be of use to the Council then the Council in accordance with section 7 should duly acquire it under licence. Random spot checks may be conducted by IT Services or Internal Audit to ensure compliance with these provisions. (See also paragraph 11: Licences)

8.3 **Mobile Media**

Use of the disk drives and USB ports (floppy disks, CDs, DVDs, memory sticks and any other mobile media) on networked PCs is not permitted unless recorded authorisation has been given by departmental management in consultation with IT Services. **Where authorisation has been given to a specific user it is their responsibility to ensure that all mobile media connected do not transmit any viruses onto the Council's network.** Mobile media which has been used on other PCs, networked or otherwise, within or outside the Council, must not in any case be used on PCs connected to the Council's networks, until the media has been checked using appropriate virus checking procedures as agreed with IT Services.

- 8.4 Members and staff using mobile devices away from the office are bound by the rules outlined in this policy. Detailed guidance on the use of mobile devices is provided in Appendix 3.

8.5 **Unauthorised Equipment**

Users must not connect unauthorised equipment of any kind to the Authority's computer systems or networks.

9 **SAVING DATA/ BACKUPS**

- 9.1 Service continuity is a high priority for the Council. It is the joint responsibility of users and IT Services, to ensure that appropriate back up and Disaster Recovery procedures are operated and tested. Some systems are backed up by IT Services, however, others, if not on the network, must be backed up by departmental system administrators.

- (a) **IT Services' Responsibility**

- Mainframe Applications
- Unix Applications located in the corporate computer rooms
- Windows NT & Novell Netware Servers located in the corporate computer rooms. (Some responsibilities for scheduling will be shared with Systems Administrators)

(b) **Departmental**

Other Departmental Application servers, PC Networks and Stand Alone PCs

It is the responsibility of the system administrator and user to ensure that appropriate back-up procedures are in place. IT Services should be consulted for further advice on back-up procedures.

10 NEW SYSTEMS DEVELOPMENT

- 10.1 The Corporate Improvement Group (CIG) must approve all new systems development, however resourced, prior to commencement.
- 10.2 All new systems will be subject to a Business Case justification and will be considered in the light of existing systems functionality and implementation timetable.
- 10.3 Systems must not be developed or acquired without consulting IT Services. This is to ensure that appropriate software and equipment is used to the standard appropriate for the business needs, and to ensure compliance with the Council's ICT and purchasing policies. Issues which must be taken into account include, but are not limited to:
- development of a system functional specification
 - compatibility, if applicable, with other systems
 - provision of access by other users, if required and permitted
 - adequate security of data
 - standard levels of documentation, access control and Audit Trail
 - adequate sizing of the systems hardware; connectivity
 - sufficient user support, proper maintenance and back-up

11 SOFTWARE LICENCES

- 11.1 It is the responsibility of IT Services, systems administrators and users as appropriate, to ensure that appropriate software licences are obtained and maintained.
- 11.2 IT Services, in conjunction with the Information Strategy Group (ISG), will ensure that, if the Policy laid out in this document is followed, the legal requirements of licences will be met. However, it is the responsibility of all departmental managers to ensure that this Policy is followed at all times.

11.3 The Council's Policy for Computer Software Management and Code of Conduct for the Use of Computer Software, included within **Audit Guidelines for ICT Systems**, by Internal Audit, should be followed at all times.

12 **ELECTRONIC COMMUNICATION (INCLUDING USE OF INTERNET)**

12.1 **Electronic Communication includes:**

- use of E-mail within the Council,
- use of E-mail to and from addresses outside the Council,
- use of the Council's Intranet, and
- general use of the Internet.

12.2 **Authorisation**

Users will be connected to the internet and/ or e-mail only after receipt by IT Services of a completed and suitably authorised INET01 Form.

12.3 Officers must comply with the Council's **Code of Practice** relating to the **Use of Internet and Electronic Mail Facilities** (reproduced at Appendix 4). The following points should be noted:-

- Services will not be used to access, create, transmit or publish any material likely to cause offence.
- The hardware and software, and all messages belong to the Council; messages can be traced to both sender and recipient.
- Authorised staff in IT Services have the right to monitor the content of all e-mails and data which are transmitted to or from the Council's equipment or downloaded to the Council's equipment.
- All Internet sites visited are recorded automatically.
- Current Council personnel policies, including those on equal opportunities and harassment, apply.
- Data Protection legislation applies.
- Failure to comply with Council policies and procedures or legislation may lead to disciplinary and/or legal action.
- All communications sent or received via the Government Connect Secure Extranet (GCSx) or the Government Secure Intranet (GSi) may be intercepted or monitored.
- The automatic forwarding of electronic mail from a Wirral Council email account to another email account in a lower classification domain (ie – an internet email account such as hotmail) is prohibited by Government Connect.

12.4 **Internet and Intranet Access**

Failure to follow this Policy may put the Council's data and networks at risk: therefore non-compliance may lead to disciplinary action.

- (a) Access to the Internet and / or Intranet is only permitted on receipt of a properly authorised INET01 form. Control of access within a department is a departmental management issue.
- (b) All access must be in a manner approved by and arranged through IT Services.
- (c) Any data or information downloaded from the Internet must not be loaded to any other PC, networked or otherwise, until the data has been checked for viruses by a designated systems administrator or by IT Services. It is the user's responsibility to ensure that this is done.

13 PHYSICAL AND ENVIRONMENTAL SECURITY

13.1 Everyone has a duty of care to ensure that equipment:

- is not put at risk of damage or theft, and is used in accordance with safe working practices. For example:
- The location of ICT equipment should be subject to a risk analysis, and should be sited to avoid unauthorised access, damage, theft interference and the effects of environmental or other hazards.
- Equipment in transit must not be left unattended.
- Equipment must not be removed or moved to another location without notification being given to IT Services and the appropriate changes made to the central asset register.
- Eating and drinking should not take place in the immediate vicinity of equipment.

13.2 Responsibility for the physical security of ICT facilities lies with the appropriate Building Manager in consultation with the ICT system owner.

14 HUMAN RESOURCES SECURITY

14.1 Since May 2004 all potential members of staff are subject to the Right to Work in the UK background security check. This involves establishing the identity of a potential employee by providing details of:

- 1) Identity, proven by visibility of:
 - a) Full 10 year passportOr:
 - b) Birth Certificate, and
 - c) An official document issued by a previous employer or Government agency, such as a P45 form

Additionally potential staff must provide details of:

- 2) Employment history (past 3 years)
 - 3) Nationality and immigration status
 - 4) Criminal Record (unspent convictions only)
- 14.2 Existing staff employed prior to May 2004 who require access to Government Connect services will also be subject to the Right to Work in the UK background check.
- 14.3 In some instances a Criminal Records Bureau check will be required. If a candidate is successful in their application for a post requiring a CRB check, they will be required to authorise the Council to apply for disclosure of information from the Criminal Records Bureau. This authorisation must be given at the time the application is made. No check will be made, however, until an appointment is offered.
- 14.4 The policy and procedure for checking existing employees was approved by Employment & Appointments Committee on 11 March 2004 (Minute No. 95). In accordance with the CRB Code of Practice and because there is no contractual obligation on the employee, the Council will need to seek the existing employee's consent before completing a CRB check.

REPORTING AN ICT SECURITY INCIDENT

1. INTRODUCTION

1.1 An ICT incident monitoring system is required to:

- i) Ensure all incidents are recognised and managed appropriately;
- ii) Enable Wirral Council to identify any patterns of problems and take action to rectify them.

2. DEFINITION

2.1 For Wirral Council's purposes, an ICT security incident refers to any event that may cause loss or damage to Council ICT equipment or information that it holds. This includes the disclosure of information to someone not authorised to see it.

2.2 Although the loss of equipment is significant, the most important aspect of managing an incident is to identify what Council information or data has been affected. The person reporting the incident should record as quickly as possible what information is involved. For example, if a Council PC, tablet or CD/Datastick is lost or stolen, a list of the information held on the device or media should be made. If the files in which the information is held are password protected or encrypted, this should also be recorded.

2.3 ICT security incidents may be caused by accidental or deliberate actions. The Wirral Council ICT Security Policy requires all staff to report possible ICT security incidents so that remedial action can be taken and the chances of similar events occurring again are reduced.

2.4 A reportable incident could include, but not be limited to:

- i. Any theft, damage or loss of ICT equipment (eg – theft of PCs or components);
- ii. Any unauthorised access, disclosure, deletion or amendment to information held on a computer;
- iii. Any unauthorised access, deletion or amendment to software held on a computer;
- iv. Any unauthorised personal use of ICT facilities;
- v. Any loading and use of unauthorised software (eg – games, shareware, hacking tools);
- vi. Any unauthorised copying of software;
- vii. Any disclosure of data to an unauthorised member of staff or any other person who is not authorised to see it;
- viii. Any occurrence of malicious software such as a virus;
- ix. Any unsolicited e-mail which is offensive or appears to be fraudulent;
- x. Any suspicious event (eg – computer equipment being moved, suspicion that a user's computer has been tampered with).

- xi. Access to inappropriate websites and the downloading or storage of inappropriate images or material;
- xii. Connection of unauthorised or personal equipment to Council networks;
- xiii. Use of ICT facilities or systems to engage in fraudulent activities.

3. PROCEDURES

3.1 The following procedures should be followed:

- i. If any member of staff suspects an incident has occurred, they should contact their Line Manager. Staff should **NOT** attempt to respond to any incident themselves.
- ii. The Line Manager should then contact the Department Security Officer (DSO).
- iii. The incident should then be reported to the IT Services Helpdesk on ext. 4080
- iv. The relevant sections of the ICT Security Incident Form (at Annex 1) completed.

If the incident involves the loss or unauthorised disclosure of any council information classified as 'PROTECT' or 'RESTRICTED' this must be recorded.

- v. The incident details will then be recorded on the Helpdesk system and passed to IT Services staff for further action.
- vi. IT Services staff will investigate.
- vii. The incident will be prioritised in terms of its potential impact and urgency. Services affected by the incident will be identified.
- viii. At this point, the Council's Press & Public Relations Office should be informed by the DSO about incidents, particularly theft, internet misuse and any cases where Council information has been compromised. Staff should contact the Press Office on 0151 691 8089 or 8089 to discuss the matter further.
- ix. If it is suspected that the incident has involved fraudulent activity, then the Council's Anti-Fraud and Corruption procedures should be followed. Details of Wirral's anti-fraud policy can be found at <http://10.107.1.50/Personnel/Forms/Anti-Fraud.doc>. The relevant departmental investigating officer should be contacted.
- x. If it is suspected that the incident involves misuse of the Council's internet service, the 'Internet Misuse Investigation Process' should be followed. Details of the process can be found at Annex 2. The Director of Finance's secretary should be contacted immediately on 0151 666 3057.

- xi. The relevant team in IT Services will take the appropriate action to resolve the incident.
- xii. The incident will be logged and any relevant evidence collected and saved. If the incident involves any activity which could constitute misconduct, then the Council's disciplinary procedures should be followed.
- xiii. If the incident involves stolen, lost or damaged ICT equipment it may be possible to submit an insurance claim. The Insurance and Risk Management team should be contacted on 0151 666 3413 for further details.
- xiv. If the incident involves and information, ICT equipment, system or staff related to Government Connect services, the incident must be reported by IT Services to GovCertUK¹ using the form at Annex 3.
- xv. The incident will be reviewed by IT Services and corrective action taken to ensure the likelihood of a similar incident occurring is reduced.
- xvi. Incidents that have highlighted weaknesses in the Council's ICT security framework, or have involved fraud or internet misuse, will be reported by IT Services to senior management via the Information Strategy Group (ISG).

Annex 4 outlines the above key stages in the incident reporting and response process.

4. ROLES & RESPONSIBILITIES

4.1 Staff

All Wirral Council staff are required to adhere to the ICT Security Policy and the Code of Practice for Use of Internet and Electronic Mail Facilities. If an ICT security incident is suspected users must report it immediately to their line manager. Under no circumstances should staff attempt to respond to an incident themselves.

4.2 Line Manager

When told of an ICT Security Incident a Line Manager they must ensure that any equipment involved remains untouched and that the designated Security Officer for their department is contacted. If the incident involves inappropriate use of the internet the Council's Internet Misuse – Investigation Process must be followed. Details of this are attached at Annex 2.

4.3 Departmental Security Officer (DSO)

When alerted to a suspected ICT Security Incident the DSO must contact the IT Services Helpdesk on x4080 and complete an ICT Security Incident Form. All relevant details must be recorded, including details of any assets and information. If necessary the DSO is responsible for contacting the Press & PR

¹ For more information see <http://www.cesg.gov.uk/govcertuk/index.shtml>

office; invoking the anti-fraud procedures; and completing and submitting any insurance claim.

4.4 Helpdesk

The Helpdesk will record the details of the incident, log a job and forward it to the relevant officer within IT Services.

4.5 IT Services

IT Services will investigate, diagnose and classify any ICT Security Incident. If necessary they will invoke the relevant procedures if the case involves misuse of the internet. In certain circumstances the case will be forwarded to a specialist team to be dealt with. If the incident is related to the Government Connect programme it will be reported to GovCertUK. Once resolved IT Services will review the incident and implement any necessary corrective actions to reduce the chance of the incident reoccurring in the future.

4.6 A summary report of incidents will be reported annually to ISG.

ICT SECURITY INCIDENT FORM

Security Incident Report Number	<i>To be completed by ITS Helpdesk Will need to cross reference with Helpdesk number</i>
Date of incident Staff Name Section Line Manager Location	Time Telephone Department
Nature of Incident	Brief report outlining the circumstances and details of the incident. Indicate if the incident was accidental or deliberate.
Information/data lost or compromised	<i>Information Classification – Not Protectively Marked, Protect, Restricted</i>
Description of Items Asset Number Asset Description	
Estimated Value of Items Insurance Claim	£ Will a claim be submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No Details, and completed Insurance Form, to be forwarded to Risk and Insurance Management Team (<i>link to form to be included here</i>).
IT Services Actions IT Services Officer Description of Response	
Asset Register Updated? GovCertUK contacted?	If the incident relates to Government Connect services.
Follow Up Actions	Details of any further actions, including processes and procedures, that need to be undertaken to minimise the risk of incident reoccurring.

INTERNET MISUSE – INVESTIGATION PROCESS

IF IMAGES OF A SEXUAL NATURE INVOLVING CHILDREN OR ANIMALS ARE DISCOVERED AT ANY STAGE DURING THIS PROCESS THE INVESTIGATION MUST BE STOPPED, THE EVIDENCE SECURED, THE COMPUTER PLACED IN SECURE STORAGE AND THE POLICE INFORMED.

Line Managers

If it is suspected that a member of staff has been accessing inappropriate Internet sites then line managers should adopt the following procedure.

1. The member of staff should be escorted away from the computer, which should be left switched on, not touched and not left unattended. This will preserve as much evidence as possible.
2. The line manager should report the incident to the Director of Finance's secretary, telephone number (666) 3057, and provide the following information: -
 - Contact name and telephone number
 - Location of the equipment
 - Computer base unit asset reference number
3. If a member of ITS cannot attend site before the end of the working day the computer should be closed down and locked in secure storage. Some evidence may be lost during the close down process.
4. ITS will investigate the incident and report back to the line manager who should initiate the appropriate disciplinary action.

Secretarial

On receipt of a report of suspected misuse Secretarial should carry out the following.

5. Contact a member of ITS staff in the following order: -

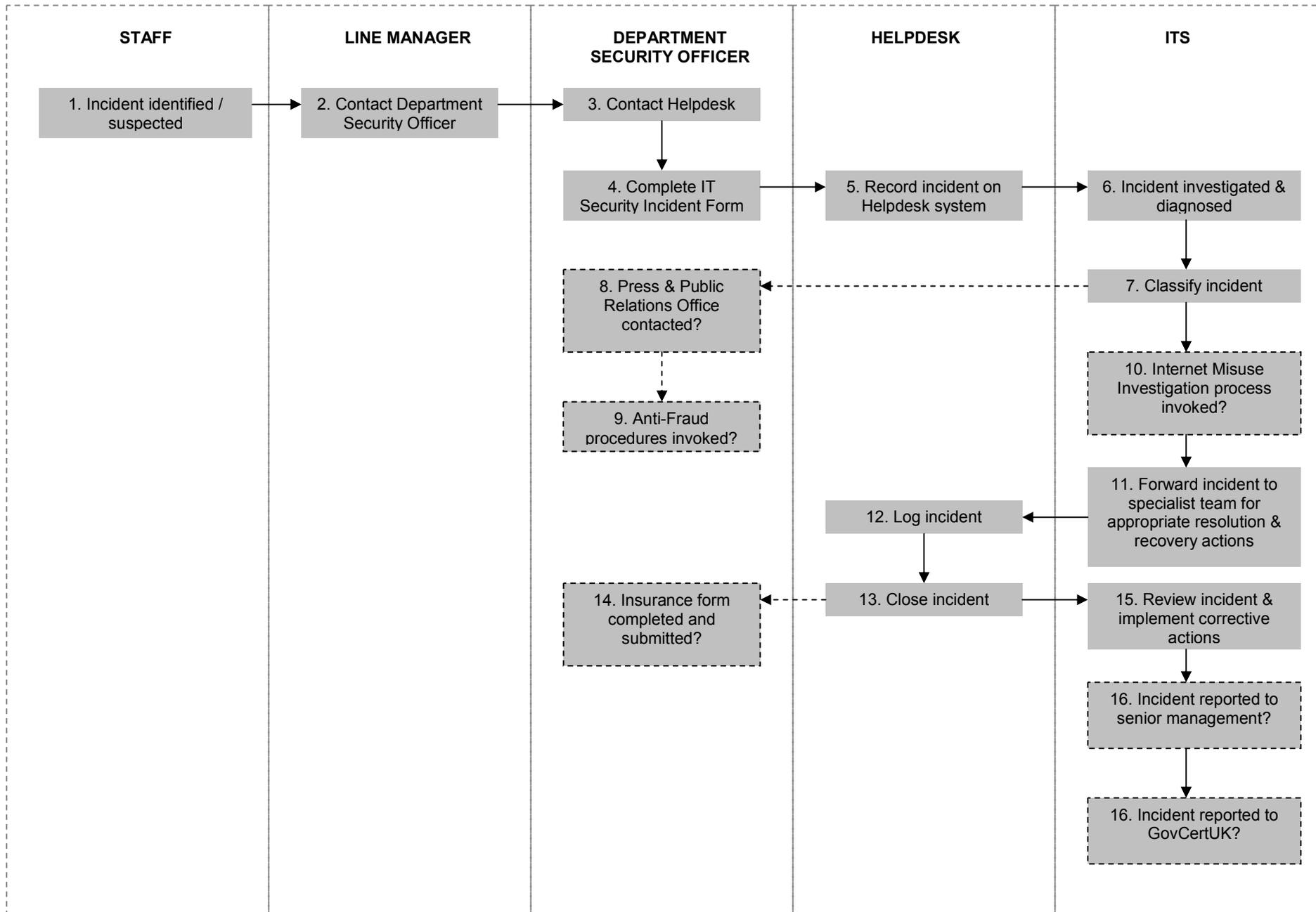
• Steve Catlow	Group Leader, Distributed Systems	x3046
• Andy Molloy	Principal IT Officer, Distributed Systems	x3099
• John Ellis	Senior IT Officer, Distributed Systems	x3208
• Martin Dewhirst	Principal IT Officer, Distributed Systems	x3100
• Geoff Paterson	Infrastructure Manager	x3029
• John Macmillan	Superstructure Manager	x3074
• John Carruthers	Head of Service	x3106
6. Provide details of the incident and the information given at (2.) above.

ITS

7. On receipt of a report a member of IT Services staff will be requested to investigate.
8. As much investigative work as possible will be carried out and recorded prior to the computer being closed down.
9. The computer will be transported to the IT Services workshop for further investigation, where it will be clearly labelled and securely stored.
10. IT Services will analyse all firewall logs to determine the dates, times and which sites were accessed.
11. A report of findings will be sent to the originating line manager for action.

GOVCERTUK INCIDENT REPORT FORM

General Information	
Reported By:	Date/Time Detected:
Department:	Date/Time Reported:
Title:	Mobile:
Phone:	Fax:
Email Address:	Additional Information:
Postal Address:	
Incident Details	
Type of Incident:	
Status of the Department:	Classification of affected System:
Incident Details:	
Site Details:	Site Point of Contact:
Actions Taken:	
For further information go to: http://www.cesg.gov.uk/govcertuk/index.shtml	



Actions with a dotted border must always be considered but executing them will depend on the individual incident.

GOVERNMENT PROTECTIVE MARKING SCHEME (GPMS)

1. DEFINITIONS

- 1.1 The national Government Protective Marking System provides a framework for people handling public sector information to recognize the security required for the information being held, processed or transmitted. Each protective marking is allocated an appropriate Impact Level (IL). The IL value is used in order to determine how much protection these assets should be given. To recognise the appropriate security required, the person handling the information must consider the impact of it being released outside its normal channels, or the impact of its loss or destruction. The GPMS has 7 impact levels – see below.

Protective Marking	e-Government Impact Level
TOP SECRET	6
SECRET	5
CONFIDENTIAL	4
RESTRICTED	3
PROTECT	2
	1
Not Protectively Marked	0

- 1.2 A description of Top Secret and Secret is not given here. Anyone holding information that may have a higher IL than CONFIDENTIAL should contact the IT Services Helpdesk.
- 1.3 The compromise of assets marked “CONFIDENTIAL” would be likely to:
- Materially damage diplomatic relations, that is, cause formal protest or other sanctions
 - Prejudice individual security or liberty
 - Cause serious damage to the operational effectiveness of security or UK or allied forces
 - Cause serious damage to the continuing effectiveness of highly valuable security or intelligence operations
 - Work substantially against national finances or economic and commercial interests
 - Impede the investigation or facilitate the commission of serious crime
 - Seriously impede the development or operation of major government policies
 - Shut down or otherwise substantially disrupt significant national operations

- 1.4 Compromise of assets marked “RESTRICTED” would be likely to:
- Adversely affect diplomatic relations
 - Cause substantial distress to individuals
 - Make it more difficult to maintain the operational effectiveness of security or UK or allied forces
 - Cause financial loss or loss of earning potential to, or facilitate improper gain or advantage for, individuals or companies
 - Prejudice the investigation or facilitate the commission of crime
 - Breach proper undertakings to maintain the confidence of information provided by third parties
 - Impede the effective development or operation of government policies
 - Breach statutory restrictions on the disclosure of information (except the Data Protection Act – which can be addressed by other impact statements and/or the e-Government Security Framework)
 - Disadvantage government in commercial or policy negotiations with others
 - Undermine the proper management of public sector and its operations
- 1.5 The compromise of assets marked “PROTECT” would be likely to:
- Cause substantial distress to individuals
 - Breach proper undertakings to maintain the confidence of information provided by third parties
 - Breach statutory restrictions on the disclosure of information (except the Data Protection Act – which can be addressed by other impact statements and or/the e-government Security Framework).

2. DISTINCTIONS

- 1.1 At a working level within Wirral the baseline security objectives for PROTECT will be the same as for RESTRICTED, which are:
- Handle, use and transmit with care.
 - Take basic precautions against accidental compromise (eg – unprotected data held on a datastick) or opportunist attack (eg – a laptop containing Council information being left on public transport).
- 1.2 Depending on the severity of the circumstances either RESTRICTED or PROTECT may apply where compromise would be likely to:
- Cause financial loss or loss of earning potential to, or facilitate improper gain or advantage for, individuals or companies.
 - Prejudice the investigation or facilitate the commission of crime.
 - Disadvantage government in commercial or policy negotiations with others.
- 1.3 Care should be taken when using and describing information with the CONFIDENTIAL protective marking. Within the UK Government CONFIDENTIAL is an explicit marking with clearly defined handling requirements. Sometimes, within Wirral ‘Confidential’ is used as a marking to indicate that information has a requirement for protection. Care should be taken to ensure that information protectively marked with the national CONFIDENTIAL marking should be handled accordingly.

1.4 Wirral staff must also consider the affect of the aggregation of information. For example, an individual instance of a personnel file may be marked as PROTECT. However, if a number of personnel files all marked as PROTECT are stored on a database then the aggregated affect of holding the information together may increase the classification of the data as a whole. Consequently the collective marking would rise to RESTRICTED. If you are in doubt of the aggregation affect of the information you hold you should consult the system owner or the ITS Helpdesk.

	PROTECT	RESTRICTED
Description	Compromise of information would be likely to affect individuals in an adverse manner.	Compromise of information would be likely to affect the national interests in an adverse manner.
Guidelines	<ul style="list-style-type: none"> • Cause substantial distress to individuals. • Breach proper undertakings to maintain the confidence of information provided by third parties. • Breach statutory restrictions on the disclosure of information. 	<ul style="list-style-type: none"> • Affect diplomatic relations adversely. • Hinder the operational effectiveness or security of the UK or friendly forces. • Affect the internal stability or economic well-being of the UK or friendly countries adversely.
Principles and Clearance Levels	<ul style="list-style-type: none"> • Information classified as PROTECT should be held, processed, transmitted and destroyed with discretion to make compromise highly unlikely. • Only staff cleared by the department to access PROTECT level or above are authorised to handle the information. This includes all staff involved with transmission, storage and disposal. 	<ul style="list-style-type: none"> • Information classified as RESTRICTED should be held, processed, transmitted and destroyed with discretion to make compromise highly unlikely. • Only staff cleared by the department to access RESTRICTED level or above are authorised to handle the information. This includes all staff involved with transmission, storage and disposal.
Electronic Transmission (e-mail)	All PROTECT information may be transmitted across public networks within the UK or across any networks overseas i.e. across the internet.	All RESTRICTED information transmitted across public networks within the UK or across any networks overseas must be encrypted using an approved system.
Electronic Transmission (Fax)	All PROTECT information may be transmitted across the PSTN using a fax.	All RESTRICTED information may not be transmitted by fax at any time.
Electronic Storage	Electronic files (including databases) must be protected against illicit internal use or intrusion by external parties through a judicious selection of two or more of the following mechanisms: a. User challenge and authentication (username/password or digital ID/Certificate).	Electronic files (including databases) must be protected against illicit internal use or intrusion by external parties through a judicious selection of two or more of the following mechanisms: a. User challenge and authentication (username/password or digital ID/Certificate).

	PROTECT	RESTRICTED
	<p>b. Logging use at level of individual.</p> <p>c. Firewalls and intrusion-detection systems and procedures; server authentication.</p> <p>d. OS-specific/application-specific security measures.</p>	<p>b. Logging use at level of individual.</p> <p>c. Firewalls and intrusion-detection systems and procedures; server authentication.</p> <p>d. OS-specific/application-specific security measures.</p>
Electronic Disposal	Electronic files should be disposed of in a way that makes reconstruction highly unlikely.	Electronic files should be disposed of in a way that makes reconstruction highly unlikely.
Voice Telephone Conversation	Information protectively marked with PROTECT can be spoken about over the telephone.	Departments should already be aware from S(E)N 06-10 issued on 22 September 2006 that telecommunications made at RESTRICTED (Confidentially IL 3) level can no longer be guaranteed as secure. Appropriate secure communications should be used.
Manual Transmission	<ul style="list-style-type: none"> • Within a single physical location. As determined by the ITSM or equivalent. • Transfer between establishments within or outside UK: <p>a. May be carried by ordinary postal service or commercial courier firms, provided the envelope/package³ is closed and the word PROTECT is not visible.</p> <p>b. The outer envelope must clearly show a return address in case delivery is unsuccessful. d. In some cases due to the nature of the contents, identifying the originating department may be inappropriate and a return PO Box alone should be used.</p>	<ul style="list-style-type: none"> • Within a single physical location. As determined by the ITSM or equivalent. • Transfer between establishments within or outside UK: <p>a. May be carried by ordinary postal service or commercial courier firms, provided the envelope/package³ is closed and the word RESTRICTED is not visible.</p> <p>b. The outer envelope should be addressed to an individual by name and title. RESTRICTED mail for/from overseas posts should be carried by diplomatic airfreight.</p> <p>c. The outer envelope must clearly show a return address in case delivery is unsuccessful. d. In some cases due to the nature of the contents, identifying the originating department may be inappropriate and a return PO Box alone should be used.</p>
Manual Storage	<ul style="list-style-type: none"> • In an office environment, PROTECT material should be held in a lockable storage area or cabinet. • In a storage facility, all material should be protected through controlled access to the storage areas, and through a secure physical environment. 	<ul style="list-style-type: none"> • In an office environment, RESTRICTED material should be held in a lockable storage area or cabinet. • In a storage facility, all material should be protected through controlled access to the storage areas, and through a secure physical environment.
Manual Disposal	Disposed of or destroyed in a way that makes reconstruction highly	Disposed of or destroyed in a way that makes reconstruction highly unlikely.

	PROTECT	RESTRICTED
	unlikely.	

3. EXAMPLES OF USE OF PROTECT AND RESTRICTED IN WIRRAL COUNCIL

- 3.1 PROTECT refers to information relating to an individual. For example, information concerning parents who have registered for free school meals should be labelled PROTECT when dealing with an individual case. In instances where this information is viewed collectively, such as a database report showing all Wirral parents who claim free school meals, then the labelling will change to RESTRICTED.
- 3.2 Information that is personal and sensitive should be labelled RESTRICTED, even if it relates to one record of an individual files. This may include Social Services case files.
- 3.3 If you wish to discuss the classification of specific information contact the ITS Helpdesk.

USE OF MOBILE DEVICES

1. WHAT IS THE DEFINITION OF A MOBILE DEVICE?

- 1.1 A mobile device is a portable device that is used to access Council ICT systems and store or transmit data from any location. Examples include laptops; tablet PC's, Personal Digital Assistants, Smartphones, mobile phones and USB flash drives.

2. PURPOSE OF PROVIDING MOBILE DEVICES

- 2.1 The Council provides mobile devices to enable staff to access ICT and telecommunications systems from any location as part of their employment.
- 2.2 Mobile devices that are not supplied by the Council must not be connected to the Council network.
- 2.3 Personal mobile phones are permitted but they should be set to silent or discreet mode during working hours and only used in emergency situations.

3. PERSONAL USE OF COUNCIL SUPPLIED MOBILE DEVICES

- 3.1 In emergency situations, including circumstances where you are unexpectedly required to work out of hours or at an alternative location, minimal use of your mobile device for personal use is permitted, as long as it does not interfere with work commitments and does not constitute misuse.
- 3.2 Minimal personal use means infrequently and for seconds, rather than minutes and should be kept to unavoidable, emergency situations.

4. THINGS YOU MUST NOT DO

- 4.1 Except where it is strictly and necessarily required for your work, you must not use your mobile device to do the following:

- X Transmit picture messages.
- X Transmit video messages.
- X Download music or video files.
- X Download ring tones or games.
- X Make international phone calls.
- X Send international SMS text messages.
- X Dial or text premium rate phone numbers (e.g. Orange 177 & 241)
- X Use multimedia services.

- 4.2 The above list gives examples of "inappropriate" use but is neither exclusive nor exhaustive.

5. MONITORING THE USE OF MOBILE DEVICES

- 5.1 The Council has a duty to monitor how the organisation operates and how its individual employees perform whilst at work. Lawful monitoring is undertaken to safeguard employees as well as protect the interests of the Council and its customers. It is also undertaken so that Managers can ensure the smooth running of their Department and to enable the management of resources.
- 5.2 Be aware that the usage of mobile devices will be monitored to ensure that it is in accordance with the policies and procedures of the Council.
- 5.3 A summary of personal usage above the accepted minimum and the associated costs will be provided to individuals. These costs will be reclaimed by the Council.
- 5.4 Any personal usage above the permitted minimal use that is not repaid will be dealt with in accordance with the Council's disciplinary procedure where necessary. In disciplinary situations the Council will be the arbiter of whether or not the minimal personal use test has been met
- 5.5 All mobile devices must be available to be returned to the Council on request for updates and auditing purposes.

6. MOBILE DEVICES AND THE LAW

- 6.1 Your Mobile Device must not be used in a way that contravenes the Law.
- 6.2 Under the Freedom of Information Act, any copy of a file held on a Wirral mobile device will be accessible to the general public. If you choose to delete this file after you know that it has been requested then you are committing an offence for which you, not the Council, will be personally liable.
- 6.3 Under the Data Protection Act we have a duty to protect personal or sensitive information. Some mobile devices have very limited security facilities and should not be used to store personal, sensitive or confidential information without additional controls. See the appendices for examples of these controls and advice on how to assess risks.
- 6.4 The law (Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations 2003) prohibits drivers from using a hand-held mobile phone, or similar device, while driving. Employees must never use a phone while driving and ensure that their phone is switched off when driving. Further information on the use of mobile phones in cars is available on the Health Unit's pages of the intranet [here](#).

7. YOUR RESPONSIBILITIES AS A MOBILE DEVICE USER

- 7.1 It is your responsibility to:

- Familiarise yourself with this guidance before using a council supplied mobile device.
- Assess the risks associated with using your mobile device
- Keep your mobile device secure at all times. Advice on protecting your mobile device and using your mobile device in a public place is given below.

8. THREATS TO MOBILE DEVICES

8.1 Staff should be aware of the threats associated with using a mobile device. These include, but are not limited to:

- Theft
- Loss
- Damage
- Compromise of information
- Malicious attack (eg – viruses)

9. USING YOUR MOBILE DEVICE IN A PUBLIC PLACE – A QUICK GUIDE

9.1 Care should be taken when using mobile computing facilities in public places, meeting rooms and other unprotected areas outside of the Council's premises.

9.2 Be vigilant and don't invite crime:

- Make sure you have the right data access controls such as user account names and passwords or security tokens and that you use them properly.
- Secure your device to an immovable object if possible.
- Never leave your device unattended in public places.
- Enter passwords securely, just as you would enter a PIN number.
- Beware of shoulder surfers (people who watch your screen over your shoulder).
- Log out or use a screen saver with a password when you are not using the device.
- Do not give mobile devices to unauthorised persons (including members of your family).
- Carry mobile devices discretely on your person or in hand luggage.
- Never leave your device in view when left in a car.
- Report theft or loss of your device to the police and obtain an incident number.
- Report theft, damage or loss of your mobile device to the ICT Helpdesk.

9.3 Do your housekeeping:

- Make sure you take regular backups of the data on your mobile device if it is the only copy of the data.
- Make sure your anti-virus software is kept up to date.
- If you no longer need a file then delete it.
- Don't eat or drink near your device.

USE OF INTERNET AND ELECTRONIC MAIL FACILITIES

CODE OF PRACTICE - EMPLOYEES

This document outlines the policy adopted by the Council for the acceptable use of computer network facilities, including electronic mail and the Internet.

Anyone authorised to use such facilities is required to abide by the conditions laid down in this policy. Any breach of these conditions could result in disciplinary action or in some cases a criminal prosecution.

All users are expected to demonstrate a responsible approach in the use of resources available to them, and to show consideration for other users, both those using the Council's facilities and those with whom they may come into contact on the Internet. Users are expected to behave in a legal, moral and ethical fashion that is consistent with Council policies and standards.

It must be recognised that any view communicated over the Internet will be deemed to be the view of the Council, and will in most cases be treated as equivalent to correspondence sent by traditional formal routes. Normal rules for authorising correspondence and statements should therefore be applied to electronic communication.

Access to the Internet by personal computers (including portables) provided by the Council must use only the approved service providers. (Downloading "free" browsers etc. may significantly change the way in which the PC is organised, which may in turn give rise to support problems.)

Users must not load unauthorised software, including games, on personal computers provided by the Council.

Users should print only essential material, and should check the length of a document before printing.

Use of the facilities provided will be routinely monitored and any unauthorised or unacceptable use could result in disciplinary measures.

All communications sent or received via the Government Connect Secure Extranet (GCSx) or the Government Secure Intranet (GSI) may be intercepted or monitored.

The automatic forwarding of electronic mail from a Wirral Council email account to another email account in a lower classification domain (ie – an internet email account such as hotmail) is prohibited.

Unacceptable Deliberate Use

The following activities, whilst not an exhaustive list, are unacceptable:

1. The access to or creation, transmission or publication of any offensive, discriminatory, pornographic, obscene or indecent images, sounds, data or other material.
2. The access to or creation, transmission or publication of any data capable of being displayed or converted to such offensive, pornographic, obscene or indecent images, sounds, data or other material.
3. The creation, transmission or publication of any material which is designed or likely to cause offence, inconvenience or needless anxiety, or which may intimidate or create an atmosphere of harassment.
4. The creation, transmission or publication of defamatory material.
5. The receipt or transmission of material that infringes the copyright of another person.
6. The creation, transmission or publication of any material in violation of Data Protection legislation or of any UK or International laws or regulations. Such activity may constitute a criminal offence.
7. The transmission of unsolicited commercial or advertising material to other users of the Council's network or users of the Internet.
8. The deliberate unauthorised access to facilities, services, data or resources within the Council or any other network or service accessible via the Internet, or attempts to gain such access.
9. Unauthorised access to the electronic mail of another individual.
10. Deliberate activities with any of the following characteristics or that by their nature could result in:
 - wasting staff or other users' efforts or network resources
 - corrupting or destroying other users' data
 - violating the privacy of other users
 - disrupting the work of other users
 - using the internet in a way that denies service to other users (for example by overloading the connection to the network by unnecessarily, excessively and thoughtlessly downloading large files)
 - continuing to use any item of software or to access any material after being requested to cease its use because of disruption caused to the functioning of the Council's network or the Internet (for example utilities designed to broadcast network-wide messages)
 - the introduction or propagation of viruses
11. Where the Internet is being used to access another network, any abuse of the acceptable use policy of that network.

12. Any use of the Internet or other facilities that could damage the reputation of the Council.

WIRRAL COUNCIL

CABINET - 10 DECEMBER 2008

REPORT OF THE DIRECTOR OF FINANCE

DEPUTY PRINT MANAGER AND PRINT MANAGEMENT SOFTWARE

1 EXECUTIVE SUMMARY

- 1.1 This report recommends to Members the need for a Deputy Print Manager and for additional print management software.

2 BACKGROUND

- 2.1 Cabinet on 8 January 2003 approved the creation of the post of Print Manager linked to:
- Savings of £150,000 from the replacement of office printers with multi-function devices, and
 - Savings of £150,000 from centralised print procurement
- 2.2 Cabinet on 28 June 2006 approved the purchase of a four colour printing press so that a greater proportion of work could be carried out in house to produce a net saving of £90,000.
- 2.3 A new contract for the provision of office printers and multi-function devices is to be considered by Cabinet on 10 December 2008.

3 FINANCIAL PERFORMANCE

- 3.1 Since the appointment of the Print Manager, the financial performance of the Print Unit has been:

2005/ 06	£338,000	surplus
2006/ 07	£62,000	surplus after equipment purchases of £164,000
2007/ 08	£126,000	surplus transferred to General Fund

- 3.2 The financial objective of the Print Unit is to make a surplus consistent with self financing of equipment and smoothing out revenue flows.
- 3.3 The Printing Reserve currently stands at £130,000.

4 STAFFING AND SOFTWARE REQUIREMENTS

- 4.1 The success of achieving control over the Council print requirements, in conjunction with the Tourism and Marketing Division of Corporate Services, has to some extent been achieved at the expense of the effort required to optimise the efficiency of office printing through the use of multi function devices.

- 4.2 The Strategic Asset Review will place further demands on the Print Manager to conduct Office Document Assessments by which the most economical mix of printers, faxes, scanners and multi function devices is determined.
- 4.3 To ensure that economies from the rationalisation of office printing and the new multi-function device contract, together with those from externally sourced print continue to be achieved, it is recommended that a post of Deputy to the Print Manager is established to support the Print Manager in these duties.
- 4.4 There is a hierarchy of cost when using print devices. The dearest is the stand alone office printer, through multi function devices to the volume digital printers of the Print Unit. To ensure that print jobs are carried out efficiently, it is recommended that software is acquired which will direct each individual print to the most economical device.

5 FINANCIAL AND STAFFING IMPLICATIONS

- 5.1 Subject to the agreement of the Head of Human Resources, it is proposed that a post of Deputy Print Manager is established at grade PO3 at a cost of £38,250 inclusive of on-cost, to be financed from the Printing Trading Account.
- 5.2 Print software to achieve the greatest economy in print cost can be acquired for £25,000 to £30,000, to be financed from the Printing Reserve.
- 5.3. The recommended tender for the supply, installation and maintenance of photocopiers and multi-functional devices will produce annual savings of £117,700.

6 EQUAL OPPORTUNITIES IMPLICATIONS

- 6.1 There are no ethnic minority, elderly persons or equal opportunities implications arising from this report.

7 PLANNING IMPLICATIONS

- 7.1 There are no planning implications.

8 COMMUNITY SAFETY IMPLICATIONS

- 8.1 There are no implications under this heading.

9 HUMAN RIGHTS IMPLICATIONS

- 9.1 There are no implications under this heading.

10 LOCAL AGENDA 21 IMPLICATIONS

- 10.1 There are no Agenda 21 Implications.

11 BACKGROUND PAPERS

- 11.1 None were used in the preparation of this report.

12 LOCAL MEMBER SUPPORT IMPLICATIONS.

12.1 There are no implications under this heading.

13 RECOMMENDATIONS

That

- (1) the establishment of the post of Deputy Print Manager be recommended to the Employment and Appointments Committee; and
- (2) additional print management software be purchased at a cost of up to £30,000 to be financed from the printing reserve.

FNCE/278/08

IAN COLEMAN
DIRECTOR OF FINANCE

This page is intentionally left blank

WIRRAL COUNCIL

CABINET - 10 DECEMBER 2008

REPORT OF THE DIRECTOR OF FINANCE

BALANCE SHEET MANAGEMENT - REVIEW OF BALANCES INCLUDING PROVISIONS AND RESERVES

1. EXECUTIVE SUMMARY

- 1.1. This report is the mid-year review of the amounts held in balances, provisions and reserves. It recommends the release of those provisions and reserves no longer required to general balances.

2. BALANCE SHEET MANAGEMENT

- 2.1. Integral to the effective use of resources is an understanding of the overall financial position of the Authority. Regular reports are presented to Cabinet and to Scrutiny Committees on financial monitoring in terms of the capital programme and the revenue budgets. This report provides a review of those resources held on the Council Balance Sheet in the form of balances including those identified as provisions and reserves.
- 2.2. In addition to the Statement of Recommended Practice (SORP) there is further statutory guidance contained within the Local Authority Accounting Practice bulletin (LAAP 55) on reserves and balances. This is supplemented by section 25 of the Local Government Act 2003 which requires me to comment on the adequacy of General Fund balances and reserves in the setting of the annual budget.
- 2.3. Having regard to the statutory guidance and the management, control and risks associated with the Council finances the general balance should be set at a minimum of 2% of the net revenue budget. Resources set-aside for specific purposes as provisions and reserves should be established and used in accordance with the purposes intended. From 2007/08 the minimum level of new amounts set-aside was set at £20,000 unless these relate to amounts held in trust. All provisions and reserves are reviewed at least twice a year.

3. GENERAL BALANCES

- 3.1. General balances are required to cushion the impact of unexpected events or emergencies, including unpredicted overspendings, on revenue budgets.
- 3.2. There is no statutory minimum level for general balances which are set at a level based upon my assessment of the strategic, operational and financial risks in managing a net budget for Wirral which is in the region of £300 million.
- 3.3. The Audit Commission has increasingly been suggesting to Local Authorities that General Fund balances should be at least 2% of the net revenue budget. For

Wirral this equates to approximately £6 million and both the Medium Term Financial Strategy and my projected budget reports to Cabinet have identified this as the requirement from 2009/10.

3.4. I regard this as the minimum level required for four key reasons:

- (a) The additional sums that have been allocated in recent years towards Adult and Children's Care Services, Cultural Services and Waste Services.
- (b) The pressures that continue within the Adult Social Services and Children & Young People Departments in respect of providing care services.
- (c) The impact of the present financial climate which has a consequential impact upon the income generation targets within Cultural Services and Technical Services, and on the demand for services in Finance.
- (d) The increasing pressures to deliver both enhanced services and further efficiencies add to the potential for spending not being kept within the resources allocated.

3.5. The importance of regular financial monitoring, particularly of the volatile areas within the departmental budgets, is integral to good financial management. This is an area that continues to be strengthened.

3.6. Together with the General Fund balances, the Council also holds other balances in the form of reserves and provisions that are set aside to meet specific or potential liabilities.

4. PROVISIONS AND RESERVES

4.1. The Council Constitution and financial regulations require that any provisions and reserves are established, monitored and used in accordance with statutory financial guidelines.

4.2. For each provision and reserve there needs to be a reason for / purpose of the provision/reserve and details of how and when the provision / reserve can be used. These are managed and controlled and are subject to a twice yearly review to ensure relevance and adequacy.

4.3. Provisions

4.3.1. Provisions are amounts set aside for any material liabilities or losses that are likely or certain to be incurred but the exact amounts and dates are not currently known. As such they are a compulsory requirement when the liability or loss is identified.

4.3.2. Appendix 1 provides details of all existing provisions including a narrative for the significant items together with details of their usage during the current financial year.

4.3.3. The review has identified the provisions that are to be used during 2008/09, are required to be retained for the purposes intended, or can be returned to the general balance.

4.4. Reserves

4.4.1. Reserves are set aside by the Council to meet future expenditure such as decisions causing anticipated expenditure to be delayed. As such they are required to be spent on specific purposes.

4.4.2. Appendix 2 provides details of all the existing reserves including an explanatory narrative together with details of the usage during the current financial year.

4.4.3. The review identified those reserves that are to be used during 2008/09, those required to be retained for the purposes intended, or those that can be returned to the general balance.

4.5. Housing Benefit and Local Pay

4.5.1. The Housing Benefit provision and reserve, because of their nature and complexity, are to be the subject of a separate report to Cabinet. Also the Director of Law, Human Resources and Asset Management is to update Cabinet on the position regarding the implementation of the local pay review including the related sum set aside.

5. FINANCIAL AND STAFFING IMPLICATIONS

5.1. The minimum level of General Fund Balances, reflecting the financial management arrangements in place, has been assessed at £6 million and this figure is included within the Medium Term Financial Strategy and budget projections for 2009/10.

5.2. The review has identified that £97,000 of provisions and £263,000 of reserves can be returned to the general balance. Cabinet is recommended that those in respect of Regeneration totalling £230,000 should be considered against the previously reported projected overspend for the Department of £0.8m in the current financial year.

5.3. There are no staffing implications arising directly from this report.

6. EQUAL OPPORTUNITY IMPLICATIONS

6.1. There are none arising from this report.

7. COMMUNITY SAFETY IMPLICATIONS

7.1. There are none arising from this report.

8. HUMAN RIGHTS IMPLICATIONS

8.1. There are none arising directly from this report.

9. LOCAL AGENDA 21 IMPLICATIONS

9.1. There are none arising directly from this report.

10. PLANNING IMPLICATIONS

10.1. There are none arising directly from this report.

11. MEMBER SUPPORT IMPLICATIONS

11.1. There are none arising directly from this report.

12. BACKGROUND PAPERS

12.1 Local Authority Accounting Practice (LAAP 55) – Reserves and Balances.

12.2. Local Government Act 2003 Section 25.

13. RECOMMENDATIONS

That

- (1) the Regeneration provisions and reserves totalling £230,000 identified as no longer being required be used to partially offset the projected overspending in 2008-09; and
- (2) the other reserves totalling £130,000 identified as no longer being required be returned to General Fund Balances.

IAN COLEMAN
DIRECTOR OF FINANCE

FNCE/282/08

PROVISIONS

APPENDIX 1

Department / Description	Balance 01/04/2008 £'000	To use in year £'000	Return to balances £'000	Estimate 31/03/2009 £'000	Reason for / purpose of the provision
Corporate Services					
Merseyside Information Service	178	-	-	178	For costs from the winding-up of the organisation
Wirral Council Match Funding	122	-	-	122	General amount to support revenue funded schemes
Local Development Framework	160	-80	-	80	For studies re preparation of Wirral's DPD
Hoylake West Kirby Match Fund	45	-	-	45	For contribution to Hoylake / West Kirby schemes
Corporate Policy Support	80	-40	-	40	For part funding of fixed term posts over 2 years
Consultancy Support Wirral	30	-	-	30	For consultancy work to support SIT
ERNACT	20	-	-	20	For outstanding commitments re ERNACT
M'side Environ Advisory Service	15	-	-	15	For Merseyside Environmental Advisory Service
Capital of Culture/Tall Ships	62	-62	-	-	Wirral's associated costs re these events
EVR costs	45	-45	-	-	For costs of EVR within Corporate Services
Area Forum Funding	35	-35	-	-	Remaining 2007/08 allocations used in 2008/09
Employment Land Study	22	-22	-	-	Remainder of costs of Employment Land Study
Computer Replacement	12	-12	-	-	Remainder of replacement programme
Waste Development Plan	7	-7	-	-	Remainder of scheme costs
	833	-303	-	530	
Finance					
Housing Benefit	5,600	-	-	5,600	To be the subject of a separate report
Collection Fund	1,200	-1,200	-	-	Wirral's share of Collection Fund deficit
Transformational Change	45	-22	-	23	For part funding of fixed term posts over 2 years
Call Centre Equipment	40	-40	-	-	For new IT equipment purchased in April 2008
Printing Income	-30	30	-	-	For unreceipted income now resolved
	6,855	-1,232	-	5,623	
Law HR Asset Management					
EAT/RAT Developments	45	-	-	45	For developing an EAT/RAT recruitment portal
Local Pay Review	2,592	-2,592	-	-	For payment of arrears from 2007/08
Equal Pay Back Pay	437	-437	-	-	For payments re equal pay back pay
Local Pay Review HR	78	-78	-	-	Balance for administration used in 2008/09
HR Training	71	-71	-	-	Leadership development programme contract
Employee Assistance Prog	16	-16	-	-	Balance for pilot programme
Creative Recruit Campaign	12	-12	-	-	Remainder of recruitment costs
	3,251	-3,206	-	45	

PROVISIONS

APPENDIX 1

Department / Description	Balance 01/04/2008 £'000	To use in year £'000	Return to balances £'000	Estimate 31/03/2009 £'000	Reason for / purpose of the provision
Regeneration					
Group repair	110	-	-	110	For assisting the ongoing group repair schemes
Empty property	102	-	-	102	For assisting with the ongoing pilot project
LEGI Fund	97	-	-97	-	Return to balances to offset projected overspend
	<u>309</u>	<u>-</u>	<u>-97</u>	<u>212</u>	
Technical Services					
Replacement Wheelie Bins	200	-	-	200	For bins throughout life of waste contract
Highway Maintenance	437	-437	-	-	For risk improvement works to housing paths
Highways works	316	-316	-	-	To be used in winding up Operational Services
HESPE	175	-175	-	-	For HESPE consultants
Repair & Renewal Fund	100	-100	-	-	Committed for administrative buildings repairs
Asset management	100	-100	-	-	In process of being purchased
Development control system	85	-85	-	-	In process of being purchased
	<u>1,413</u>	<u>-1,213</u>	<u>-</u>	<u>200</u>	
TOTAL PROVISIONS	<u>12,661</u>	<u>5,954</u>	<u>-97</u>	<u>6,610</u>	

RESERVES

APPENDIX 2

Department / Description	Balance 01/04/2008 £'000	To use in year £'000	Return to balances £'000	Estimate 31/03/2009 £'000	Reason for / purpose of the reserve
Children & Young Persons					
PFI Appreciation	1,448	-	-	1,448	Wirral's reversionary interest in PF1 Schools.
PFI Revenue	2,712	-1,300	-	1,412	Grant to offset increases in unitary payments to 2010.
Contingency Schools	478	-108	-	370	For unforeseen costs and for changes in pupil numbers.
PFI Wiring	164	-67	-	97	Final commitments under Schools PFI scheme
CIC held in trust for minors	9	-	-	9	Criminal Injuries Compensation held in trust for minors
Schools contributions towards Capital Schemes	710	-710	-	-	Schools' contributions to be used in 2008/09
Kitchen equal pay arrears	363	-363	-	-	The estimated 2007/08 back pay for kitchen staff & harmonisation costs to be paid in 2008/09
Dedicated Schools Grant	272	-272	-	-	Net additional DSG. Regulations require this to be c/f to the end of the current funding period (2010/11) unless otherwise agreed by Schools Forum.
Nursery	200	-200	-	-	Reserve to equalise cost of funding Private Voluntary and Independent Providers of Early Years education
Contact Point	200	-200	-	-	Reserve to fund 2008/09 Contact Point Programme
Transport	135	-135	-	-	Reserve to equalise cost arising from the number of Home to School Transport days (to be used in 2008/09)
Drug Action Team	131	-131	-	-	PCT funding to support Drug Action Team Programme
Safeguarding	77	-77	-	-	Balance of grant held on behalf of Safeguarding Panel.
Youth Offending	49	-49	-	-	Reserve to meet relocation costs for Youth Offending Service from Cavendish to Solar in 2008-09
Insurance	44	-44	-	-	Reserve for uninsured costs of children's homes claims.
Catering reserve	41	-41	-	-	For week 53 wages now allocated
School Sports Coordinator	19	-19	-	-	Sports Council grant establishing a sports coordinator.
Children's Centre Reserve	8	-	-8	-	Reserve no longer needed
Sure Start	4	-	-4	-	Reserve no longer needed
	7,064	-3,716	-12	3,336	
Corporate Services					
Investment Strategy	200	-50	-	150	For preparing / implementing the Investment Strategy
Local Development Framework	132	-	-	132	For funding the Planning Strategy work
Marketing Wirral Tourism	201	-100	-	101	For contributing towards ERDF Tourism project
Planning Compensation	95	-	-	95	For compensation in respect of planning decisions

RESERVES

APPENDIX 2

Department / Description	Balance 01/04/2008 £'000	To use in year £'000	Return to balances £'000	Estimate 31/03/2009 £'000	Reason for / purpose of the reserve
EVR Costs	150	-100	-	50	For departmental costs of staff released by EVR
Corporate PR Tourism Support	40	-	-	40	For meeting tourism/PR sponsorship
PR Marketing	71	-40	-	31	For events including Culture For All & Wirral Campaign
Arts, Culture, Tourism Match	87	-	-87	-	Return to balances as final ERDF claim audited
	<u>976</u>	<u>-290</u>	<u>-87</u>	<u>599</u>	
Finance					
Housing Benefit	10,832	-	-	10,832	To be the subject of a separate report
Debt Restructuring	6,103	-	-	6,103	For meeting the implications of any re-alignments to the investment portfolio
Financing (MRP adjustments)	2,000	-	-	2,000	For funding any increased costs from capital accounting changes surrounding MRP
IT Strategy	1,712	-	-	1,712	For developing / implementing the IT Programme
Matching Fund	339	-	-	339	For Council contribution for Special Initiatives
Financing (lease)	135	-	-	135	For any unexpected leasing costs
One Stop Shops	333	-200	-	133	For One Stop Shops development costs
Printing Unit	130	-	-	130	For replacement/upgrading of print unit machinery
Finance Training	38	-8	-	30	For equipment for Training Rooms
Admin Building repair fund	38	-38	-	-	Balance committed for Treasury Building works
Magistrates' Court	20	-	-20	-	Return to balances as grant resolved
Purchasing consortium	11	-	-11	-	Return to balances as consortium resolved
	<u>21,691</u>	<u>-246</u>	<u>-31</u>	<u>21,414</u>	
Law HR Asset Management					
Local Pay Review	3,335	-	-	3,335	To be the subject of a separate report
Coroners	100	-	-	100	For additional costs including long inquests
HR Initiatives	98	-	-	98	For developing HR systems
Admin Bldg Repair Reserve	74	-	-	74	For repairs on Wallasey complex buildings
HR Occupational Health	31	-	-	31	For implementing/developing the service provision
Managed Prop Repair Reserve	25	-	-	25	For repairs on managed properties
Chief Exec Community Fund	11	-	-	11	For contributions for community schemes
Committee Services System	50	-50	-	-	For acquiring new Committee Services system
RBDM Renovations	17	-17	-	-	For renovation/improvements to Birkenhead Registrars
	<u>3,741</u>	<u>-67</u>	<u>-</u>	<u>3,674</u>	

RESERVES

APPENDIX 2

Department / Description	Balance 01/04/2008 £'000	To use in year £'000	Return to balances £'000	Estimate 31/03/2009 £'000	Reason for / purpose of the reserve
Regeneration					
Housing Revenue Account	1,192	-	-	1,192	For ongoing liabilities arising from housing stock transfer
Supporting People	2,392	-1,476	-	916	For pilot projects in 2008/09 & subsequent years
Housing	775	-100	-	675	For supporting Strategic Housing Initiatives
Sport & recreation pay review	498	-	-	498	For the cost of pay review
Heritage Fund	206	-	-	206	For support / preservation of Wirral heritage
Parks & open spaces	201	-17	-	184	For supporting completion of existing schemes through New Opportunities Fund and improvement of facilities
Play Area Reserve	176	-	-	176	To support the provision of play areas
Section 106 (TCPA 1990)	155	-	-	155	For compliance with statutory obligations
Silver Sports Fund	61	-	-	61	Committed to support provision to over 60's
Tenancy Deposits	44	-	-	44	Support to homeless people to obtain private tenancies
Energy Fund	41	-	-	41	To support small energy initiatives to tackle fuel poverty
Culture & heritage	170	-140	-	30	To support schemes including Floral Pavilion
Community Safety	112	-96	-	16	£96k committed to community safety team in 2008/09; balance to support anti-social behaviour team
Dog Wardens Bequests	12	-	-	12	For private bequests for improvements to facilities
Libraries and halls	91	-87	-	4	Refurbishment works for Bebington and book festival both committed. Balance is contribution to Arrowe Hall
Landican Improvements	4	-	-4	-	Return to balances to offset projected overspend
Sport & recreation	170	-170	-	-	To support improvements to current facilities
Licensing	83	-	-83	-	Return to balances to offset projected overspend
Environment	40	-	-40	-	Return to balances to offset projected overspend
Leisure Review	33	-33	-	-	Will be used to fund 2008/09 cost of Leisure Review
Kids Excel Youth Nights	6	-	-6	-	Return to balances to offset projected overspend
	6,462	-2,119	-133	4,210	
Social Services					
Donations and specified funding	111	-3	-	108	Funds from external groups for set purposes eg to provide extras for residents at specific locations.
	111	-3	-	108	
TOTAL RESERVES	40,045	-6,441	-263	33,341	

This page is intentionally left blank

WIRRAL COUNCIL

CABINET - 10 DECEMBER 2008

REPORT OF THE DIRECTOR OF FINANCE

CHANGE PROGRAMME

1 EXECUTIVE SUMMARY

- 1.1 This report presents an update on the change programme agreed by the Cabinet on 7 February 2008.
- 1.2 It identifies four key areas for change, identified from over one hundred separate projects considered by Corporate Improvement Group (CIG), and identifies progress that could be achieved by April 2012.
- 1.3 The report details where potential savings have been identified from individual projects.
- 1.4 It notes that clear management will be essential in driving the programme to achieve efficiencies and improve the processes which underpin how the Council operates.
- 1.5 Members are asked to note progress on the Change Programme and approve the Change Programme 2009/2012.

2 INTRODUCTION

- 2.1 On 7 February, 2008 Cabinet approved the co-ordination and management of a single change programme through the CIG comprising:-
 - Change Team Programme
 - Integrated Financial System Programme
 - Customer Access Programme (CAS)
 - ICT (Information Communications Technology) Developments.
- 2.2 Cabinet on 23 July 2008 considered an update, which noted the progress in assessing and managing the elements of this programme. Corporate Improvement Group was in the process of reviewing over one hundred separate projects, focusing on those which would have the most impact. A need to introduce a project management system to prioritise projects to enable effective management had been identified.

2.3 Investment in the Corporate Change Programme is in those schemes, supported by robust Business Plans, which enable:

- the Corporate Plan and Vision for Wirral
- Corporate priorities, aims and objectives

It is co-ordinated with Council strategies, including the:

- Medium Term Financial Strategy
- Customer Access Strategy
- Asset Management Strategy
- Information Technology (IT) Strategy

In using IT, priority will be given to using the corporate core IT systems of:

- Enterprise Resource Planning (ERP)
- Customer Relationship Management (CRM)
- Electronic Document and Records Management (EDRM)
- Geographic Information System (GIS)
- Principal Departmental IT Systems

2.4 To this end all the projects identified were categorised into:

- Statutory/regulatory requirements
- Cabinet resolutions
- ICT Strategic Technological Developments
- Departmental developments

Projects were also assessed against criteria of:

- Whether or not an appropriate scope had been agreed,
- Timescales had been identified, and
- Costs/savings had been identified.

2.5 Those projects which did not meet the identified criteria have not been included in the proposed programme. However, the programme will need to be continuously reviewed as more information becomes available. For example, new legislation may lead to a review of programme priorities.

2.6 CIG felt that it was important that the Change Programme considered more than IT development projects, whilst accepting that IT is key to improvement. The programme therefore seeks to integrate and support developments across the Council, although the process has been centred on IT projects. To this end, the individual projects upon which the programme is built have been proposed by departments, through CIG and the process has been co-ordinated with representatives from IT Services, the Change Team, Customer Services and Financial Services.

- 2.7 For the Change Programme to be effective there is a need:
- at the highest level, to focus on identifying improvements and the timescales in which they could be delivered,
 - corporately, to integrate programmes which are currently being developed or managed within departments with this programme
 - for programme management to ensure that all projects and resources are co-ordinated,
 - at an operational level, to task individuals with delivering individual projects within the timeframe identified,
 - for programme assurance to ensure that appropriate processes are in place to enable delivery of the agreed programme,
 - to bring together staff with the necessary skills to deliver the programme within the timescales indicated.

This will require commitment to the programme and use of resources corporately.

- 2.8 Therefore, the proposed programme focuses on four areas for improvement – in terms of efficiency and access to services - and individual projects have been summarised within these areas. The proposed programme is at Appendix 1, and illustrates the potential for improvement over the next three years in each area, subject to the issues raised in paragraph 2.7 (above).

- **Customer Access Strategy (CAS):** initially using Streetscene Services
- **Common Administrative Processes:** including the key projects of the new Highways and Engineering Services contract arrangements (HESPE), Human Capital Management (HCM) [Human Resources and Payroll] and Integrated Financial Systems (IFS). The processes provide the Council with the potential for gaining efficiencies and improvements without any negative impact on front line services.
- **Strategic Asset Review:** this was reported to the Cabinet on 27 November 2008 and will be a catalyst for changing how people work and how services are accessed.
- **ICT Technological Developments:** the work necessary to keep computers and software functioning and up to date

Clearly, the projects are interdependent and cannot be managed in isolation from each other.

- 2.9 The proposed programme is built upon the principles of:
- Modernised, fit for purpose business processes, enabling service improvements
 - Automation of administrative processes
 - Robust, standardised Council-wide procedures for accessing and storing information
 - Improved management information availability and usage to assist service and investment decisions.
- 2.10 In delivering the programme, clear management will be essential in driving the programme to achieve efficiencies and improve the processes which underpin how the Council operates. Managers will seek to share and learn from best practice from other organisations through such as the North West Improvement and Efficiency Partnership. The Council will also build on the enhanced capacity it has developed through its MBA course at Chester University. There has been significant investment in project management and business improvement techniques training. PRINCE 2 project management training has been delivered at varying levels to over 170 officers within the Authority, enhancing the capacity to manage projects successfully. The Council has also benefited from the North West e-Government Group (NWEgg) NVQ Level 2 business improvement programme.

3 CUSTOMER ACCESS STRATEGY (CAS)

- 3.1 The CAS Programme will be underpinned initially by Streetscene, given that Customer Services receives most contacts around these services, and will look at whole processes – not just, for example, replacing current computer systems. The detailed projects required to achieve this will be jointly proposed by Technical Services and Customer Services, and will be agreed by CIG.
- 3.2 The programme area is envisaged to cover:
- A full review of all Streetscene processes,
 - Issuing of licensing and permits across all services,
 - Registration functions,
 - Welfare visiting services and the provision of out of hours services,
 - Development of the web access channel incorporating development of on-line forms,
 - Development of text messaging as an additional access channel.

- 3.3 As regards current issues, the team introduced amendments to the CRM software during November that will resolve the job scheduler problems with the ERIC Service and address all but two of the technical issues that are preventing Pest Control and other potential users making full use of the mobile solution.

4 COMMON ADMINISTRATIVE PROCESSES

Overview

- 4.1 Service provision is underpinned by common administrative processes that have evolved over time often independently from one department to another. This has resulted in a lack of standardisation across the organisation leading to inconsistency in the use of systems and information technology.
- 4.2 This inconsistency has led to inefficiencies such as duplication of effort, manual processing and heavy reliance on paper based systems which are often labour intensive and open to error. There has also been a growth in duplicate databases, created to hold data locally that has already been captured centrally. This has been generally in response to the inability to obtain accurate management information from central sources.
- 4.3 These processes utilise a variety of ICT applications.

Range of common administrative processes

- 4.4 To date, the major focus of the Change Team has been to examine corporate activities covering procurement, HCM, expenses, post rooms, case management, meeting events, mileage claims, petty cash and income recovery. The intention is to review all significant procedures and so ensure efficient and effective administration. For the immediate future, the programme includes the following activities:-
- Payments – invoices, income & cash collection, payroll, petty cash, mileage claims, expenses and suppliers,
 - Employees – recruitment, absence management, training and development,
 - Meetings & events - bookings, scheduling,
 - Maintain business & citizen records,
 - Post, document management, corporate scanning and archival,
 - Highways and Engineering Services contract management (HESPE),
 - Case Management - legal services, anti social behaviour team.

Potential Benefits example – Corporate Mail handling

4.5 Departments have their own post service and procedures, except at Wallasey, employing various postal contracts, equipment and procedures to deliver postal services. A review to develop a postal service requirement and strategy interfacing with other developments, eg scanning, EDRM, print strategy and renegotiating appropriate contracts will be taken forward. This will deliver short-term efficiencies from economies of scale. Long-term efficiencies will be realised by delivering post electronically, speeding up processes and avoiding lost post, and having out-going post directed electronically to one print facility which will produce the hardcopy and envelope and post the item.

Process	Details	Annual indicative costs	Potential saving
Delivering post	Wirral has many post room operations. These are building or complex based. Five of them process the majority of inbound and outbound post. Different equipment, processes and contracts with Royal Mail are used. Most deliver/collect mid morning and afternoon.	2006/07 figures indicate a total spend of £746,000 on postal services (excl staff costs) £246,000 of which was spent on franking credits.	Reduction in the number of collection points and the physical transfer of post may save 50% of running costs, ie £250,000

Potential Benefits example – HCM administrative processes

4.6 The proposed programme includes actions to address several primary administration areas in order to provide improved efficiency to the Council to give cashable savings and modernised, fit for purpose business processes.

4.7 As an example, following the Cabinet decision 23 July 2008 to implement Oracle HCM, the key processes relating to people and their payments will be made more efficient by the introduction of self-service functionality. This will reduce the need to process information manually. This approach to self-service will be underpinned by the principle of collecting data electronically at source and using the data repeatedly for all HCM administrative processes. This will replace duplication, manual systems, improve HCM management information and stop the tendency for local managers to hold their own databases.

4.8 Currently there are just under 70 central staff at a cost of around £1.5m dealing with payroll and related HR administration. Preliminary investigation of some HCM processes provides an insight into the potential to provide the service at reduced operational cost. The following table gives a simple overview of the initial results.

Process	Details	Annual indicative costs	Potential saving
Absence recording	Central staff spend 204 hours and departmental staff spend an estimated 450 hours each week to complete the process of recording each employee's attendance.	£135,000 central staff £365,000 for departmental staff (non-cashable)	The use of self-service removes duplication and enables departmental staff to enter the data. The immediate savings would be in central staffing.
Processing of sick pay	The current payroll procedure for sick pay is automatic for teachers. But for the remaining 12,000 or so staff, an additional stage of perusing and checking every individual's calculation of sick pay is performed. This takes around 270 hours per week.	£140,000	Any improvement in the system calculation or data collection will result in a reduced need for this level of manual intervention.
Postage (Recruitment packs)	The current process guides applicants to request a recruitment pack. This takes central staff 28 hours to assemble and post. Additionally there is external postage and printing costs of the applications.	£64,000	Savings would occur on postage and data handling, if applicants are able to apply online using the integrated HCM system with its i-Recruitment functionality.
Recruitment administration	The current centralised manual processing from request to fill a vacancy through to employment is to be researched.	Costs to be determined	The self service functionality of i-Recruitment enables end users to manage recruitment.
Time management	There are 3000 employees submitting timesheets that take them an estimated 500 hours per week. Central staff then take a further 272 hours to check and input this information each week.	£140,000 for central staff £260,000 for employees (non-cashable)	The online time and labour function of the HCM system would enable timesheets to be input online by those employees who have access to the system or by local administrators.

Process	Details	Annual indicative costs	Potential saving
Online Payslips	This is currently being investigated.	Not determined	Self Service provides online payslips.
Training, skills audit and equality monitoring	Not investigated	Not determined	Oracle HCM provides for these functions.

4.9 As reported to CIG, the HCM project team met on 18 September 2008 but could not complete the project initiation document in line with the Cabinet decision to implement Oracle HR and Payroll. The project remains suspended. The Director of Law, Human Resources and Asset Management should be reporting to the Cabinet on 15 January 2009 regarding the future of this project.

HESPE

4.10 The award of the service to an external contractor requires the urgent innovative use of current ICT applications to meet the go live date of April 2009. The project team has outlined proposals for an integrated use of the Council's current core systems and those of the contractor. This proposal will replace manual systems and will provide a single management database for controlling the contract and reporting performance.

Integrated Financial System (IFS)

4.11 The Change Programme 2009-10 includes a major improvement for the Treasury Management function in managing the borrowing and loan portfolio and cash flows.

4.12 As regards the current programme, the Income Review has progressed onto the next stage - to review the methods of collecting income with a view to reducing costs. The Procurement Project Team has reported on High Risk Procurement, e-Sourcing and Coordination. These are being reviewed and will be reported to CIG.

Electronic Document Records System (EDRM)

4.13 The Change Programme 2009-10 focuses upon how the Council stores types of data and on using workflow to provide improved case management processes.

4.14 The programme incorporates projects such as maintenance, problem solving and development of the current electronics document records management software, mail distribution, corporate scanning centre, and linking to legacy systems.

Geographical Information System (GIS)

- 4.15 The 2008/09 work plan continues on target with data from Technical Services being loaded into the CRM for access by the Call Centre in January 2009. The second phase provides access of data by the public by April 2009.
- 4.16 Work is also progressing on integrating addresses within departmental systems with the corporate Local Land and Property Gazetteer. Suitable systems are being identified that will enable straightforward synchronisation.

Regeneration Review and Reengineering

- 4.17 The Change Programme 2009-10 will build upon the current work undertaken by both the Change Team and the Customer Services Development Team and will encompass the administration review, agile working pilot with Environmental Health and the work undertaken with the Pest Control Section.

Transport Review

- 4.18 The final report on options for change in future transport provision is due to be completed on schedule in January 2009. The Change Programme 2009 -10 will seek to implement the recommendation and outcomes of the work done in 2008-09.

5 ICT STRATEGIC TECHNOLOGICAL DEVELOPMENTS

- 5.1 This group of projects concerns the mandatory changes and major maintenance that underpin the applications, infrastructure and superstructure needed to use the ICT.

ICT Continuity

- 5.2 ICT Continuity projects completed since the last report include a contract with O2 in place for supporting Computers for Pupils and PC's for Public Services Archives installed.
- 5.3 Aside from general activity, I expect to complete the review of the Connect Server in the next period. Work continues on reviewing Oracle Release 12, and patching of Oracle CRM, which should resolve a series of technical issues.

Government Connect

- 5.4 This programme will enable the secure exchange of information between Wirral Council and public sector partners. It will enable Wirral to respond to the Department for Work and Pensions (DWP) revised communication requirement and support the continued exchange of information with DWP on Benefit Claimants in support of delivery of Housing Benefit and the In and Out of work project.
- 5.5 The Department for Children, Schools and Families also requires the Council to use the process to exchange certain levels of confidential information by email with partners.

6 FINANCIAL IMPLICATIONS

- 6.1 As part of the development of the proposed programme, departments agreed to identify any savings arising from their proposals.
- 6.2 The following table summarises those projects where savings were identified. The table also identifies:
- Costs of those schemes,
 - If the savings have already been built into the 2009/10 budget process (marked as 'declared'),
 - If the savings would be capital or revenue, and whether or not the figures have been verified,
 - Projects which provide benefits but which will not result in a budget reduction (shown as non-cashable).

Project description and owners	Cost	Savings per annum	Comment
Human Capital Management (Paul Bradshaw)	£200,000 to procure an implementer	£85,000 (Declared)	Costs and savings yet to be fully evaluated. Potential savings up to £0.5m identified.
Automation of desktop support (Geoff Paterson)	£64,000	£100,000 (Declared)	
Regeneration: Environmental Health review (Phil Dickson)	Existing change resources	£138,000 target (Declared)	Scale, source and nature of the savings have yet to be determined from the review
Equality Training Cylix (Russ Glennon)	£20,000 (Cabinet approval required for any additional funding)	£65,000 (Avoidance of non-budgeted future training costs)	Non-cashable savings. (Cabinet Report 12 June 2008 has no details of costs or savings)
CCTV in Wirral (Ian Lowrie)	£450,000 (Capital)	£100,000	Capital Bid received. But, ICT Network implications not yet assessed. Costs and savings not fully evaluated.

Project description and owners	Cost	Savings per annum	Comment
Training & development database (Paul Bradshaw)	£2,000	£11,000 (Based upon time saved by staff across the Council in filling out forms)	Non-cashable
Case management (Legal Services – Simon Goacher)	Estimated £30,000	£20,000	Costs and savings not evaluated.
Case management (Antisocial Behaviour – Caroline Laing)	Estimated £16,000	£51,000 (Based upon time saved by staff involved in the process)	Non-cashable as the time saved does not result in any staff reductions.
CYPD Application Rationalisation (Moirra Curran)	£87,500	£15,100	One year saving.
Streetscene – use of CAS functionality and self service.	Not identified.	£100,000 in 2009/10. £180,000 from 2010/11	Reduction in staff.

7 STAFFING IMPLICATIONS

7.1. The Change Programme may have significant implications across the Council. These will be clarified at the scoping stage of each project.

8 EQUAL OPPORTUNITIES IMPLICATIONS

8.1 There are none arising from this report.

9 HUMAN RIGHTS IMPLICATIONS

9.1 There are none arising from this report.

10 LOCAL AGENDA 21 IMPLICATIONS

10.1 There are none arising from this report.

11 COMMUNITY SAFETY IMPLICATIONS

11.1. There are none arising from this report.

12 PLANNING IMPLICATIONS

12.1 There are none arising from this report.

13 LOCAL MEMBER SUPPORT IMPLICATIONS

13.1 There are none arising from this report.

14 BACKGROUND PAPERS

14.1 None.

15 RECOMMENDATIONS

That

- (1) the progress on the Change Programme 2008-09 be noted; and
- (2) the Change Programme 2009-12 be approved.

IAN COLEMAN
DIRECTOR OF FINANCE

FNCE/284/08

APPENDIX 1: THREE YEAR OUTCOMES: COMMON ADMINISTRATIVE PROCESSES

Project Group	By April 2009	By April 2010	By April 2011	By April 2012
HESPE: Highway Services Management System.	Base arrangements in operation using a combination of core systems to enable the issue, monitoring and accounting of work to new contractor.	<ul style="list-style-type: none"> - Full electronic exchange of works with contractors system and development of management information. - Cessation of legacy Engineers' Systems and manual procedures. 	Development of a single Asset Management, Geographical Information System (GIS) for Engineering assets including Gullies, Street Lighting, Bridges and street furniture.	
Human Capital Management and payment of expenses.	<ul style="list-style-type: none"> - The HCM Project Team to start implementation of Oracle Self Service and underlying payroll system having appointed a partner to assist them. - Complete testing of the electronic storage of HR records. <p>(Self Service means the direct access and use of the corporate HR administrative systems by managers and employees to replace the manual, centrally based processing)</p>	<ul style="list-style-type: none"> - Oracle payroll replaces the current system for all for all employees and self-service implemented for first tranche of staff and their managers. Self-service includes recruitment, absence management, training administration, online time sheets and expenses. - Integrate electronic storage of CYPD HR records. 	<ul style="list-style-type: none"> - Complete go live of self-service for all staff and managers with system access. - Legacy system archived and released. - Develop Training, Skills Audit and Equality Analysis functionality of Oracle HCM. - Expand use of electronic HR records. 	<ul style="list-style-type: none"> - Oracle HCM fully implemented. - Complete the re-engineering of HR/Payroll central sections. - Extend self-service to remaining staff through proxy administrators.
Case management – legal services	System procured.	Proposal implemented leading to savings of £20,000 through the reduction of 1 FTE post.		

APPENDIX 1: THREE YEAR OUTCOMES: COMMON ADMINISTRATIVE PROCESSES

Project Group	By April 2009	By April 2010	By April 2011	By April 2012
Case management – Anti Social Behaviour	System procured.	Proposal implemented leading to £51,000 in non cashable savings through more efficient processing across departments/sections		
Income Collection	Eliminate duplicated manual entries and improve reconciliations by completing the e-Return system's implementation.	Implement the Income Review's proposals on expanding the use of Direct Debits for income and so reduce collection costs.		
Procurement	Complete the review and adopt proposals for improvement in the Procure to Pay process.	Implement proposals concerning:- - Replacing manual invoice processing, - Increased Catalogue coverage and reducing Purchase Coordinators workloads.	Realise staff savings for those involved with payments and procurement.	
Corporate Mail.		Review and provide a plan, recommendations and business case for replacing manual post processes with a corporate scanning and workflow system to distribute and manage all incoming mail using all electronic channels.	If the business case is proved, initiate a Corporate Electronic Mail Room, scanning and associated workflow for an initial tranche of services and locations.	Complete the Corporate Mail Room Project.

APPENDIX 1: THREE YEAR OUTCOMES: COMMON ADMINISTRATIVE PROCESSES

Project Group	By April 2009	By April 2010	By April 2011	By April 2012
Electronic Storage and Retrieval of Documents.	CYPD HR records pilot completed and used to create an approach for extending the storage of general records to other services.	Expand the use of the general system to other services.		
Appropriate access to a corporate database of geographical and property data to support service provision.	<ul style="list-style-type: none"> - Mapping data available to all members of staff. - Call centre and OSS staff will have maps and similar data overlays to support customer enquiries. The most useful overlays to be made available are being identified. - Integrate the corporately held address information to prevent supuplicate records. 	<ul style="list-style-type: none"> - Make appropriate data available to the public via the Council web site from June 2009. - Information available to be agreed with service providers. - Additional data layers made available to staff. - Further integration of the LLPG with Council systems 	Additional data layers made available on the website.	
Development of web and online forms – linked to Customer Access Strategy	<ul style="list-style-type: none"> - Ensure that the IT solution supports improved access to services over the WEB, - Review the feel and content of the solution, - Develop a plan for rolling out to services. 	<ul style="list-style-type: none"> - All online forms made ready for implementation. - Content review and duplication checks completed. 	Integrate forms into the website.	Integrate forms into back office systems
DASS administration	Implemented revised business processes with			

APPENDIX 1: THREE YEAR OUTCOMES: COMMON ADMINISTRATIVE PROCESSES

Project Group	By April 2009	By April 2010	By April 2011	By April 2012
	a reduced operational cost of £100,000			
Regeneration	- Implemented revised business processes with a reduced operational cost of £150,000. - Co-location of administrative staff across Regeneration, Corporate services and Law, HR & Asset Management.			
Transport	Implementation of interim arrangements for provision of transport	Development of long term strategy for cost effective provision of transport	Implementation of long-term strategy.	

APPENDIX 1: THREE YEAR OUTCOMES: CUSTOMER ACCESS STRATEGY

Project Group	By April 2009	By April 2010	By April 2011	By April 2012
Streetscene	(Services such as Abandoned vehicles and exchange bins use a system whose support licences will expire May 09.) Move those services affected over to the Wirral Service Delivery System.	Remaining Streetscene services will be using Wirral's Service Delivery System. Such disabled parking bay applications, requests for road safety actions. Pilot the passing of incidents of refuse collection failure electronically to the waste contractor (Biffa).	Extend the range of electronic exchange of data with the waste contractor and the Wirral Service Delivery System. This will enable call agents to see the response to service requests.	Complete the project.
Licensing & Permits	Initial range of processes will be scoped and focus on those in Technical Services.	Technical Services licences and permits implemented. Regeneration cross-departmental licenses and permits scoped, and implemented.	Review and implement remaining licences and permits where practicable.	
Registration functions and corporate booking		Complete scope and begin implementation initially for births, deaths and marriages.	Project extended to other identified services.	
Welfare visiting and provision of out of hours services			Complete scope to rationalise and introduce efficiencies to welfare visiting and out of ours	Project completed.

APPENDIX 1: THREE YEAR OUTCOMES: CUSTOMER ACCESS STRATEGY

Project Group	By April 2009	By April 2010	By April 2011	By April 2012
			service.	
Use of reminder text messages to confirm service times and appointments.(To reduce the current cost of failed services deliveries, e.g., Bulky collection at £15 a time)	Agree implementation plan with appointed supplier and roll out to initial services.	Roll out to Bulky Collections, Pest Control.	Continue roll out to corporate booking services and similar.	
Use of responsive text messages for the public to make reports to the Council (Examples Benefits Fraud, Youth Parliaments, Register for Tourist events)	Agree implementation plan with appointed supplier and roll out to initial services.	Continue roll out.		
Mobile working for Pest Control	Complete scoping exercise.	Mobile solution implemented for Pest Control.		
Central Advice and Duty Team (CADT)	Agree role and function of CADT and frontline service provision with DASS and CYPD.	Proposals implemented.		
Aids and Adaptations service	Establish the project scope and potential improvements.	Proposals implemented.		
Homeless People Services (Enquiry and information)	Complete scoping exercise with partners and implement initial process changes.	Complete project		

APPENDIX 1: THREE YEAR OUTCOMES: ICT STRATEGIC TECHNOLOGICAL DEVELOPMENTS

Project Group	By April 2009	By April 2010	By April 2011	By April 2012
Efficient and secure exchange of information within the public sector. (Government Connect)	Identify members of Council requiring secure exchange of information.	-Implement secure email. - Support the continued delivery of revenue and benefit system by provision of secure route between Council and DWP. - Enable In and out of Work project to be implemented. - Enable exchange of encrypted information.		
Oracle release 12	Oracle maintenance programme to be documented and agreed	Oracle 12 upgrade completed.	Maintenance programme delivered.	
Wirral Service Delivery system	Evaluate future requirements and agreed a development plan.	Implement plan.		
Business continuity	Review requirements	Implement agreed solution		
Remote support.	Continue implementation	Complete implementation		

APPENDIX 1: THREE YEAR OUTCOMES: ICT STRATEGIC TECHNOLOGICAL DEVELOPMENTS

Project Group	By April 2009	By April 2010	By April 2011	By April 2012
Corporate Network: Provision of network equipment and services. Presently supplied by BT. This project will also respond to the Council's requirement for agile working, intranet, Government Connect, telephony, WiFi and CCTV.	Identify requirement and process for acquisition.	Implement and review.		
Council Information Security - Firewalls – Authentication (internal) - Authentication (external) Intrusion detection/prevention	Identify requirements to meet standards required of the Council	Implement and manage revised standard.		
Major review of storage and computing power	Go to tender	Contract in place by June 2009. Completed for 3 or 5 years depending on tender outcomes.		
Virtualisation. To reduce the number of the central servers saving licence, hardware and power consumption costs.	Initial test services to be implemented and proven.	Live services to be implemented. Savings by reducing hardware maintenance on 6-10 smaller servers and less power consumption due to these servers being closed down.	Power and maintenance savings.	

APPENDIX 1: THREE YEAR OUTCOMES: ICT STRATEGIC TECHNOLOGICAL DEVELOPMENTS

Project Group	By April 2009	By April 2010	By April 2011	By April 2012
<p>Development reminder text messaging for use by the Wirral Service Delivery System.</p> <p>Development of a responsive text messaging for specific applications.</p>	<p>Procure a supplier who will provide this service in conjunction with the Wirral Service Delivery Team and other users.</p>	<p>Support the implementation plan.</p>	<p>Support the implementation plan.</p>	<p>Support the implementation plan.</p>

This page is intentionally left blank

WIRRAL COUNCIL

CABINET - 10 DECEMBER 2008

REPORT OF THE DIRECTOR OF FINANCE

PROJECTED BUDGETS 2009-2011

1. EXECUTIVE SUMMARY

- 1.1. This report presents the projected budgets for 2009-2011 to coincide with the period of the Comprehensive Spending Review 2007 (CSR).

2. BUDGET 2008-09

- 2.1. The summary budget for 2008-09 as agreed by the Council on 3 March 2008 is as follows:

	£m
Base Budget	302.6
Resources	
Formula Grant	147.4
Area Based Grant	28.4
Council Tax	123.2
Collection Fund	- 0.5
Use of Balances	<u>4.1</u>
	302.6

3. COMPREHENSIVE SPENDING REVIEW

- 3.1. The Comprehensive Spending Review (CSR) 2007, was announced on 9 October 2007. An initial report on the Pre Budget Statement by the Chancellor of the Exchequer including the CSR was presented to the Cabinet on 1 November 2007. The Department for Communities and Local Government (DCLG) announced the three year provisional Local Government Finance settlement on 6 December 2007 and the final settlement on 24 January 2008.
- 3.2. The provisional Local Government Finance Settlement for 2009-10 should be issued by the DCLG on 26 November 2008, with the details of specific grants to follow. The provisional settlement is reported elsewhere on this agenda.

4. **VARIATIONS IDENTIFIED FOR 2009-2011**

- 4.1. **Inflation** –Provision is included for pay and prices at 2% and for income at 3% for 2009-2011.
- 4.2. **Capital Financing** – Cabinet on 12 December 2007 agreed the capital programme for 2008-2011 at an additional financing cost.
- 4.3. **Highways Maintenance** – provision is included for the transfer of highways expenditure of £2.2m to the revenue budget from the capital budget.
- 4.4. **Waste Disposal** – The waste disposal levy is projected to increase by 15.4% per annum.
- 4.5. **Pension Fund** - The Pension Fund has been actuarially revalued as at 31 March 2007. The phased implementation of the revised contribution rates over three years was agreed by the Cabinet on 12 December 2007.
- 4.6. **Merseytravel** – The Merseytravel levy is projected to increase by 4% per annum.
- 4.7. **Invest to Save Schemes** – The Cabinet has agreed a number of invest to save schemes which will reduce expenditure by £0.8m in 2009-10 and by a further £0.4m in 2010-11.
- 4.8. **Private Finance Initiative** – Increase in PFI payments of £0.4m in 2009-10 and a further £1m in 2010-11 as the PFI reserve reduces.
- 4.9. **Benefits Subsidy** – The Department for Work and Pensions has announced that benefits subsidy will be reduced by 3% per annum in real terms, 5% per annum in cash for certain elements of the subsidy, a reduction of £0.7m per annum.
- 4.10 **Local Area Agreement** – Options for the use of the Reward Grant, the revenue element of which is estimated at £1.9m for each of 2009-10 and 2010-11 will be discussed by the LAA Board on 19 November 2008.
- 4.11. **Energy** – The increased cost of fuel and energy has been estimated at £9m in 2009-10 as reported to Cabinet on 9 July 2008.
- 4.12. **Foster Care Fees** - Cabinet on 4 September 2008 agreed to an increase in foster care payments of £0.5m for 2009-10.
- 4.13. **Other Unavoidable Growth** – A number of relatively minor items of unavoidable growth of less than £0.2m will arise. These should total less than £1m.

5. OTHER DEVELOPMENTS

5.1. There are a number of other developments which are likely to impact on the financial position of the Authority over the period 2009 to 2011. The impact of these issues will be reported to the Cabinet as and when they are resolved. Some of the potentially most important issues are:-

- (a) Implementation of Local Housing Allowance from 1 April 2008 which was reported to Cabinet on 12 December 2007.
- (b) Revised Local Government Pension Scheme introduced from 1 April 2008.
- (c) Review of the calculation of the Minimum Revenue Provision which was reported to Cabinet on 16 April 2008.
- (d) Review of the Local Authority Business Growth Incentive Scheme. A consultation paper on a revised scheme to commence in 2009 was reported to the Cabinet on 29 November 2007. A further consultation paper has been received which if implemented could result in a grant of £0.2m in 2009-10 and £0.5m in 2010-11.
- (e) Replacement of Planning Delivery Grant with the Housing and Planning Delivery Grant which was reported to Cabinet on 25 September 2008.
- (f) Review of Supporting People Grant to be undertaken in 2009 with the grant to be absorbed into the Area Based Grant from 2009-10.
- (g) A Bill has been introduced to implement supplementary business rates following the White Paper which was reported to Cabinet on 29 November 2007.
- (h) Review of the Area Cost Adjustment.
- (i) Review of the population statistics to include the effects of recent migration, which was reported to the Cabinet on 16 April 2008.
- (j) Review of the funding of social care with proposals to be released in 2009.
- (k) Transfer from the PCT of responsibility for the commissioning of social care for adults with learning disabilities from 2009-10. Agreement with the PCT on the scale of the transfer had to be reached by 1 December 2008. The PCT has reported that the transfer should be £6m.
- (l) Transfer of the responsibilities of the Learning and Skills Council to Local Authorities from 2010.
- (m) Introduction of the Community Infrastructure Levy from 2009.

(n) Implementation of International Financial Reporting Standards from 2010 which will increase leasing costs.

5.2. Many of these developments could impact on the grants receivable for 2009-2011. The grants announced by the DCLG as part of the three year financial settlement are only indicative.

6. **BALANCES**

6.1. The balances for 2008-09 have been set at £5m but the Audit Commission has restated its view that balances should be a minimum of 2% of the net revenue budget which for Wirral would be £6m.

6.2. The financial out-turn for 2007-08 was reported to Cabinet on 26 June 2008 indicating a net underspending of £1.6m, and additional late grant notifications totalling £0.6m.

6.3. Increased energy and fuel costs for 2008-09 estimated to total £3.5m were reported to Cabinet on 9 July 2008.

6.4. The Insurance Fund annual report was presented to Cabinet on 9 July 2008 incorporating a transfer of £3.0m from the Insurance Fund to the General Fund.

6.5. The receipt of additional Local Authority Business Growth Incentive grant totalling £1.3m was reported to Cabinet on 23 July 2008.

6.6. Cabinet on 4 September 2008 agreed a projected overspending of £3.5m in 2008-09 on Adult Social Services, of which £0.8m will continue into 2009-10. Cabinet on 16 October 2008 agreed to bring forward the closure of Feltree House thus reducing the projected overspending in 2008-09 by £0.2m and in 2009-10 by £0.5m.

6.7. There is a projected overspending of £0.8m on Regeneration which has been reported as part of the quarterly financial and performance monitoring report.

6.8. Following the Audit of the Accounts for 2007-08 the capitalisation of highways improvements has been reduced from £3.7m to £1.5m in 2008-09 as reported to Cabinet on 16 October 2008.

6.9. Cabinet on 6 November 2008 agreed to fund the following improvement teams from the Efficiency Investment Budget in 2008-09.

	£000
Procurement and Creditors	1,022
Change	635
Customer Services Development	183
Adult Social Services Reform	<u>360</u>
	2,200

In 2009-10 the cost of the Adult Social Services Reform Team will increase to £518,000. Funding of these teams from the Efficiency Investment Budget will allow the original funding to be added to balances.

6.10.		£m
	Balances as at 1 April 2008	5.0
	Out-turn 2007-08	1.6
	Additional Grants	0.6
	Insurance Fund	3.0
	Energy and Fuel	- 3.5
	LABGI	1.3
	Adult Social Services	- 3.3
	Regeneration	-0.8
	Highways Improvements	- 2.0
	Improvement Teams	<u>2.2</u>
		4.1

7. EFFICIENCY REQUIREMENTS

- 7.1. The gap between projected expenditure and anticipated resources will need to be bridged by a combination of savings and/or increased Council Tax.
- 7.2. Cabinet on 13 March 2008 agreed the following efficiency targets for 2009-11 but reserved the right to vary these targets during the year.

Department	Target 2009-10	Target 2010-11
	£000	£000
Adult Social Services	4,620	3,780
Children and Young People	2,350	1,920
Corporate Services	710	580
Finance	740	600
Regeneration	3,060	2,500
Technical Services	1,620	1,320
	13,100	10,700

- 7.3. The efficiencies agreed in preparing the budget for 2008-09 included £0.9m in Adult Social Services which will become effective from 2009-10.
- 7.4. Cabinet on 9 July 2008 agreed an invest to save scheme in energy conservation involving capital expenditure of £355,500 to produce annual revenue savings of £89,300. This is the only invest to save scheme which has been proposed during 2008-09.

7.5. Cabinet on 16 October 2008 agreed a number of efficiencies:-

	£m
Children Residential Care	0.7
ERIC Service	0.5
Housing and Council Tax Benefit	0.6
Treasury Management	0.5
General Efficiencies	<u>0.6</u>
	2.9

7.6. Cabinet on 6 November 2008 agreed a number of efficiencies:-

	£m
Supported Living	1.0
Reform Care Grant	1.5
Corporate Procurement Contracts	1.5
General Efficiencies	<u>0.5</u>
	4.5

7.7. Cabinet on 27 November 2008 was presented with efficiency proposals totalling £1.1m.

7.8. I am assuming an annual Council Tax increase of 4%.

7.9. The CSR states that the Council Tax capping limit will remain at 5%.

8. **FINANCIAL IMPLICATIONS**

8.1. The projected budgets for 2009 to 2011 are compiled from the base budget for 2008-09 approved by Council on 3 March 2008, the Medium Term Financial Strategy 2009-2012 agreed by the Cabinet on 23 July 2008, and updated for the issues outlined in this report. The projected budgets are shown in the Appendix.

9. **STAFFING IMPLICATIONS**

9.1. There are none arising from this report.

10. **EQUAL OPPORTUNITIES IMPLICATIONS**

10.1. There are none arising from this report.

11. **HUMAN RIGHTS IMPLICATIONS**

11.1. There are none arising from this report.

12. **LOCAL AGENDA 21 IMPLICATIONS**

12.1. There are none arising from this report.

13. **COMMUNITY SAFETY IMPLICATIONS**

13.1. There are none arising from this report.

14. **PLANNING IMPLICATIONS**

14.1. There are none arising from this report.

15. **LOCAL MEMBER SUPPORT IMPLICATIONS**

15.1. There are none arising from this report.

16. **BACKGROUND PAPERS**

16.1. Comprehensive Spending Review – Treasury – October 2007
Medium Term Financial Strategy – 2009-2012 – July 2008
Formula Grant Settlement 2008-09 –DCLG – January 2008
Estimates 2008-09 – March 2008

17. **RECOMMENDATION**

17.1. That the projected budgets continue to be reported to the Cabinet in line with the agreed financial and performance management timetable.

IAN COLEMAN
DIRECTOR OF FINANCE

FNCE/285/08

WIRRAL COUNCIL

PROJECTED BUDGETS 2009-2011

	2009-2010	2010-2011
	£m	£m
Base Budget	299.6	322.2
Increased Requirements		
Pay Inflation	3.4	3.3
Price Inflation	3.6	3.6
Capital Financing	3.1	3.3
Highways	2.2	-
Waste Disposal	2.2	2.5
Pension Fund Revaluation	0.5	0.5
Merseytravel	1.0	1.0
Private Finance Initiative	0.4	1.0
Benefits Subsidy	0.7	0.7
Energy and Fuel	9.0	-
Foster Care	0.5	-
Area Based Grant	2.7	- 0.4
Supporting People	10.3	-
Unavoidable Growth	1.0	1.0
Efficiency Investment Fund	<u>2.9</u>	<u>2.9</u>
	343.1	341.7
Reduced Requirements		
Income Inflation	-1.0	-1.0
Invest To Save	- 0.8	- 0.4
LABGI	- 0.2	- 0.3
Children Residential Care	- 0.7	-
ERIC Service	- 0.5	-
Housing & Council Tax Benefit	- 0.6	-
Treasury Management	- 0.5	-
General Efficiencies	- 2.0	- 0.2
Supported Living	-1.0	-0.3
Reform Care Grant	-1.5	
Corporate Procurement		
Contracts	-1.5	
Efficiencies agreed 27/11/08	<u>-1.1</u>	<u>-</u>
Forecast Expenditure	331.7	339.5
Balances	<u>1.9</u>	<u>-</u>
	333.6	339.5
Resources		
Formula Grant	152.7	157.9
Area Based Grant	41.4	41.0
Council Tax	123.2	128.1
Forecast Resources	<u>317.3</u>	<u>327.0</u>
Shortfall	16.3	12.5
Council Tax Increase	4.9	5.1
Efficiencies required	11.4	7.4

This page is intentionally left blank

WIRRAL COUNCIL

CABINET - 10 DECEMBER 2008

REPORT OF THE DIRECTOR OF FINANCE

CAPITAL PROGRAMME AND FINANCING 2009-2012

1. EXECUTIVE SUMMARY

- 1.1. This report provides Cabinet with a draft Capital Programme for 2009/12 for consideration and referral to Council for approval. It also includes the related capital financing requirements based upon the prudential indicators that inform the Treasury Management Strategy.

2. CAPITAL STRATEGY

- 2.1 Achieving Council objectives requires capital investment. The Capital Strategy sets a framework that enables the Council to work with partners and stakeholders to prioritise and effectively deliver capital investment that contributes to the achievement of Council objectives.
- 2.2 The Strategy is key to drawing together the capital requirements emerging from the Investment Strategy and service strategies to prioritise the capital needs of services and to maximise opportunities for joined-up investment with local partners. Bids for inclusion in the capital programme are prioritised against criteria taking account of the priorities identified in the Corporate Plan.
- 2.3 The Capital Strategy was reviewed to reflect the revised Corporate Plan and was agreed by Cabinet on 23 July 2008. It considers issues at a strategic level and is used to determine the Capital Programme.

3. CAPITAL INVESTMENT PROGRAMME GUIDANCE DOCUMENT

- 3.1 To increase understanding of the capital programme across the Council the procedures and key guidance have, since 2005, been consolidated into one document. The latest version of the document was agreed by Cabinet on 23 July 2008.
- 3.2 The guidance document covers :-
a) identification and prioritisation of schemes for inclusion in the programme.
b) approval process and implementation of the approved projects.
c) monitoring and reporting of the approved programme.
A number of key documents are incorporated as appendices including the Contract Procedure Rules.
- 3.3 The 2008 document reflected revisions to the:-
a) Business Case form and supporting notes,
b) Prioritisation criteria that reflect the updated Corporate Plan and
c) Contract Procedure Rules following the review of the Constitution.

- 3.4. The Business Case is the key document as it details how a proposed project meets Council objectives, how it will be managed, including resource implications, and the outcomes expected.

4. **CAPITAL PROGRAMME**

- 4.1. The programme covers three years and is in accordance with the timing of other plans and strategies, including the Medium Term Financial Strategy and the Corporate Plan. It is reviewed, updated and considered by Council each December and informs the annual budget setting process.
- 4.2. The out-turn figures for 2008/09 are assumed to be in line with the reports presented to Cabinet in the current cycle of meetings. Capital receipts offer flexibility in their use to either balance the current programme or to address future budgetary issues. A year-end report for 2008/09 will be presented in June 2009 identifying the final spend and financing for the year.
- 4.3. In preparing the programme for 2009/12 the process followed that set out in the Guidance document. All submissions for inclusion in the capital programme required the completion of a Business Case and departments made their submissions by 30 September 2008. These have been assessed against the prioritisation criteria and recommendations are made.
- 4.4. The general principle adopted was that existing schemes and programmes would continue. Consequently the programme reflects the fact that the investment into schools and the Local Transport Plan will be maintained. Similarly the external support in respect of the Housing Market Renewal Initiative is dependant upon a level of resources being input by the Authority. At this stage assumptions have been made upon the continuation of Government support into these areas for 2010/11. It is recognised that given the current economic climate, changes as a consequence of the Chancellor's Pre-Budget Report on 24 November 2008 and the next Comprehensive Spending Review will all be influential upon the level of Government support and programmes for 2010/11 and beyond.
- 4.5. Financing is from a combination of borrowing (part of which is Supported Capital Expenditure and part Prudential Borrowing), grant, contributions from revenue and reserves and capital receipts. Further information on financing is contained in Section 5 of this report.
- 4.6. The prioritisation of schemes has been based upon the appraisal criteria linking the Corporate Plan and the Capital Strategy and approved by Cabinet on 23 July 2008. This is included at Appendix A. Appendix B details the on-going approved capital programme whilst Appendix C outlines the highest scoring capital submissions.
- 4.7. Property Maintenance programmes exist within Law, Human Resources and Asset Management for all non-schools assets, and within Children and Young People for schools. Continuing to strengthen links with the Asset Management

Plan, capital submissions are becoming more holistic being based upon the buildings themselves rather than submissions for types of work such as window replacement and roof replacement.

5. CAPITAL FINANCING

5.1. Supported Capital Expenditure

5.1.1. As part of the annual Local Government Finance Settlement authorities are issued with a Supported Capital Expenditure (SCE) figure. This is based upon maintaining the levels considered to reflect the need to borrow under the previous Credit Approval arrangements.

5.1.2. The figures are within the Local Government Finance Settlement and will not be formally confirmed until February 2009. It should be noted that Government departments give indicative allocations that are not then reflected in the Settlement as a result of the Government funding formulae. Based on the latest information the SCE essentially relates to Education and Transport programmes.

5.2. Prudential Borrowing

5.2.1. Local Authorities are able to borrow without Government approval but this has to be funded entirely from Authority resources. Under the Local Government Act 2003 and the Prudential Code for Capital Finance for Local Authorities, authorities can spend on capital investment as long as the spending plans are affordable, prudent and sustainable. This is measured by the use of a series of pre-set indicators covering these areas of which the key is the revenue cost to the Authority.

5.2.2. As an indication of cost each £1 million borrowed to finance capital investment incurs costs of £90,000 per year over a typical 25 year period. This is used only as an average as the Capital Finance and Accounting Regulations 2008 require borrowing costs to reflect the life of the asset upon which the capital expenditure was incurred.

5.3. Government Grants

5.3.1. These are specific to schemes and are therefore allocated in accordance with the terms of the grant approval, primarily being within the areas of Education and Regeneration. These include the Building Schools for the Future pathfinder scheme and the Housing Market Renewal Initiative. Changes in grant levels reflect the timing of individual initiatives.

5.3.2. The Local Public Service Agreement resulted in the receipt of a reward grant with 50% of the sum to support capital schemes. This £2.1 million, as with capital receipts, provides flexibility over the timing and use of the resource.

5.4. Revenue / Other Contributions

5.4.1. There is presently limited support for specific schemes. The Prudential Code allows for the use of additional revenue resources within agreed parameters.

5.4.2. Implementing the Strategic Asset Review this will involve maximising opportunities for the provision of facilities with other local agencies. It is anticipated that, as the proposals are developed, contributions will be forthcoming from these partners although, at this stage, this has not been assumed.

5.5. Capital Receipts

5.5.1. Capital receipts are estimated and are based upon the likely sales of assets as identified under the Asset Management Plan. These include development sites, former school sites and the agreement with Wirral Partnership Homes for the sharing of receipts from sales of former Council houses. The Strategic Asset Review presented to Cabinet on 27 November 2008 provides additional scope for receipts in the coming years.

5.5.2. The use of receipts has been estimated at £4 million for 2009/10 and £5 million for the next two years. This reflects the likely timing of such receipts and is based upon the latest projections of sites either available or which could become available over the period.

6. **MONITORING**

6.1. Cabinet on 3 April 2008 agreed the process and timing of the Financial and Performance Monitoring reports. This includes a section on capital monitoring comparing progress against the approved programme.

6.2. A summary is presented to Cabinet and to Finance & Best Value Overview & Scrutiny Committee. The departmental reports of Chief Officers are appended and provide greater detail on the progress of specific schemes within the programme. There are references to the approved programme, agreed variations, the latest forecasts concerning spend and the resourcing of schemes.

7. **FINANCIAL IMPLICATIONS**

7.1. Capital Programme commitments

7.1.1. The programme detailed in Appendix B incorporates all the committed schemes including those referred to in Section 4 above. This indicates the resources required to fund the existing, and planned, commitments.

7.1.2. The Capital Programme 2008/11 and Capital Financing Requirements 2008/09 were agreed by Cabinet on 12 December 2007 and updated as part of the Estimates 2008/09 reported to Cabinet on 21 February 2008.

- 7.1.3. On 13 March 2008 in the Projected Budget 2009/10-2010/11 report the previous decision to capitalise £3.7 million of highways maintenance was revised so that it reverts to being a revenue liability from 2009/10. On 16 October 2008 Cabinet agreed to reinstate £1.5 million of capitalisation and it is being proposed that this figure be increased to £2 million on the basis of an analysis of work to be undertaken by the Director of Technical Services.
- 7.1.4. On 3 April 2008 the first year programme for using the Waste Infrastructure grant was approved with further allocations made, but no detailed usage agreed, for the subsequent years.
- 7.1.5. On 22 May 2008 Cabinet agreed to provide financial support for works to the Bidston Viaduct. This major initiative is lead by the Department for Transport and involves spend of around £80 million which requires a Council contribution of £2.9 million between 2009/12.

7.2. Capital Programme submissions

- 7.2.1. Appendix C details the ranking of the new schemes in accordance with the prioritisation criteria. When the previous programme was agreed this built in annual allocations such as Property Maintenance for the period of the programme. This has reduced the number of new submissions for subsequent years. Based on those now received the ranking would result in the following being included:-

Scheme	Department	2009/10 £000	2010/11 £000	2011/12 £000
Agreed				
Waste Infrastructure (Based upon, and funded from, specific grant allocations for future years)	Technical	549	202	0
Bidston Viaduct (Council commitment to the Department for Transport scheme)	Technical	615	1,304	967
Highways Works (Increase in the capitalisation of highways works produces revenue savings)	Technical	500	500	500
New submissions				
Asset Review (Four year programme of re-provision developed from Strategic Asset Review. Replaces existing allocations of £1m 2009/10 and £2m 2010/11)	Law,HR,AM	5,000	5,000	5,000
Asset Review - IT (Four year programme addressing reduction in need for office accommodation through IT and agile working)	Law,HR,AM	1,500	1,500	1,500
Hoylake Golf Course (Essential drainage works to ensure facility remains open for the future)	Regeneration	400	0	0
Oaklands Centre (Replacement of bridge to ensure continued access to the Centre)	Children	250	0	0
Landican Cemetery (To comply with pollution regulations and maintain income levels)	Regeneration	1,500	1,500	0
Adaptations (Joint initiative funded by RSL's and from Supporting People resources)	Regeneration	300	300	300

Wirral Country Park	Corporate	1,300	1,600	0
(Grants £1.5 million so Council contribution is £700k (2009/10) & £700k (2010/11) and will only proceed if grant funding confirmed)				
Destination West Kirby	Corporate	1,100	150	0
(Grants £850k so Council contributions are £350k (2009/10) and £50k (2010/11) and will proceed if grant funding confirmed)				
Bidston Stream	Regeneration	250	0	0
(Health & safety issues posed which are affecting drainage)				

7.2.2. Within the submissions recommended for approval there are five submissions which realise benefits of an 'Invest-to-Save' nature:-

- a) Highways Works
The increase in the amount than can legitimately be classed as capital expenditure realises a revenue saving (net of financing costs).
- b) Asset Review
The investment will allow for the re-provision of facilities, generate capital receipts from the sale of assets and reduce annual revenue expenditure as well as reducing any ongoing or outstanding maintenance commitments.
- c) Asset Review - IT
The IT investment will support the continued planned reduction in office accommodation which also produces more efficient working practices.
- d) Hoylake Golf Course
The drainage works will reduce the occasions when the course is closed and reduce the losses of income from such closures.
- e) Landican Cemetery
The investment will enable the crematorium to remain open and thereby ensure continued income from the use of the facility.

7.3 Prudential Indicators

7.3.1. In considering the programme for 2009/12 Members are advised that:-

- a) The existing commitments require borrowing at around £25 million for 2009/10 and the next two financial years.
- b) To accommodate the additional items detailed in section 7.2.1 would require a level of borrowing of £35 million to allow the £13 million of new submissions to be commenced. For 2010/11 and 2011/12 the assumed level of borrowing would be increased to £37million and £33 million respectively.

- c) The capital financing requirements for future years will be
- | | | |
|---------|---------------|--------------------------|
| 2009/10 | £22.9 million | Increase of £2.2 million |
| 2010/11 | £25.6 million | Increase of £2.7 million |
| 2011/12 | £27.9 million | increase of £2.3 million |
- This will vary if other resources are obtained that reduce the need for such borrowing and will vary dependent upon the assets ultimately delivered by the investment. Cabinet is also advised that there are revenue benefits from schemes of an 'Invest-to-Save' nature which are referred to in section 7.2.2.
- d) In terms of key Prudential Indicators the ratio of financing costs to the net revenue stream continues to increase as the capital programme increases. Based upon the latest projections it rises from 7% in 2009/10 to over 8% in 2011/12.
- e) If the decision is taken to spend in excess of the level of identified resources then this would require increased use of borrowing which incurs annual revenue costs at the rate of £90,000 per £1 million of capital expenditure. In considering the impact upon Council Tax levels each 1% rise in Council Tax equates to £1.2 million of increased expenditure.

8. STAFFING IMPLICATIONS

- 8.1. There are none arising directly from this report as any implications will be identified against individual projects at the scheme and estimate stage.

9. EQUAL OPPORTUNITY IMPLICATIONS

- 9.1. These will be identified as part of the individual scheme proposals.

10. COMMUNITY SAFETY IMPLICATIONS

- 10.1. These will be identified with the individual scheme proposals.

11. HUMAN RIGHTS IMPLICATIONS

- 11.1. There are none arising directly from this report.

12. LOCAL AGENDA 21 IMPLICATIONS

- 12.1. These will be identified with the individual scheme proposals.

13. PLANNING IMPLICATIONS

- 13.1. There are none arising directly from this report.

14. MEMBER SUPPORT IMPLICATIONS

- 14.1. There are none arising directly from this report.

15. **BACKGROUND PAPERS**

- 15.1. Capital Investment Programme Guidance Document - July 2008
- 15.2. Prudential Code for Capital Finance in Local Authorities - CIPFA - 2003
- 15.3. Local Authorities Capital Finance and Accounting Regulations 2008.

16. **RECOMMENDATIONS**

That

- (1) views on the capital programme 2009/12, including the new submissions as detailed in section 7.2.1 are requested;
- (2) if approved, the capital financing requirements be reflected in the Projected Budget and referred to the Council;
- (3) the Prudential Indicators be noted and reported as part of the Treasury Management Strategy in March 2009; and
- (4) update reports on the progress of the programme be presented in accordance with the Financial and Performance Monitoring reporting cycle.

IAN COLEMAN
DIRECTOR OF FINANCE

FNCE/287/08

CAPITAL INVESTMENT PROGRAMME

PRIORITISATION EVALUATION CRITERIA AND WEIGHTINGS

PRIORITISATION CRITERIA	%	CORPORATE OBJECTIVE
1 Will the scheme create employment opportunities or assist in attracting private sector investment?	15	To create more jobs, achieve a prosperous economy and regenerate Wirral.
2 Will the scheme have environmental or streetscene benefits or impact on crime or health and safety?	15	To create a clean, pleasant, safe and sustainable environment.
3 Will the scheme cater for vulnerable people or address health inequality or contribute towards healthy lifestyle?	15	To improve health and well-being for all, ensuring people who require support are full participants in mainstream society.
4 Will the scheme have any educational attainment or learning opportunities or training benefits?	15	To raise the aspirations of young people.
5 Will it impact on revenue or attract significant external funding and build upon partnership working?	15	To create an excellent Council.
6 Does the scheme contribute towards more than one Corporate Strategy or the achievement of cross-cutting aims?	10	Partnership working is seen as integral to the future of the Council
7 Does the scheme provide value for money for the Council in terms of the use of its resources?	10	Value for money is desired in the delivery of all services
8 Are the outcomes clear and result in improvements in performance?	5	Performance, and improved performance, is recognised as a priority

NOTES

- 1 Schemes, as per the Business Cases, will be scored against the criteria on the basis of not meeting to fully meeting the objectives on a 0-2 basis.
- 2 The % shown are the weightings that apply to each of the criteria.
- 3 Schemes which score in excess of 50% will be recommended for inclusion in the Capital Programme.

CAPITAL PROGRAMME 2009/12

(EXCLUDES THE SCHEMES PER APPENDIX C)

SUMMARY

	2009/10	2010/11	2011/12
	£000	£000	£000
Expenditure			
Adult Social Services	127	134	141
Corporate Services	500	500	500
Law, HR & Asset Management	2,710	3,710	2,610
Children & Young People	39,677	34,298	24,859
Regeneration	14,407	13,612	13,610
Technical Services	9,112	10,039	9,255
Total Expenditure	66,533	62,293	50,975
Resources			
General Resources	16,542	15,696	13,825
Supported Borrowing	12,682	15,788	15,809
General Resources	29,224	31,484	29,634
Grants – Education	26,917	21,460	12,000
Grants – HMRI	8,300	7,500	7,500
Grants – Other	2,042	1,799	1,791
Revenue / reserve, contributions	50	50	50
Specific Resources	37,309	30,809	21,341
Total Identified Resources	66,533	62,293	50,975

General Resources	£000	£000	£000
Borrowing - Includes Supported Capital Expenditure	25,000	26,000	25,000
Capital Receipts	4,000	5,000	5,000
Total General Resources	29,000	31,000	30,000

ADULT SOCIAL SERVICES

	2009/10	2010/11	2011/12
	£000	£000	£000
Expenditure			
Information Management	127	134	141
Total Expenditure	127	134	141
Resources			
Grant – Other	127	134	141
Total Identified Resources	127	134	141

CORPORATE SERVICES

	2009/10	2010/11	2011/12
	£000	£000	£000
Expenditure			
Think Big Investment Fund	300	300	300
West Wirral Schemes	200	200	200
Total Expenditure	500	500	500
Resources			
General Capital Resources	500	500	500
Total Identified Resources	500	500	500

LAW/HR/ASSET MANAGEMENT

	2009/10	2010/11	2011/12
	£000	£000	£000
Expenditure			
Property Maintenance	1,510	1,510	1,510
Disabled Access Provision	100	100	100
Building Modernisation	1,000	2,000	0
Microregeneration	100	100	0
Total Expenditure	2,710	2,710	2,610
Resources			
General Capital Resources	2,670	2,670	2,610
Grant	60	60	0
Total Identified Resources	2,710	2,710	2,610

CHILDREN & YOUNG PEOPLE

	2009/10	2010/11	2011/12
	£000	£000	£000
Expenditure			
Children's Centres – Phase 3	717	443	0
Early Years Quality & Access	1,239	1,239	0
Sure Start Initiative	252	359	0
Children's Invest-To-Save	1,300	0	0
Condition / Modernisation	3,679	3,679	3,679
Formula Capital	4,592	4,592	4,592
Extended schools	582	301	301
Schools - Access Initiative	611	611	611
Schools - Harnessing Technology	1,084	1,176	1,176
Schools - Property Works	400	400	400
Schools - Boiler Renewals	250	250	250
Schools - Health and Safety	200	200	200
Building Schools for the Future	16,203	7,167	0
Private Finance Initiative	50	50	0
Primary Reorganisation - Surplus	250	250	250
Primary Schools Programme	4,838	7,216	7,217
Poulton Primary School	1,000	0	0
Music Service	65	0	0
National Grid for Learning	133	133	133
Old Final Accounts	50	50	50
SEN and Disabilities	2,000	6,000	6,000
Youth Capital Fund	182	182	0
Total Expenditure	39,677	34,498	24,859
Resources			
<u>General Resources</u>			
General Resources	3,583	1,283	1,300
Supported Borrowing	9,127	11,505	11,509
Total General Resources	12,710	12,788	12,809
<u>Specific Resources</u>			
Grant – Education	26,917	21,460	12,000
Revenue, reserve, contributions	50	50	50
Total Specific Resources	26,967	21,511	12,050
Total Identified Resources	39,677	34,498	24,859

REGENERATION

	2009/10	2010/11	2011/12
	£000	£000	£000
Expenditure			
Improvements to Stock	3,380	3,380	3,380
Clearance	9,477	8,682	8,680
Disabled Facilities Grants	1,250	1,250	1,250
Cultural Services Property Works	300	300	300
Total Expenditure	14,407	13,612	13,610
Resources			
General Resources	5,357	5,362	5,360
Grant – HMRI	8,300	7,500	7,500
Grants – Other	750	750	750
Total Identified Resources	14,407	13,612	13,610

TECHNICAL SERVICES

	2009/10	2010/11	2011/12
	£000	£000	£000
Expenditure			
LTP – Accessibility	150	155	150
LTP - Air Quality	560	445	450
LTP – Congestion	196	213	200
LTP - Road Safety	4,161	5,340	5,350
LTP – Transportation	1,440	1,531	1,550
Highway Structural	500	500	0
Street Lighting Columns	300	300	0
Coast Protection	55	55	55
Marine Lake	250	0	0
Highways Works	1,500	1,500	1,500
Total Expenditure	9,112	10,039	9,255
Resources			
General Resources	4,432	4,881	4,055
Supported Borrowing	3,555	4,283	4,300
Grants	1,125	875	900
Total Identified Resources	9,112	10,039	9,255

CAPITAL PROGRAMME 2009/12

RANKING OF CAPITAL SUBMISSIONS

(SCHEMES ARE NOT INCLUDED WITHIN THE PROGRAMME IN APPENDIX B)

<u>RECOMMENDED SCHEMES</u>	DEPARTMENT	COST £000
Strategic Asset Review Develop and implement the Review agreed at Cabinet on 27 November 2008. Specific schemes to be subject to Business Case. Will involve partnering, generate capital receipts and realise revenue savings estimated at £3.7 million pa. Replaces existing capital programme allocation.	Law, HR & Asset Mgt	20,000
Strategic Asset Review - IT Develop and implement the Review agreed at Cabinet on 27 November 2008. Specifically in respect of office accommodation and use of IT to support agile working. Will support delivery of £1 million pa savings.	Law, HR & Asset Mgt	6,000
Hoylake Golf Course Essential drainage works to ensure the continued operation of the course meeting of income targets.	Regeneration	400
Oaklands Centre Essential safety works to replace the access bridge to enable the Centre to operate.	Children	250
Landican Cemetery Two year scheme for crematorium to comply with regulations regarding mercury omissions and ensure income levels retained. Before proceeding a further review of options to be undertaken.	Regeneration	3,000
Adaptations Joint initiative with RSL's to enable people to live at home. To be met from RSL's and Supporting People resources	Regeneration	300 per year
Wirral Country Park Replacement visitor centre and extended facility involving external grant of £1.5 m. Progress subject to funding	Corporate	2,900
Destination West Kirby Infrastructure and improvements to support the West Kirby plan. Funded from £850k of grants and will only proceed if grant secured	Corporate	1,250
Bidston Stream Essential health works to resolve a drainage issue that is resulting in increasing liabilities	Regeneration	250

CAPITAL PROGRAMME 2009/12
PROJECTED CAPITAL RECEIPTS

DISPOSAL OF SITES

Oliver Street, Birkenhead
Europa Boulevard Site
New Brighton Development
Mendell Lodge, Bromborough
4 Cavendish Road, Birkenhead
Rullerton Road, Wallasey
Fellowship House
98 Bidston Road, Birkenhead
Rosewarne
5/7 St.Andrews Road
Woodchurch Lane
Poulton School, Wallasey

Further capital receipts will be identified over the coming months from the implementation of the Strategic Asset Review presented to Cabinet on 27 November 2008.

It is anticipated that the level of receipts generated will be sufficient to fund a £4 million contribution in 2009/10 and £5 million per year in the subsequent years towards the capital programme.

This page is intentionally left blank

WIRRAL COUNCIL

CABINET - 10 DECEMBER 2008

REPORT OF THE DIRECTOR OF FINANCE

CHANCELLOR'S PRE-BUDGET REPORT – 24 NOVEMBER 2008

1. EXECUTIVE SUMMARY

- 1.1. The Chancellor of the Exchequer presented his Pre-Budget Report on 24 November 2008. This report provides a summary of the key implications for local authorities.

2. THE MACRO ECONOMIC FRAMEWORK

- 2.1. To understand the reasoning behind a number of the initiatives it helps to consider the overall economic framework detailed in the Pre-Budget Report.
- 2.2. The current economic and fiscal climate is extremely challenging and it is clear that the UK like many advanced economies has moved into recession. As a result of the many global shocks such as the severe pressure within the banking sector, economic prospects have deteriorated since the Budget 2008.
- 2.3. The Government's immediate priority is to continue to support the economy through these difficult times. The Bank of England has reduced interest rates to a 50 year low, which provides monetary policy support to the economy. With action being taken to ensure sound public finances in the medium term the flexibility exists for fiscal policy to support the economy now, thereby complementing the low interest rates.

3. THE ECONOMIC OUTLOOK

- 3.1. The UK economy has slowed as credit conditions have tightened and high food and energy prices have squeezed household incomes and company profits. This pushed the economy into recession and inflation to a 16-year high but with lower commodity prices inflation has now started to ease. Growth is forecast to be negative in 2009 but, from the second half of 2009, with support from fiscal policy stimulus, low interest rates and lower commodity prices, the economy is forecast to begin to recover, with growth picking up further in the ensuing years.

3.2 The Pre-Budget Report provides updated projections for public finances and takes into account the impact of the decisions announced. Public Sector Net Borrowing (PSNB) is calculated to increase from 2.6% of Gross Domestic Product (GDP) in 2007/08 to 8% in 2009/10. This reflects the impact of the economic downturn in receipts, particularly from the housing and financial sectors, and the action the Government is now taking to support the economy. It is expected to reduce to 2.9% by 2013/14 as the economy recovers and the Government takes actions to ensure the sustainability of public finances.

4. PROPOSALS AFFECTING LOCAL GOVERNMENT

4.1 The Report indicates that good progress is being made towards the Comprehensive Spending Review 2007 value for money target of £30 billion of savings by 2010/11. There will now be an additional £5 billion value for money target for 2010/11 and further details of how this will be distributed will be published in the Spring Budget 2009. The Government has also announced its intention to work to improve value for money in the next Spending Review period.

4.2 In total £3 billion of capital spending is to be brought forward from 2010/11 to 2008/09 and 2009/10. At the time of preparing this report no specific details had been released other than the areas of spend:-

- £775 million for housing and regeneration. £575 million will provide additional support for social rented homes of which £150 million will support the delivery of new social housing, £250 million to sustain and accelerate the Decent Homes programme and £175 million on major repairs.
- £800 million in the priority schools capital programmes. Although no breakdown has been given, the Report referred to the additional spending in 2009/10 being in primary schools and for modernising school infrastructure.
- £535 million on energy efficiency, rail transport and adaptation measures.
- £50 million of investment brought forward and £100 million of additional funding for the Warm Front programme.
- £20 million of investment on flood defences.

4.3 There is no expansion of the £200 million mortgage rescue scheme announced in September 2008 but £15 million extra is provided for debt advice.

4.4 There will be an extra 0.5 per cent increase in employee, employer and self-employed rates of National Insurance Contributions from April 2011. Based on current spend and an average rate for Wirral this could result in an additional budget requirement in 2011/12 for the General Fund of around £600,000.

4.5 The Government is to agree, on a voluntary basis, a set of devolutionary proposals with local authorities in city-regions, to increase their ability to drive economic growth and contribute to sustainable development. The intention is to announce new agreements with at least two forerunner city-regions in the Budget 2009.

4.6. The rate of VAT was reduced from 17.5% to 15% with effect from 1 December 2008 until 31 December 2009. A report on the implications for the Council of this change was presented to Cabinet on 27 November 2008.

4.7. Bills issued in respect of business rates backdated to 2005 should be issued for immediate payment. To reduce the cash flow impact on businesses the Government will legislate to give businesses more time to pay certain backdated bills (including occupiers of ports) issued before 31 March 2010. Details will follow but will allow businesses to pay this liability in equal interest free instalments over 8 years. A further report will be presented to the Cabinet when the detailed Government proposals are received.

5. FINANCIAL AND STAFFING IMPLICATIONS

5.1 Further details are awaited on the proposals for increasing the value for money target in 2010/11 and bringing forward of the £3 billion programme of capital expenditure.

5.2. The potential change in National Insurance Contributions in 2011/12 could add £600,000 to General Fund costs.

6. EQUAL OPPORTUNITY IMPLICATIONS

6.1 There are none arising directly from this report.

7. COMMUNITY SAFETY IMPLICATIONS

7.1 There are none arising directly from this report.

8. HUMAN RIGHTS IMPLICATIONS

8.1. There are none arising directly from this report.

9. LOCAL AGENDA 21 IMPLICATIONS

9.1. The Pre-Budget Report contains a number of measures supporting low carbon growth notably around heating and energy efficiency.

10. PLANNING IMPLICATIONS

10.1. There are none arising directly from this report.

11. MEMBER SUPPORT IMPLICATIONS

11.1. There are none arising directly from this report.

12. BACKGROUND PAPERS

12.1. Pre-Budget Report – Chancellor of the Exchequer - November 24 2008.

13. **RECOMMENDATION**

- 13.1. That support be given to the Local Government Association, in presenting the case that as local authorities are the most efficient part of the public sector and contributing more than their fair share to savings the increased £5 billion efficiency target should be weighted towards other parts of the public sector.

IAN COLEMAN
DIRECTOR OF FINANCE

FNCE/288/08

WIRRAL COUNCIL

CABINET - 10 DECEMBER 2008

REPORT OF THE DIRECTOR OF LAW, H.R. AND ASSET MANAGEMENT

ETHICAL GOVERNANCE DIAGNOSTIC

1. Executive Summary

- 1.1 The purpose of this report is to bring to the Cabinet's attention the Audit Commission's Ethical Governance Diagnostic for a review of compliance with ethical issues within the Council. This matter was also considered by the Standards Committee on 1st December 2008. The document is attached as Appendix 1.

2. Background

- 2.1 The Audit Commission's proposed review will be based around the requirements of the Local Government Act 2000 (Part 3: Conduct of local government members and employees) and the Local Government and Public Involvement in Health Act 2007 (in particular, Part 10: Ethical Standards). The Audit Commission points out in the draft document that one of the common aspects of failures of governance is not so much the absence of frameworks, controls and arrangements as the absence of appropriate behaviours and values amongst members and officers. The proposed review will look at compliance with statutory requirements and also at behaviour, culture and values.
- 2.2 Paragraphs 13 to 15 of the document set out the scope and objectives of the review, one of which is to see if "the Council is ensuring that the Standards Committee has access to the right information and support to enable it to do its job properly". It is also the intention to examine various documents relating to the work of the Standards Committee and to interview the Chair and members of it.
- 2.3 The document also states that "to be of the most benefit to the Council, it is vital that this review has the commitment and support of senior officers and all political parties. To this end, we plan to agree the brief with the Cabinet, together with the opposition party". Comments from the Standards Committee will be fed through to the Cabinet.

3. Financial and Staffing Implications

- 3.1 There are no financial or staffing implications arising directly out of this report.

4. Other Implications

- 4.1 There are no implications arising directly out of this report in terms of equal opportunities, ethnic minorities, the elderly or the disabled; nor are there any implications relating to community safety, human rights, Local Agenda 21, planning or social inclusion.

5. Local Member Support

5.1 The report has no implications for individual wards.

6. Background Papers

6.1 No background papers have been used in the preparation of this report.

7. Recommendation

7.1 That the report, and the Standard's Committee resolution that officers prepare an action plan for the review, be noted.

Bill Norman

Director of Law, H.R. and Asset Management

21 November 2008

Ethical Governance Diagnostic

Wirral Borough Council

Audit 2007/08

Date

DRAFT

Contents

Introduction	3
Background	5
Scope and objectives	6
Audit approach	7
Reporting and timescales	8
Audit personnel and key contacts	9
Appendix 1: Document request	10
Appendix 2: Interviews/focus groups	11
Appendix 3: Audit Part (1) SNAP survey - draft letter	12
Appendix 4 – Member and officer survey questions	14
Appendix 5: Audit Part (1) Monitoring Officer's questionnaire	18

The Statement of Responsibilities of Auditors and Audited Bodies issued by the Audit Commission explains the respective responsibilities of auditors and of the audited body. Reports prepared by appointed auditors are addressed to non-executive directors/members or officers. They are prepared for the sole use of the audited body. Auditors accept no responsibility to:

- any director/member or officer in their individual capacity; or
- any third party.

Introduction

- 1 Confidence in local democracy is a cornerstone of our way of life. It can only be achieved when elected and co-opted members of local authorities are seen to live up to the high standards the public has a right to expect from them.
- 2 In recent years there has been an increased emphasis on standards and conduct in public life. The findings of the Committee on Standards in Public Life, the Local Government Act 2000 and the introduction of the Standards Board for England (SBE) are all factors in the current weighting being given to the need for strong ethical governance in local councils. This was also reinforced by the Chief Executive of the Standards Board for England in his November 2006 letter to local authority Chief Executives where he stressed the roles of Chief Executives and leading members in influencing organisational culture and supporting the ethical environment.
- 3 High ethical standards are the cornerstone of good governance. They are an integral part of good corporate governance arrangements and can lead to increased confidence in local democracy and better public services. Setting high ethical standards is an important building block for councils in developing their community leadership role and improving services to the community. Councils are also becoming involved in increasingly complex partnerships and poor ethical standards may adversely affect these arrangements.
- 4 Ethical governance is an area of great interest to the national and local press, particularly when things go wrong. Local authorities and individual members face a number of risks, including investigation for alleged breaches of the code of conduct, sometimes leading to the disqualification of members, loss of confidence and trust in individual members, councils and local democracy and poor decision-making.
- 5 On average, one member a week was removed from office in 2006. Other sanctions have included formal censure and suspension from using council facilities. Reasons included because of bullying behaviour, misuse of council resources, bringing the council into disrepute and using the position as a member for personal gain. The high number of disqualifications has now reduced.
- 6 One of the common aspects of governance failures is not the absence of frameworks, controls and arrangements but the absence of appropriate behaviours and values amongst members and officers. This audit therefore looks at your compliance with statutory requirements and also at behaviour, culture and values.

What do we mean by ethical governance?

- 7 We use the term 'ethics' as defined by the House of Commons: Public Administration Select Committee: Ethics and standards - the regulation of conduct in public life, 2007.

8 The committee defined 'ethics' to mean:

“the qualities of good governance, such as integrity, legitimacy, accountability, and adherence to a commonly understood standard of behaviour”.

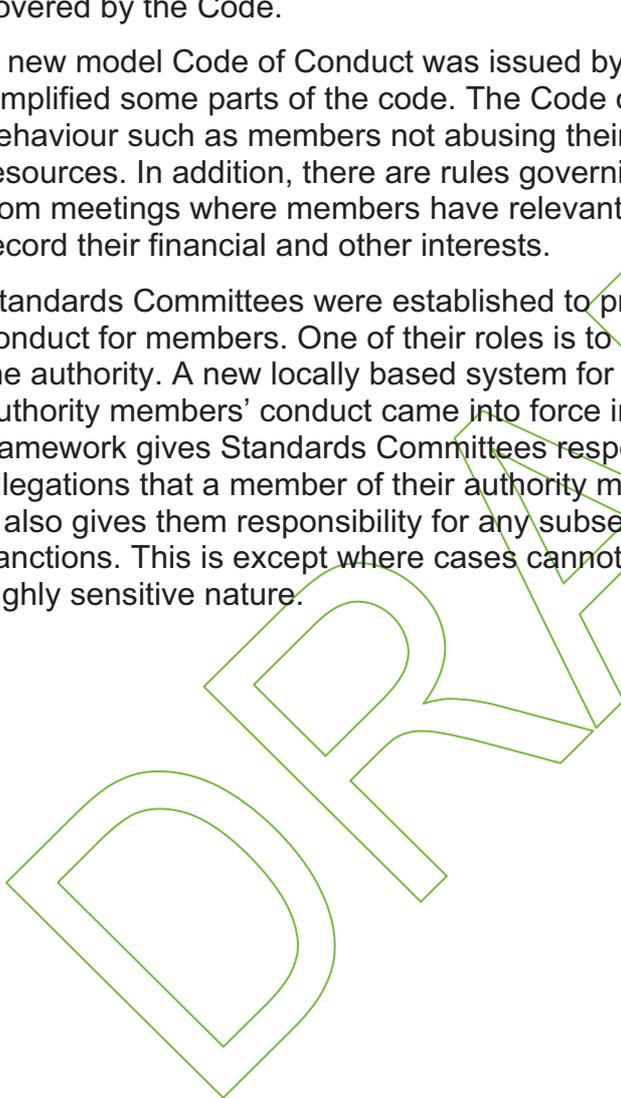
9 This definition is based on the work of the Committee on Standards in Public and its Principles of Public Life, often known as the Nolan Principles, after Lord Nolan, the chair of the committee at that time:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership.

DRAFT

Background

- 10 This work is based on the requirements of the Local Government Act, 2000 Part III and the Local Government and Public Involvement in Health Act 2007. Every local authority is required to adopt a members' Code of Conduct that sets out the rules governing the behaviour of its members. All elected, co-opted and independent members of local authorities, including parish councils, fire, police and national park authorities, are covered by the Code.
- 11 A new model Code of Conduct was issued by the government in April 2007. This simplified some parts of the code. The Code of Conduct covers areas of individual behaviour such as members not abusing their position or not misusing their authority's resources. In addition, there are rules governing disclosure of interest and withdrawal from meetings where members have relevant interests. Members are also required to record their financial and other interests.
- 12 Standards Committees were established to promote and maintain high standards of conduct for members. One of their roles is to create a sense of 'ethical well-being' in the authority. A new locally based system for dealing with complaints about local authority members' conduct came into force in May 2008. The new standards framework gives Standards Committees responsibility for the initial assessment of all allegations that a member of their authority may have breached the Code of Conduct. It also gives them responsibility for any subsequent investigations, decisions and sanctions. This is except where cases cannot be handled locally because of their highly sensitive nature.



Scope and objectives

13 The aim of this work is to assess how far:

- the Council is complying with Part III of the Local Government Act 2000 and the relevant sections of the Local Government and Public Involvement in Health Act 2007;
- the Council is ensuring that the Standards Committee had access to the right information and support to enable it to do its job properly;
- members and officers understand and are aware of ethical issues;
- members are abiding by the Code of Conduct; and
- members and officers have training needs in this area.

14 This work covers four areas:

- Balancing rules and trust - how far the Council is supporting the genuine motivation of people while ensuring that those who do breach the rules are challenged.
- Independent overview - how far the Council is monitoring, developing and promoting the Council's approach to the ethical agenda and how far this is delivering improvement.
- Leadership - how far the Council is encouraging good conduct in the Council, including in relation to the equalities and diversity agenda.
- Transparency - how far the Council is ensuring transparency in the way it carries out its business.

15 As a result of this work councillors and officers should:

- be more aware of the progress that the Council has made in delivering the ethical agenda;
- have a better understanding of the ethical health of the Council; and
- have a better understanding of what, if any, further action is needed to meet the desired standards.

To be of the most benefit to the Council, it is vital that this review has the commitment and support of senior officers and all political parties. To this end, we plan to agree the brief with Cabinet and with the opposition party.

Audit approach

16 The audit comprises three parts, the first two of which are covered by our audit programme:

- Part (1) of the work is an electronic survey of all members and senior staff in the organisation. See Appendix 4 for the questions included in the survey. The survey is confidential and respondents will not be identified. All results will be fed back in an anonymous format and will not be attributed to individuals. The survey uses SNAP – an online survey tool. It runs on an Audit Commission server and so the Council doesn't need to buy or have any software loaded. We give the client an internet address to allow them to access the survey - see Appendix 3 for an example standard letter to be sent out. Staff or members at the Council site who are to complete the survey will need desktop access to the internet. We also ask the Monitoring Officer to complete a set of questions - see appendix 5. In order to ensure that we can compare your position with other councils that have benefited from this audit we do not plan to change any of the questions;
- Part (2) is a detailed assessment of how well your organisation's ethical governance arrangements are working. - including a document review (see appendix 1), interviews and focus groups - see appendix 2 for the list of possible meetings; and
- Part (3) is workshops which can follow from the detailed tool and survey. They are designed to pick up on issues raised in the previous two parts of the work and to move the organisation to the next stage of its development. The workshops can be delivered either to members or to senior staff or to members and staff together. They use scenarios and ask participants to discuss the issues that the scenarios present – both in respect of whether the Local Government Act Part III has been breached and what should be done to improve the arrangements and understanding. We will discuss the appropriate format for any workshops and which scenarios to introduce with the Council.

17 Throughout the audit we will maintain confidentiality and focus on issues and not individual people.

Reporting and timescales

- 18 We will provide the Council with a summary report, including an analysis of the survey, plus recommendations for improvement. The report will be based on our findings following the electronic survey of members and senior officers, the document review, member and officer interviews and focus groups with staff.
- 19 The actual nature of further end product(s) will be agreed with the Council once the work is nearer completion. These could also include workshops to address our findings. Further work is not at the moment included in our audit and inspection plans but will need to be the subject of discussion to agree whether we are required to address it as part of our risk based audit or as further work under our Advice and Assistance powers.

Task	Target date for completion
Set up meeting to finalise brief	November 2008
Survey	December 2008
Document review, interviews and focus groups	January/February 2009
Client feedback	March 2009
Workshops	To be agreed

Audit personnel and key contacts

Audit Commission staff involved in the work will be.

Liz Temple-Murray, Audit Manager l-temple-murray@audit-commission.gov.uk Tel 0151 666 3483	David Brown, Performance Specialist da-brown@audit-commission.gov.uk Tel 0844 798 7019
---	--

The contacts from the authority will be.

Bill Norman, Director HR, Law and Asset Management (Lead Director) billnorman@wirral.gov.uk Tel 0151 691 8497	Simon Goacher, Head of Law (key contact) simongoacher@wirral.gov.uk Tel 0151 691 8498
---	---



Appendix 1: Document request

Copies of the following documents will be needed before we commence the audit

Please indicate whether we can access any documents via the Council's website

- Council constitution
- Members' code of conduct
- Officers' code of conduct
- Standards Committee terms of reference
- Standards Committee agendas, minutes, annual report and supporting papers
- Schedule of proposed activities for the following year/annual plan
- Appointment of independent members to Standards Committees - details
- And any related job descriptions, person specifications etc
- Standards, protocols and procedures for handling investigations
- Member training/guidance/information in this area - details
- And details of attendance including evaluations
- Work undertaken by external bodies with the Standards Committee - details
- Complaints to the Standards Committee - details
- And details of any outcomes
- Resident and staff surveys – full results
- Any other relevant documentation

Appendix 2: Interviews/focus groups

20 We ask to see the following people

Possible interviews	Possible focus groups
Leader of the Council	Democratic services staff
Deputy Leader of the Council	Senior managers
Leader of the opposition	Non-executive members of each of the parties
Whip of each party	
Chair of the Standards Committee	Partners [to be agreed]
Standards Committee - a member representative from each of the parties	Users [to be agreed]
Chair of Scrutiny Committee	
Independent member	
Chief Executive	
Monitoring Officer	
S151 Officer	
Directors of departments	



Appendix 3: Audit Part (1) SNAP survey - draft letter

Wirral Council

Ethical standards self-assessment survey

[Sample letter - in our experience, the response is best when this letter is sent out with a covering letter by the Chief Executive]

To Members and officers

Setting high ethical standards

The Audit Commission is working with Wirral Council to assess its arrangements for ensuring and promoting a positive ethical environment. **I am writing to invite you to complete an on-line survey which is the starting point for this work.** The survey asks members and officers for their views on the ethical governance arrangements in your council and explores awareness of Part III of the Local Government Act 2000 - which for example, introduced the members' code of conduct and standards committees.

High ethical standards are of benefit to the Council. They are an integral part of strong corporate governance; they can lead to increased confidence in local democracy and local services and can help the authority to attain high corporate assessment and use of resources ratings. Ethical governance is also included in the Audit Commission's Comprehensive Performance Assessment and Use of Resources work. Findings from our work will be used to identify any improvements that can be made in your council.

The survey will take approximately ten minutes to complete. Please click on (link to be provided) to access the survey. Please complete the survey by (date to be inserted). For technical reasons we regret the survey cannot be accessed directly from a 'Blackberry'.

We will share anonymised survey results with your council. Your individual response will be confidential to the AC and we will not identify your responses to your organisation. Under the Data Protection Act, we have a legal duty to protect any information collected from audited and inspected bodies. Only the minimum appropriate personal data is requested and held, and it is only kept for so long as the purpose requires. We will not provide any personal information obtained by us to other companies or individuals without people's consent unless required to by law.

Should you have any queries or concerns about this work please do contact me at da-brown@audit-commission.gov.uk (07771 943375).

Appendix 3: Audit Part (1) SNAP survey - draft letter

Thank you for taking the time to complete the survey.

Yours sincerely

David Brown
Performance Specialist

Please complete the survey on line by [date] or send your completed paper copy in the enclosed envelope to David Brown at:

Audit Commission
Aspinall Close
Middlebrook
Horwich
Bolton
BL6 6QQ

DRAFT

Appendix 4 – Member and officer survey questions

- Members abide by the members' code of conduct
- Members make allegations of member misconduct appropriately
- Members make allegations of member misconduct without fear of reprisal
- Officers make allegations of member misconduct appropriately
- I can make an allegation of member misconduct without fear of reprisal
- I can make an allegation of officer misconduct without fear of reprisal
- Members use the Council's resources for party political purposes
- Members perform their duties with honesty, integrity, impartiality and objectivity
- Members listen to the advice of officers
- Members uphold the impartiality of officers
- Officers use the Council's resources appropriately
- Officers perform their duties with honesty, integrity, impartiality and objectivity
- Members trust each other
- Officers trust each other
- Members and officers trust each other
- Bullying by members is not tolerated in the Council
- Bullying by officers is not tolerated in the Council
- Members work well together to achieve the Council's common goals
- Members and officers work well together to achieve the Council's common goals
- Officers work well together to achieve the Council's common goals
- The Council works well with voluntary and community groups to achieve the area's common goals
- The Council works well with statutory partners to achieve the area's common goals
- Appropriate confidences are kept by members
- Appropriate confidences are kept by officers
- I have agreed to abide by my Council's member code of conduct
- This Council has a Standards Committee

Appendix 4 – Member and officer survey questions

- The work of the Standards Committee adds value to the Council
- I understand the role of the Standards Committee
- The Standards Committee is making a positive difference to the way people outside the Council view the organisation
- The Standards Committee is impartial
- Members are provided with appropriate advice on ethics and standards
- Officers are provided with appropriate advice on ethics and standards
- The Standards Committee or monitoring officer monitors member behaviour against the members' code of conduct
- Guidance on ethics and conduct is included in the induction of new members
- Training on ethics and conduct issues is mandatory for members
- Guidance on ethics and conduct is included in the induction of officers
- The organisations' values are communicated to members (via for example, training, meetings, news letters, the local media and the Council's website)
- The organisations' values are communicated to officers
- The organisations' values are communicated to local communities
- The organisations' values are communicated to local partnerships
- The importance of high ethical standards is communicated to members (via for example, training, meetings, newsletters, the local media and the Council website)
- The importance of high ethical standards is communicated to officers
- The importance of high ethical standards is communicated to local communities
- The importance of high ethical standards is communicated to local partnerships
- The Council seeks to meet the needs of its diverse communities
- The Council seeks to attract officers from diverse backgrounds
- The Council ensures that staff are appropriately skilled to meet the needs of its diverse communities
- Members are a focus for positive change
- Members treat users of Council services fairly
- Members treat other members fairly
- Members treat officers fairly
- Officers treat users of Council services fairly
- Officers treat members fairly
- Officers treat other officers fairly

Appendix 4 – Member and officer survey questions

- Appropriate guidance is provided for members on equalities and human rights issues
- Appropriate guidance is provided for officers on equalities and human rights issues
- The Leader of the Council is a positive role model in terms of ethical behaviour
- The Leader of the Council promotes the importance of the ethical agenda
- The Chief Executive is a positive role model in terms of ethical behaviour
- The Chief Executive promotes the importance of the ethical agenda
- The Council's leadership values the role of the Monitoring Officer
- The Monitoring Officer is actively supported by the Chief Executive
- The Council's Monitoring Officer is able to carry out her/his role appropriately
- The Monitoring Officer promotes the ethical agenda
- The Council's approach to promoting high ethical standards is encouraging appropriate behaviour across the Council
- The Council's approach to promoting high ethical standards is helping to build public confidence in the Council
- The public can access the members' code of conduct
- The public can access the officers' code of conduct
- The public can access documents relating to the standards committee (for example, agendas, minutes, background papers)
- Council policies on the use of its resources by members (for example use of telephone, IT etc) are clear
- Council policies on the use of its resources by officers (for example use of telephone, IT etc) are clear
- Communication between members is open
- Communication between members is constructive
- Communication between members and officers is open
- Communication between members and officers is constructive
- Communication between officers is open
- Communication between officers is constructive
- There is a culture in the Council which allows members to challenge Council decisions without fear of reprisal
- There is a culture in the Council which allows officers to challenge member recommendations without fear of reprisal
- There is a culture in the Council which allows partners to challenge Council decisions without fear of reprisal

Appendix 4 – Member and officer survey questions

- There is a culture in the Council which allows the public to challenge decisions without fear of reprisal
- Members respond positively to constructive external criticism about the Council
- Officers respond positively to constructive external criticism about the Council
- The public can access the Council's complaints policy
- The Council's complaints system is clear
- The Council has arrangements for dealing with complaints from the public about services provided in partnership
- Members take complaints from the public seriously
- Officers take complaints from the public seriously
- The Council's whistle blowing policy is clear
- The public can access the whistle blowing policy
- The Council's whistle blowing policy is used appropriately
- The Council's whistle blowing policy is used without fear of reprisal
- The public can access the register of member interests
- The guidelines for members on their personal conduct are clear
- The guidelines for officers on their personal conduct are clear
- Members feel able to challenge other members' inappropriate behaviour
- Members feel able challenge officers' inappropriate behaviour
- Officers feel able to challenge members' inappropriate behaviour
- Officers feel able to challenge other officers' inappropriate behaviour
- The process to report inappropriate member behaviour is clear
- The process to report inappropriate officer behaviour is clear
- Members who behave inappropriately are suitably dealt with
- Officers who behave inappropriately are suitably dealt with
- The Council learns from other councils to ensure that its ethical arrangements are appropriate

Appendix 5: Audit Part (1)

Monitoring Officer's questionnaire

ETHICAL GOVERNANCE TOOL - ISSUES	ANSWERS
<p>1. Balancing rules and trust (MO's questions)</p> <p>Supporting the genuine motivation of people whilst continuing to ensure that those who do breach the rules are discouraged is a key issue.</p>	
1.1	<p>Has the member code of conduct been tailored to local circumstances?</p> <p>If yes, how has the model code been changed?</p> <p>Has the Standards Board for England been informed of any changes to the model code?</p>
1.2	<p>How far has the Council integrated the requirements of the code into its policies or schemes, including obligations under the Anti-Discrimination, Human Rights and the Freedom of Information Acts?</p>
1.3	<p>Is there any evidence that members inappropriately use Council resources for political or other purposes?</p>
1.4	<p>Is there any evidence that members ever do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the authority?</p>
1.5	<p>How far do members take officer advice into consideration when they</p>

Appendix 4 – Member and officer survey questions

ETHICAL GOVERNANCE TOOL - ISSUES	ANSWERS
<p>1. Balancing rules and trust (MO's questions)</p> <p>Supporting the genuine motivation of people whilst continuing to ensure that those who do breach the rules are discouraged is a key issue.</p>	
make decisions?	
1.6	<p>Does the Council have an anti-bullying policy? How is information about this policy disseminated?</p>
1.7	<p>Is there any evidence of bullying by members of other members or of officers, or bullying by officers of members?</p>
1.8	<p>What is the Council's policy on the use of confidential information? Provide external elink if appropriate. Is there any evidence that councillor ever break confidences?</p>
1.9	<p>How many allegations of breaches of the Code have you received for investigation from the authority's standards committee in the last year?</p> <p>How many allegations of breaches of the Code did you received for investigation from the Standards Board during the previous year?</p> <p>Of the cases received in the last year how many:</p> <ul style="list-style-type: none"> ● are outstanding; ● have been investigated and a report completed concluding that there has been a failure to comply with the Code of Conduct; ● have been investigated and a report completed concluding that there has not been a failure to comply with the Code of

Appendix 4 – Member and officer survey questions

	<p>Conduct;</p> <ul style="list-style-type: none">• have been referred to the Standards Board for England for investigation by an ethical standards officer? <p>What is the nature of the behaviours complained of?</p>	
--	---	--

DRAFT

Appendix 4 – Member and officer survey questions

ISSUES	ANSWERS
<p>2. Independent overview (MO's questions)</p> <p>Monitoring, developing and promoting the Council's approach to the ethical agenda delivers improvement in this area.</p>	
<p>2.1</p>	<p>What is the membership of the Standards Committee? How many members are there overall? How many are councillors (which parties), independent members and parish or town councillors?</p>
<p>2.2</p>	<p>How were independent members appointed or selected? How far were the Council's recruitment procedures for senior staff adhered to? In some councils most independent members come from the same professional background. How far does this apply in your Council?</p>
<p>2.3</p>	<p>What training, guidance or support have independent members of the Standards Committee received to familiarise themselves with local government and the Council?</p>
<p>2.4</p>	<p>What are the terms of reference of the Standards Committee? Do the terms of reference include:</p> <ul style="list-style-type: none"> ● advising on adopting a local code which sets out the standards of conduct expected from members? ● promoting and maintaining high standards of conduct within the Council through assistance, advice and training? ● promoting the requirements of the code of conduct outside the Council and helping the public, external stakeholders and partners to understand the required standards of behaviour of

Appendix 4 – Member and officer survey questions

ISSUES	ANSWERS
<p>2. Independent overview (MO's questions)</p> <p>Monitoring, developing and promoting the Council's approach to the ethical agenda delivers improvement in this area.</p>	
<p>members?</p> <ul style="list-style-type: none"> • monitoring the operation of the members' code of conduct? 	
2.5	<p>What does the Standards Committee do to promote the requirements of the code of conduct inside and outside the Council and help the public, external stakeholders and partners to understand the required standards of member behaviour?</p>
2.6	<p>Has the Standards Committee undertaken an assessment of the standards of conduct in the Council? If so, what were the key findings? What has changed because of the assessment?</p>
2.7	<p>How does the Standards Committee use findings, including from the allegations it receives, the authority's own investigations, the Standards Board for England, internal and external audit, the local government ombudsman, complaints, whistle-blowing and so on to plan its work?</p>
2.8	<p>What does the Standards Committee do to publicise guidance produced by the Standards Board for England</p> <p>What does the Standards Committee do to publish case rulings?</p>
2.9	<p>Has the Standards Committee undertaken an assessment of the impact of its work inside the Council? And outside the Council? If so, what were the key findings? What has changed because of the assessments?</p>

Appendix 4 – Member and officer survey questions

2.10	<p>How regularly are the following reviewed, including terms of reference:</p> <ul style="list-style-type: none"> ● operation of the constitution; ● members' code of conduct; ● officers' code of conduct; ● member/officer protocol ● register of interests; ● the Standards Committee; and ● other ethical protocols. <p>What changes have been made because of these reviews?</p>	
2.11	<p>What training, guidance and information have members received on the members' code of conduct? In your view is the training adequate? What percentage of the target group attended the last training?</p>	
2.12	<p>What training, guidance and information have officers received on the code? In your view is the training adequate?</p>	
2.13	<p>Does the Standards Committee have proper processes for: receiving and assessing allegations, carrying out reviews, holding determination hearings?</p> <p>Has the Council assessed the potential risks in this whole process and how it will mitigate them?</p>	

3. Leadership (MO's questions) Encouraging good conduct in the Council is the responsibility of the Council's leadership and of all members and officers.		
3.1	What evidence do you have that members and officers understand their respective roles?	
3.2	How far do members involve themselves in operational issues?	
3.3	What guidance is provided for members and officers on equality laws, human rights and freedom of information legislation?	
3.4	Do you have easy access to the Chief Executive on ethical and other relevant issues?	
3.5	Does the Standards Committee have easy access to the Chief Executive on ethical and other relevant issues?	
3.6	What role does the Chief Executive have in ensuring that the code of conduct is observed and that good ethical behaviour is promoted?	
3.7	How do you ensure your role is valued by the Council's leadership?	
3.8	Are you part of the senior management team?	
3.9	What advice, support and information do you provide to the Standards Committee?	
	What percentage of Standards Committee meetings have you attended in the last year?	
3.10	How is the importance of high ethical standards communicated to member and officers and to the local community by the Council?	

Appendix 4 – Member and officer survey questions

4. Transparency (MO's questions) Ensuring transparency in the way the Council carries out its business is a key component of ethical governance.		
4.1	How is information on the Council's access to information policy disseminated to members, officers and the public?	
4.2	How easily can the public find and then access Standards Committee documents: <ul style="list-style-type: none"> ● terms of reference; ● meeting schedule; ● agendas/minutes; ● reports/papers/plans; and ● background papers ● case findings 	
4.3	Where are copies of the members' code of conduct available for inspection by the public? When and where did the Council publicise that the 2007 code has been adopted and that it is available for inspection?	
4.4	Does the Standards Committee have a publicly available annual/forward plan based on the ethical issues facing the Council?	
4.5	Does the Standards Committee report at least once a year to the full Council on the ethical agenda and the work of the Standards Committee?	
4.6	Is the council responding to the Standards Board for England's quarterly and annual requests for information in a timely and appropriate manner?	
4.7	What are the Council's protocols for member use of: <ul style="list-style-type: none"> ● Council premises; ● information technology (including 	

4. Transparency (MO's questions)

Ensuring transparency in the way the Council carries out its business is a key component of ethical governance.

	<p>the use of equipment at home);</p> <ul style="list-style-type: none"> ● telephone and fax; ● photocopying; ● stationery and headed writing paper; ● postage; ● authority transport; and ● allowances and expenses. 	
4.7	How are member declarations of interest recorded and adherence monitored?	
4.9	How does the Council help members understand the difference between personal and prejudicial interests?	
4.10	<p>How is the register of interests made open to public scrutiny?</p> <p>How is the register of interests monitored and kept up to date?</p> <p>Does the register of interests require all members, including co-opted and appointed members on panels and committees, to record all the required information?</p>	
4.11	<p>How does the Council help members of overview and scrutiny and other Council committees and panels to understand this issue?</p> <p>How does the Council make it clear to members that a dispensation can be sought, allowing them to take part in meetings where they have a prejudicial interest?</p> <p>Have there ever been any allegations of impropriety with regard to the declarations of interests? If so please explain.</p>	
4.12	How are member interests declared and logged at meetings?	
4.13	How far does the Council listen to and	

Appendix 4 – Member and officer survey questions

4. Transparency (MO's questions) Ensuring transparency in the way the Council carries out its business is a key component of ethical governance.		
	learn from constructive challenge, either internally or externally, from the public or from official bodies?	
4.14	<p>How easily can the public find and then access the Council's complaints/whistle blowing policies?</p> <p>How is information about these policies disseminated?</p> <p>How effective are they at addressing the ethical governance issues that arise?</p> <p>How far do whistle blowers/complainants have the protection of the Chief Executive?</p>	
4.15	How do you ensure that members comply with the code of conduct?	
4.16	What procedures are there for the Chief Executive to intervene verbally or in writing if ethical issues arise in the Council?	
4.17	What procedures are there for the Monitoring Officer to intervene verbally or in writing if ethical issues arise in the Council?	

This page is intentionally left blank

WIRRAL COUNCIL

CABINET – 10 December 2008

REPORT OF THE DIRECTOR OF REGENERATION

WIRRAL'S SUPPORTED AND SPECIAL NEEDS HOUSING STRATEGY 2008-2011

1.0 EXECUTIVE SUMMARY

1.1 The purpose of this report is to seek (i) Members' endorsement of the new Supported and Special Needs Housing Strategy 2008-2011 for Wirral and (ii) seek approval of the Procurement Strategy.

2.0 BACKGROUND

2.1 The Supported and Special Needs Housing Section (S&SNHS) consists of services comprising: the Supporting People programme, Disabled Facilities Grant, Wirral Home Improvements Agency and the Handypersons' Service.

2.2 The aim of the S&SNHS is to develop or sustain an individual's capacity to live independently. The section is committed to providing a better quality of life for vulnerable people to help them to maintain their housing.

2.3 The S&SNHS contract, monitor and review over 250 providers of services to vulnerable people via 65 contracts, providing services to approximately 7500 clients across the Borough.

2.4 Additionally, S&SNHS, through the Home Improvements Agency, provides numerous services including a Handy Person Service, a fast track adaptation service and the awarding of Disabled Facilities Grant to approximately 4000 clients per annum.

2.5 The S&SNHS is the budget holder for the Supporting People Programme Grant and the Disabled Facilities Grant. The Supporting People grant settlement for 2008/9 – 2010/11 is £10.341m per year, which is subject to confirmation each year. The Disabled Facilities Grant allocation is £1.25 million for 2008/9. Other funding sources such as contributions from the PCT make up a total annual spend of approximately £12.5 million per year.

2.6 The Supported and Special Needs Housing Strategy refreshes and, where necessary, expands on the 2005-2010 Supporting People Strategy for Wirral which was agreed by Members on the 14th March 2005. The Strategy reflects the progress made during the past three years, the changing needs of vulnerable people in the Borough, and responds to new legislative direction and a changing financial environment.

2.7 Wirral's Supported and Special Needs Housing Strategy has been developed in line with CLG guidance and sets out the intended and planned use of the combined resources of Supporting People, Disabled Facility Grant and Wirral Home Improvement Agency over the period 2008-2011.

2.8 The current distribution of funding is largely determined by the inherited position in 2003/4 and there is a need for redistribution of funding if the Strategy is to meet identified need and support emerging agendas within the housing, health and social care sectors. The services encompassed within the Strategy remain aimed at the low-level, preventive and (generally) housing related end of the support/care continuum.

3.0 **WIRRAL'S SUPPORTED AND SPECIAL NEEDS HOUSING STRATEGY 2008-2011**

- 3.1 Since the Supporting People 2005-2010 Strategy was agreed, the Commissioning Body has undertaken a full consultation exercise and needs analysis, carried out by the S&SNHS, which identified a range of issues and, of direct relevance to this strategy, also identified the need to restructure the current format of provision of supported accommodation, to reflect the changing needs of vulnerable people.
- 3.2 The Strategy has been written within the context of the need to maintain high quality services that meet the needs of vulnerable people within the borough, whilst recognising the drive from Central Government to make efficiency savings where appropriate.
- 3.3 S&SNHS provide services for very diverse client groups. CLG formally recognises 21 such categories split into 3 clusters or 'super-group' categories, as follows:
- 3.4 **People living independently with support** (Older people with support needs, Frail elderly people, Older people with mental health problems)
- 3.5 The Strategy proposes a move away from accommodation based support, where the accommodation is no longer viable as sheltered, to a tenure neutral and borough-wide floating support service that will make greater use of assistive technology. The strategy also identifies the need to expand the current number of service users supported within existing individual contracts, where such expansion is feasible.
- 3.6 **People in receipt of care with support** (People with physical or sensory disabilities, People with learning disabilities)
- 3.7 The Strategy proposes the withdrawal of Supporting People funding from higher level learning disability services and the subsequent reinvestment in low-level support for those with moderate learning disabilities. Additionally, reductions in contract values have been proposed for those services whose client base is predominantly out-of-borough placements. The Strategy recognises the need to continue to work in partnership with DASS through joint contract arrangements.
- 3.8 **Wirral Home Improvement Agency (WHIA) – "HUB" Service.** In order to achieve local and Communities and Local Government (CLG) national targets and strategies for people with physical disabilities (including older people) it is proposed to develop the WHIA as a HUB/Single access point of contact, to ensure that clients receive a joined up, timely and cost effective service.
- 3.9 The HUB will deliver all housing and support needs either directly by the WHIA or by sign posting to partner organisation, whilst assisting clients to maintain their homes and independence for as long as possible.
- 3.10 **People experiencing or at risk of Social Exclusion** (Single homeless people with support needs, homeless families with support needs, rough sleepers, people with mental health problems, refugees, travellers, teenage parents, young people leaving care, young people at risk, people with HIV/AIDS, women fleeing domestic violence, offenders and those at risk of offending, mentally-disordered offenders and generic.)
- 3.11 The Strategy proposes the rationalisation of existing small scale contracts into larger, generic and more cost-effective contracts and the development of a Pathways Model, to ensure more effective use of current provision resulting in improved outcomes for vulnerable people.

4.0 GOVERNANCE

4.1 It is widely recognised that the Supported and Special Needs Housing Governance Structure has had a positive impact on the direction of the SP programme since 2003 through effective decision-making. The current governance structure comprises representatives from:

- **Core Strategy Development Group:** To make recommendations based on local, regional and national driving influences (Chaired by the Head of Housing, attended by Commissioning Managers for Regeneration and the Department of Adult Social Services/PCT, Wirral Drug and Alcohol Action Team, Children & Young Peoples Department, Merseyside Probation Trust and representatives from Service Providers).
- **Elected Members:** To endorse strategic and operational directions made by the Commissioning Body.
- **Commissioning Body:** To make decisions on recommendations from the Core Strategy Development Group. (Director of Regeneration, Director of Adult Social Services, Chief Executive of Wirral PCT, Chief Officer for Merseyside Probation Trust).

5.0 PROCUREMENT

5.1 The awarding of further contracts will be carried out in partnership with the Finance Department and the Department of Law, HR and Asset Management.

5.2 The full Procurement Methodology is attached as Appendix 1 of the Supported and Special Need Housing Strategy 2008-11, and outlines the basis for which future contracting and commissioning of services are negotiated or tendered. The overall aim of the Procurement Methodology is to create stability for service users and supported housing services, by awarding 3 to 5-year contracts whilst achieving efficiencies and economies of scale.

6.0 FINANCIAL IMPLICATIONS

6.1 The actions identified within the strategy can be met through the existing programme grant and through the realisation of efficiency savings.

7.0 STAFFING IMPLICATIONS

7.1 Agreement of this strategy will have no impact on current staffing levels.

8.0 EQUAL OPPORTUNITIES IMPLICATIONS

8.1 The needs of vulnerable and marginalised groups have been considered, and are central to the Supported and Special Needs Housing Strategy. It is a key objective of the strategy to ensure that vulnerable people have equal access to opportunities.

9.0 COMMUNITY SAFETY IMPLICATIONS

9.1 The Strategy contains policies and programmes that will have a positive effect on the safety of communities.

10.0 LOCAL AGENDA 21 IMPLICATIONS

10.1 There are none arising from this report.

11.0 PLANNING IMPLICATIONS

11.1 There are none arising from this report.

12.0 ANTI-POVERTY IMPLICATIONS

12.1 The Supported and Special Needs Housing Strategy aims to reduce poverty, isolation and exclusion by meeting local needs and developing the provision of support to vulnerable people.

13.0 SOCIAL INCLUSION IMPLICATIONS

13.1 The action targets highlighted in the Supported and Special Needs Housing Strategy aim to promote social inclusion.

14.0 LOCAL MEMBER SUPPORT IMPLICATIONS

14.1 The Strategy has borough-wide implications and should be noted by all Members.

15.0 BACKGROUND PAPERS

15.1 Supporting People Strategy 2005-2010 – Cabinet – March 2005

16.0 RECOMMENDATIONS

16.1 That Wirral's Supported and Special Needs Housing Strategy 2008-2011 be endorsed and the Procurement Strategy for contracts approved.

Alan Stennard
Regeneration Department

This report was prepared by Ian Grindrod/Sheila Jacobs who can be contacted on 691 8341 and 8345

Department of Regeneration Supported & Special Needs Housing Commissioning Strategy 2008 - 2011

Draft Version 1.0	Monday 7th July 2008
Draft Version 2.0	Tuesday 9th September 2008
Cabinet Report	27th November 2008

Contents

Foreword

Executive Summary

1.0 Introduction

- 1.1 Purpose of the Strategy
- 1.2 Vision
- 1.3 Current position

2.0 Wider priorities and Strategic Context

- 2.1 National Context
- 2.2 Regional Context
- 2.3 Local Context
- 2.4 Governance
- 2.5 Strategic Aims
- 2.6 Needs Consultation Process
- 2.7 Value for Money
- 2.8 Review Process & Outcome Framework
- 2.9 Commissioning and Procurement
- 2.10 Performance Information
- 2.11 Partnership working

3.0 Client Groups

3.1 People living independently with support

- 3.1.1 Older people
- 3.1.2 Frail elderly people and older people with mental health problems
- 3.1.3 Actions/Recommendations

3.2 People in receipt of care with support

- 3.2.1 People with physical or sensory disabilities
- 3.2.2 Wirral Home Improvement Agency
- 3.2.3 Actions/Recommendations
- 3.2.4 People with learning disabilities
- 3.2.5 Actions/Recommendations

3.3 People experiencing or at risk of social exclusion

- 3.3.1 Homeless Prevention
- 3.3.2 Socially excluded Pathways
- 3.3.3 Actions/Recommendations
 - Single homeless with support needs
 - Rough sleepers

- Offenders and those at risk of offending
- Mentally-disordered offenders
- People who misuse alcohol or drugs
- People with mental health problems
- Young people at risk/leaving Care
- Teenage parents
- Women fleeing domestic violence
- Homeless families with support needs
- Refugees/travellers
- People with HIV/AIDS
- Generic

4.0 Increasing access to housing for vulnerable people

4.1 Social Sector

4.2 Evaluating the impact of Choice Based Lettings for Vulnerable Clients

4.3 Private Rented Sector

4.4 Housing Priority Panel

4.5 Directory of Services

5.0 Delivering the Strategy

5.1 Procurement Methodology

5.2 Working with providers

6.0 Future Developments

6.1 Needs Analysis

6.2 Service User Involvement

6.3 Individual Budgets

6.4 Contracting & Charging

6.5 Cross Authority Working

6.6 Monitoring the Strategy

7.0 Action Plan

Acknowledgements

Appendix 1

Procurement Methodology

Foreword

Wirral Council, together with Wirral Supporting People Commissioning Body, is pleased to present Wirral's Supported & Special Needs Housing Strategy 2008 – 2011.

Over the past five years, the Supported and Special Needs Housing Section has improved the quality of lives of many vulnerable people.

Whilst acknowledging the successful work that has been developed since the launch of the last strategy, we also recognise that there is still much to do with many challenges ahead particularly in changing the way services are commissioned and developed, to reflect the changing needs in the Borough from the inherited provision of 2003.

This strategy has therefore been developed in conjunction with our partners and focuses on utilising the combined resources of Supporting People, Disabled Facility Grant and Wirral Home Improvement Agency (and where possible to use these alongside other funding sources) to improve lives of vulnerable people in Wirral by providing a range of low-level, housing related services.

Over the coming years the Strategy will seek to increase opportunities for independence for vulnerable people through the commissioning and delivery of quality, cost-effective and preventative support services that meet strategic priorities.

I would like to thank all the individuals and organisations that have contributed to the development of this Strategy and I am positive that through continued partnership working, Wirral can successfully improve the lives of vulnerable people



A handwritten signature in black ink that reads "George Davies". The signature is written in a cursive style.

Councillor George Davies

(Cabinet Member for Housing & Community Safety)

Executive Summary

The Supported and Special Needs Housing Section sits within the Regeneration Department of Wirral council and consists of merged services comprising; the Supporting People programme, Disabled Facilities Grant, Wirral Home Improvements Agency and the Handypersons' Service.

The aim of the Supported and Special Needs Housing Section is to develop or sustain an individual's capacity to live independently. The section is committed to providing a better quality of life for vulnerable people to help them to maintain their housing.

This document refreshes the 2005-2010 Supporting People Strategy for Wirral and reflects the progress made during the past three years, the changing needs of vulnerable people in the Borough and new legislative direction.

The Strategy does identify generally, (within the three "super groups" identified by CLG), how we intend to redistribute resources *within* those super groups, and identify where there will be shifts away from support linked to identified units of accommodation to support which is provided on an outreach basis to maintain individuals in their own homes irrespective of tenure.

The three super groups (clearly, there will be some overlap between groups), and the approach to the use of resources for each, are set out below:

1. Independence with Support; older people with support needs and frail elderly. A move away from accommodation based support, where the accommodation is no longer viable as sheltered, to a tenure neutral and borough wide floating support scheme; greater use of assistive technology as a basis for such a service; expand current number of service users supported within individual contracts where capacity exists; reduce some sheltered charges. (It is likely that Wirral will continue to support the development of extra care schemes but, at this stage, the availability of SP funding cannot be guaranteed).
2. People with Learning/Physical disabilities; withdraw SP funding from higher level learning disability services and reinvest in low level support for those with mild/moderate learning disabilities; reduce funding to those providers whose client base is mainly out of borough placements; some contracts to be negotiated/let as joint contracts with Wirral DASS; for physical disabilities – the development of Wirral Home Improvement Agency services (including DFG provision) as a "hub" for low level and preventive services for this and the older persons' client groups.
3. Socially excluded groups; some rationalisation of current contracts into larger, generic and more value for money contracts; clearer roles for providers within overall provision for this group, based on a pathway model.

Whilst implementation of the final Strategy will bring about change within the SP/WHIA funded sector, providers should be aware that Wirral remains committed to the provision of such services and is committed to working with partners who deliver good quality services.

1.0 Introduction

1.1 The Purpose of the Strategy

The Supported and Special Needs Housing Commissioning Strategy aims to build upon the success of Wirral Council's Supporting People Programme and Strategy (2005-10), whilst recognising the need to refresh the findings of the original strategy to incorporate the work of Wirral Home Improvement Agency (WHIA), including the Handy Person Service, and the use of Disabled Facilities Grants (DFG).

1.2

The Vision

Supported & Special Needs Housing aims to improve the lives of vulnerable people in Wirral by increasing their opportunities for independence through the commissioning and delivery of quality, cost-effective and preventive, support services that meet strategic priorities.

This document sets out the projected development of both Supporting People (SP) funded, and DFG funded, services provided by the Supported & Special Needs Housing Section (S&SNHS) over the next 3-5 years. Reference is made to other funding sources where these also support S&SNHS services, and the use of SP and DFG funding alongside other mainstream funds is also set out.

1.3 Current Position

SP contract, monitor and review over 250 services providers via 65 contracts, continuously to approximately 7500 clients across the borough. The WHIA provides numerous services including Handy Person Service, Fast track adaptation, awarding of DFG, etc. to approximately 4000 clients per annum.

The S&SNHS is the budget holder for Supporting People Programme Grant and for receipt of DFG. The SP grant settlement for 2008/9 – 2010/11 is £10.341m per year (subject to confirmation each year) and the DFG allocation is £1.25 million for 2008/9. Other funding sources (charges, contributions to WHIA etc from PCT and DASS) make up a total annual spend of approximately £12.5 million per year. The detailed breakdown of expenditure by client group and funding source is set out in **Figures 1/2/3/4**

Figure 1: The percentage of Supporting People Funded services by client group in Wirral (2007/08).

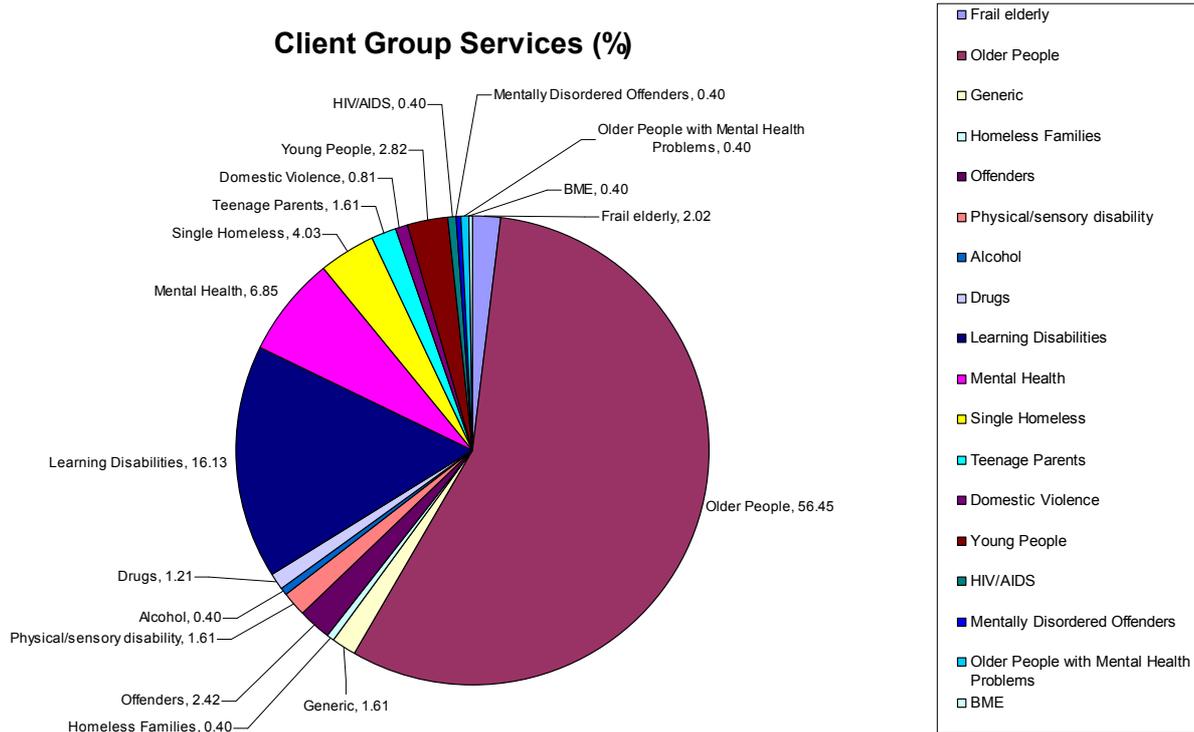
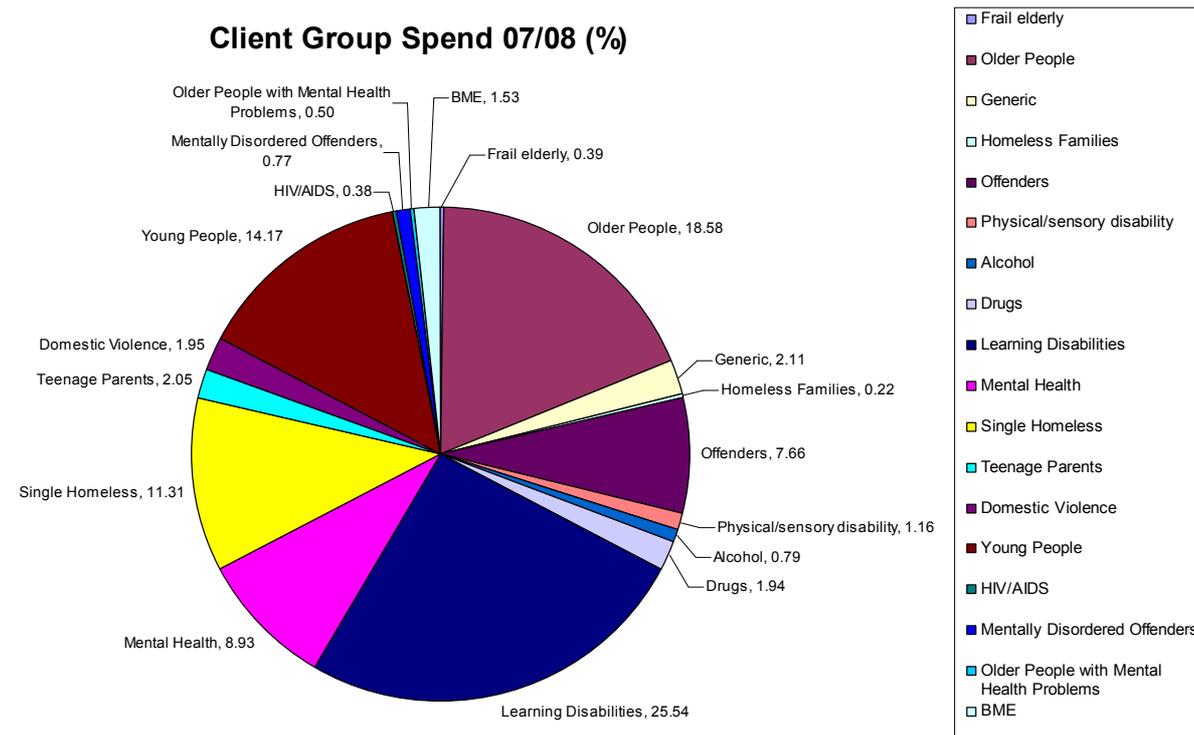


Figure 2: Wirral Supporting People Budget for 2007/08 was £10.36 million with a percentage by client group.



**Figure 3: Number of clients that Wirral Home Improvement Agency assisted in 2007/08
Total figure 4,120**

Number of Jobs completed (by client group)

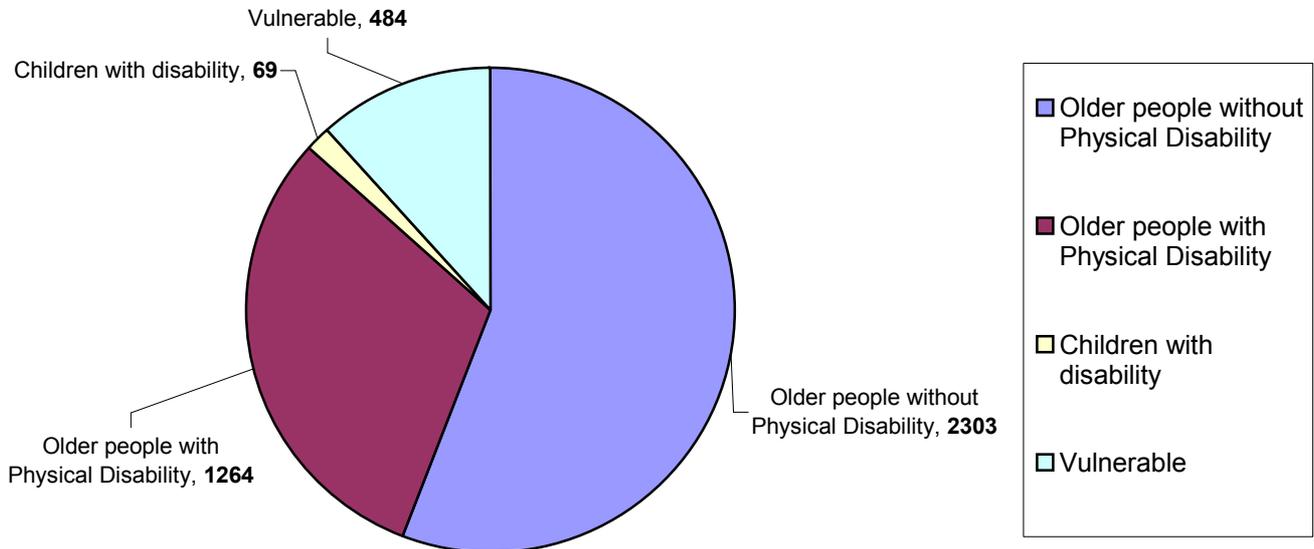
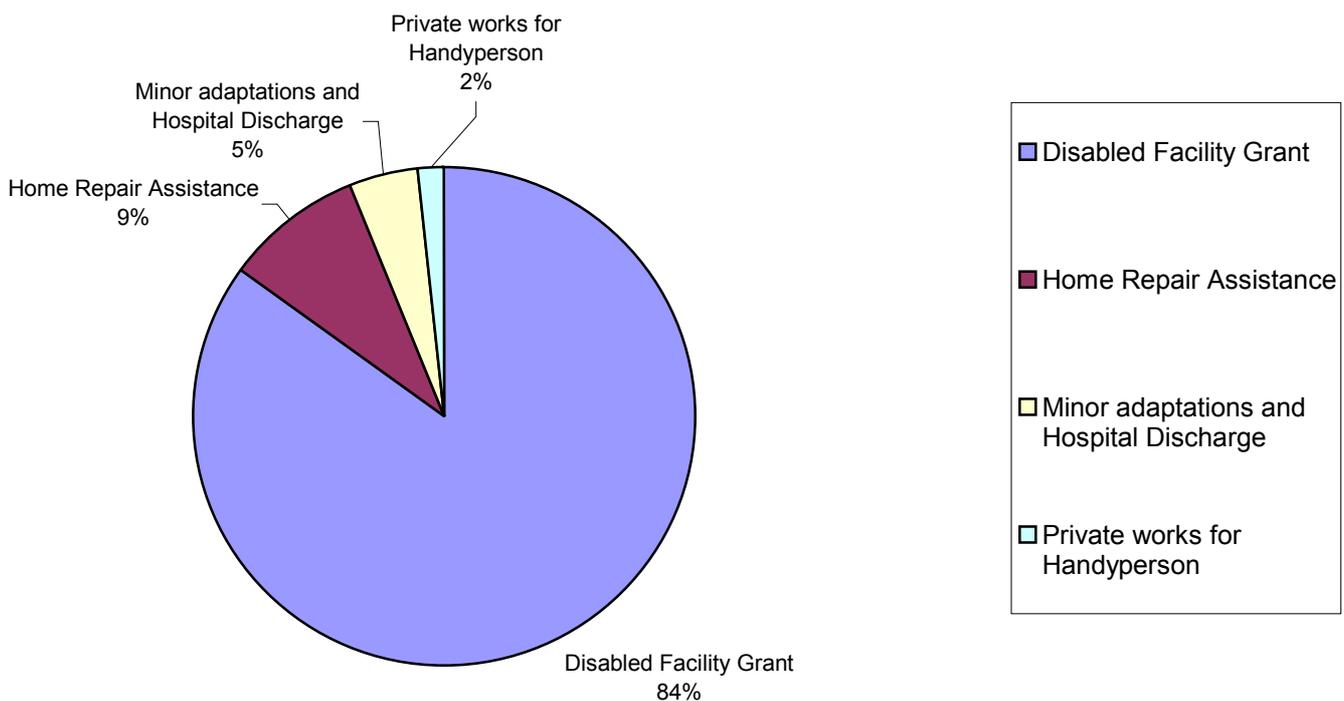


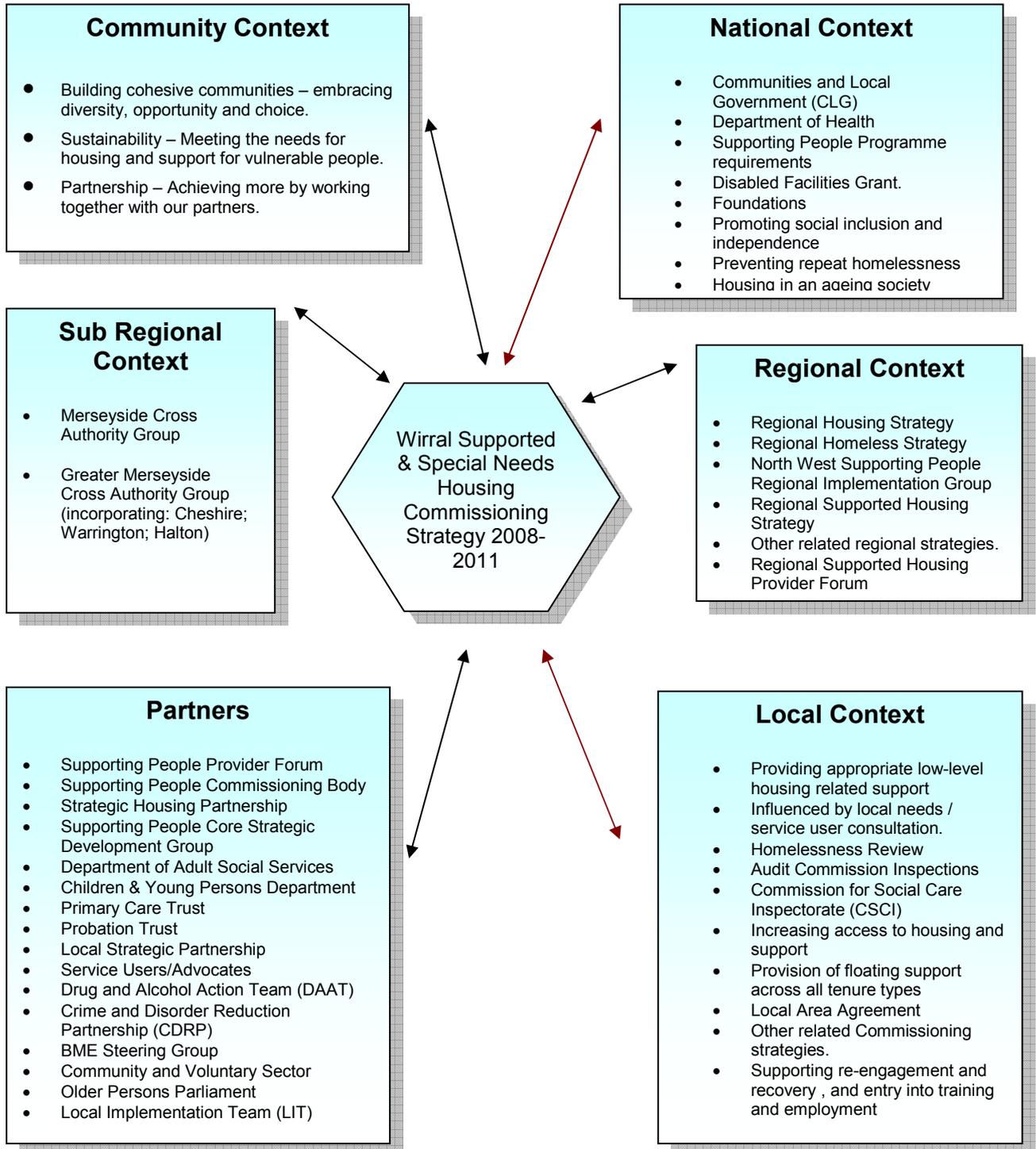
Figure 4: Total Expenditure for Wirral Home Improvement Agency 2007-08 was £1.32 million

Expenditure



2.0 Wider Priority and Strategic Context

The table below explains how S&SNHS operates at a local level but also contributes to and is influenced by National and Regional policy.



2.1 National Context

Significant changes have been made to both SP and DFG funding regimes for the next 3 years (and beyond); equally significant is the change to the overall context within which these services are expected to operate. Changes to funding include; the removal of the SP ring fence from April 2009, and the settlement of a 3-year indicative grant to cover 2008/9-2010/11; the broadening of the scope of the Disabled Facilities mandatory grant, and the funding of Registered Social Landlord (RSL) adaptation works. Changes to context include, the alignment in appropriate cases of SP and DFG with other funding streams together with the LAA, and the introduction of Individual Budgets.

2.2 Regional Context

The North West Regional Assembly (NWRA) in partnership with the Housing Corporation (HC) and the North West Supporting People Strategic Group (NWSPSG) has established a Regional Supported Housing Strategic Group, with a view to developing a Regional Supported Housing Strategy. The overall aim of the strategy will be to support and inform future planning and investment in the region, which could influence future allocations of capital and revenue funding. The S&SNHS and Housing Strategy Sections are represented at a regional level and contribute to the development of regional strategies, ensuring that the process does not disadvantage the authority. Providers will also inform regional development through their attendance at the Regional Provider Forum.

2.3 Local Context

Whilst responding to national and regional drivers for change, the strategy also addresses local issues which include: the desire on the part of service users to see changes to the way services are commissioned and delivered; the need for jointly developed services with partners; continuous quality improvements linked to value for money; the maintenance of a stable provider market, including the recognition of the contribution made by the investment in preventive services and, overall, the need to consult widely to develop a strategy which best reflects these, sometimes, conflicting needs.

2.4 Governance

It is widely recognised that the Supporting People Governance Structure has had a positive impact on the direction of the SP programme since 2003 through effective decision-making. With this in mind it has been agreed by the LAA board to maintain the SP programme. It will remain under the 'Stronger and Safer Communities' block of the LAA but, it clearly has cross-cutting themes across the other LAA blocks.

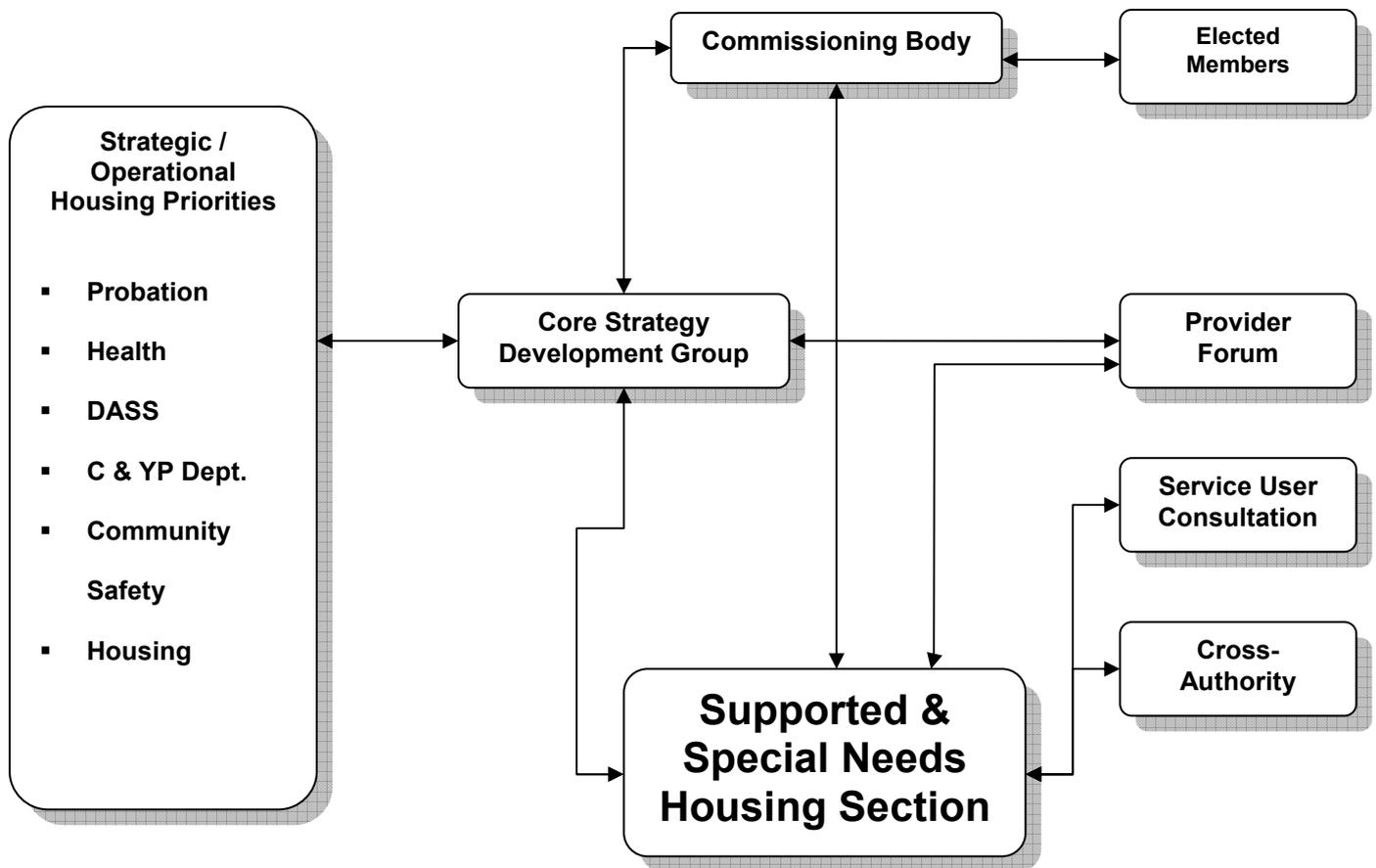
The current governance structure comprises representatives from:

Commissioning Body: Director of Regeneration, Director of Adult Social Services, Chief Executive of Wirral PCT, Chief Officer for Merseyside Probation Trust.

Core Strategy Development Group: Chaired by the Head of Housing Strategy, attended by Officers from the Housing Division, Commissioning Managers for Regeneration (Housing, Homelessness and Community Safety) and Department of Adult Social Services / PCT (Learning Disabilities, Mental Health and Older People), Wirral DAAT, Children & Young Peoples Departments, Probation Trust and Service Providers.

The existing governance structure also allows for effective links between capital and revenue funding priorities to ensure resources are strategically planned in line with supported housing needs and priorities.

Figure 5: Governance for the Supported and Special Needs Housing Section



2.5 Strategic Aims

In moving forward from the current position, the recommendations we make are informed by the following:-

- an assessment of the strategic relevance, quality and value for money of all currently funded services
- the views of service users, partners and providers about gaps in service provision which will require future investment , and which currently funded services should no longer be supported
- the resources available, the current distribution of those resources and identification of resources available for investment over the period
- relating S&SNH’s priorities to the wider LAA, Regional and National priorities and working to align funding
- maintaining, but adapting as necessary, the governance arrangements (Commissioning Body, Core Strategy Development Group etc) for the Supporting People and S&SNH to

retain focus on low-level service, whilst ensuring a full contribution to broader housing, health, social care, crime and community safety outcomes.

- how to procure the services which are identified as priorities (including a Procurement Methodology and timetable to be developed and added to the Strategy)
- how to deliver those services through a stable provider market and how to secure improvements in quality, value and outcomes for service users.

To inform the strategic aims the following processes were undertaken:

2.6 Needs consultation process

In September 2003, the Supporting People Commissioning Body commissioned a survey to identify unmet need and gaps in services for supported housing. This informed the Supporting People Strategy 2005-10. The recommendations formed the starting point for the extensive consultation exercise that took place from May 2007 to May 08

In response to the recommendations made in the original survey, we have developed both the range and nature of our consultation process with partners, providers and service users. The consultation also considered the changes in the environment in which services will operate in future

- With service users; through a series of consultation exercises aimed at identifying service improvements which will be incorporated into revised service specifications linked to the procurement exercise.
- with partners; through the increased frequency of Supported Housing Core Strategy Development Group meetings, regular Supporting Housing Commissioning Body meetings, individual meetings with joint commissioning managers and with LAA priority area lead officers. These meetings have established the future priorities for investment, both to meet SP/DFG outcomes, and to contribute towards LAA outcomes.
- With providers; through a series of provider workshops held in addition to the regular Provider Forum meetings, individual discussions linked to the value for money exercise, and regular newsletters. These meetings have established the ability of the provider market to deliver the identified outcomes in the Strategy

Details of service user consultation outcomes, provider feedback, and priorities for partners are set out in the needs analysis (available on request) the summary of these findings have informed the recommendation regarding generic and client specific service developments.

2.7 Value for Money

S&SNHS is committed to ensuring that the resources available are used in the most cost-effective way to deliver improved public services according to local priorities. In terms of the SP Programme, this relates to the delivery of better housing related support services for vulnerable people within the available grants and making efforts to find better ways to deliver services whilst maintaining value for money.

S&SNHS assessed the value for money of every contracted service funded through the Supporting People Programme. This was a key element of the review process and remains a consideration of costs, quality, strategic relevance and outcomes delivered by the service.

Meetings were held with providers to discuss cost issues and other strategic and qualitative information. As a result it was possible to identify:

- cost per hour
- percentage of budget spent on staff
- number of support hours provided
- overheads and on-costs

Where there were concerns about the number of service hours per user and the type of activities undertaken by the support workers, Wirral's Supporting People Eligibility Criteria was used.

The outcome from this process has influenced the strategic direction for future commissioning of services as a whole, as well as individual provider negotiations where required.

2.8 Reviews and Outcome Framework

There is no formal requirement for Local Authorities to continue to review supported housing contracts, as all existing services now meet, at least, minimum standard. It has been agreed that, however, in order to ensure continued quality improvements for all services, a random selection of reviews across client groups will be conducted annually (as set out in Wirral's Supporting People Approach to Monitoring Services 2008. Performance information will continue to be collected quarterly from all providers.

The emphasis, both nationally and locally has moved towards Providers and Local Authorities being able to demonstrate effective outcomes for their clients. Communities and Local Government (CLG) outcome framework has been developed by reviewing existing needs assessment and support planning tools as well as other Government department frameworks. The framework is not mandatory, but, it is important that administering authorities ensure that all providers have suitable mechanisms to record and demonstrate positive outcomes for their clients. Wirral Commissioning Body has made the Outcomes Framework a contractual requirement for all services.

2.9 Commissioning and Procurement

Currently there is no legal requirement for Supporting People to undertake a formal competitive tendering process for the commissioning of support services. However S&SNHS have to demonstrate that it is in the council's best interest not to do so if services are not to be tendered.

A procurement methodology outlining the process and protocol used to inform the Supporting People Commissioning Body decision is attached as Appendix 1

2.10 Performance Information

Supporting People has collected detailed, local, supported housing performance data since 2003, (including WHIA services). This has been used to inform future contract and commissioning decisions for the SP Programme locally. It is also submitted to Central Government on a quarterly basis.

CLG has increased the reporting requirements to include outcome that demonstrates the effectiveness of their investment in supported housing services at a local and national level.

Whilst removing the ring fence from the SP Programme budget from 2009, CLG wish to continue to protect the investment and benefits for vulnerable people that the SP programme has achieved. It has introduced 2 SP specific National Performance Indicators:

- NI 141 - Numbers of vulnerable people achieving independent living
- NI 142 - Number of vulnerable people supported to maintain independent living

It is important, therefore, that the council is able to demonstrate an improvement year on year against these indicators.

In addition to this, S&SNHS recognise the importance of the analysis and dissemination of performance data. This will inform future developments, not only for supported housing but for other partners. It also demonstrates the cost benefits of the preventive services funded and provided by the section, encouraging further investment where possible. Performance management is recognised as a service development area within the S&SNHS structure.

2.11 Partnership Working

The S&SHNS has developed effective partnerships and will continue to build upon these relationships to ensure the best possible outcomes for vulnerable people and stakeholders.

3. Client Groups

S&SNHS provide services for very diverse client groups. CLG formally recognises 21 such categories split into 3 'super group' categories, as follows:¹

Housing – related support works with a wide range of vulnerable groups to help them live independently. While there is no such thing as a typical service user, Supporting People/Supported Housing generally works with three different types of need:

People living independently with support	Older people with support needs, Frail elderly people Older people with mental health problems
People in receipt of care with support	People with physical or sensory disabilities People with learning disabilities
People experiencing or at risk of Socially exclusion	Single homeless people with support needs, homeless families with support needs, rough sleepers, people with mental health problems, refugees, travellers, teenage parents, young people leaving care, young people at risk, people with HIV/AIDS, women fleeing domestic violence, offenders and those at risk of offending, mentally-disordered offenders and generic.

These are not neat or exclusive categories. Some people will be in more than one category and others will move between them, but this model provides a helpful way to look at how services are designed and joined together.

Whilst there is a need to continue to develop services with a cross-cutting, strategic approach, there are important differences in the nature of housing related support provided when working with crisis situations, to those which are designed to maintain existing independence. The strategy therefore aims to address the overall context affecting all service provision, the needs of the three main groups, followed by recommendations surrounding specific client groups.

3.1 People living independently with support

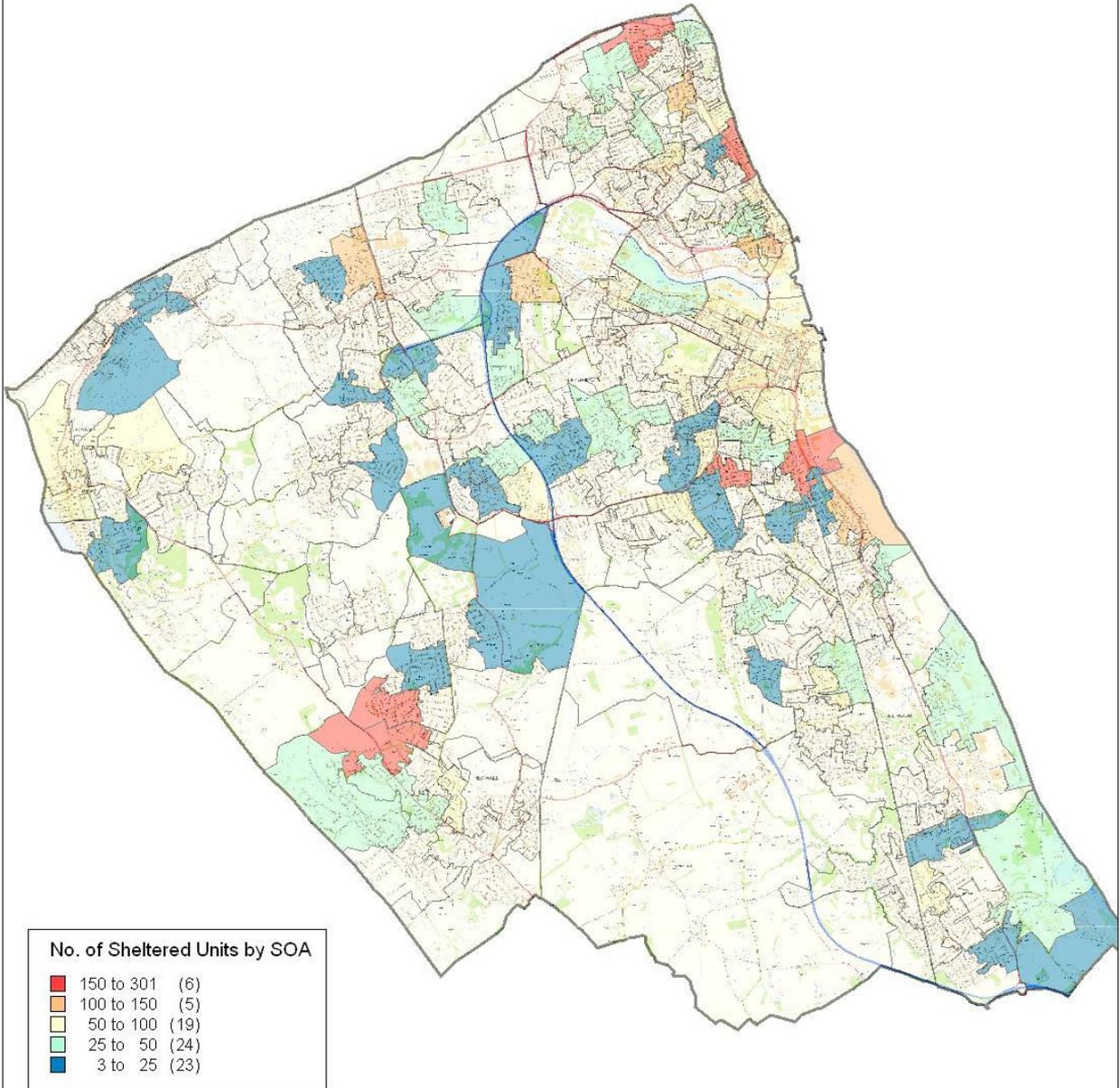
Supporting People currently invests £2 million for older people with support needs, frail elderly people and older people with mental health problems. There are 17 Providers, of 138 Services, providing up to 4,400 clients with either supported accommodation or floating support:

3.1.1 Older people

- Sheltered accommodation either;
 - Enclosed schemes with on site support provided by warden/scheme manager, including access to 24 hour alarm service
 - Peripatetic wardens with access to an alarm service.
- Community Alarm

¹ Creating Sustainable Communities: Supporting Independence CLG 2005

Number of Sheltered Units



3.1.2 Frail elderly people and older people with mental health problems

- 3 Enclosed schemes with on site support provided by warden/scheme manager, including access to 24 hour alarm services
 - 1 specialist extra care facility for clients with mental health problems/dementia
 - 2 extra care schemes with 24 hours on site care and support.

Providing 190 units of supported accommodation

The majority of provision for older people in the borough, funded by Supporting People, is sheltered housing. Whilst sheltered housing still provides essential services and living choices for some older people, through consultation it is evident that the existing levels and type of provision no longer entirely meet the overall aspirations and needs of this client group.

Demographic and social trends are shaping the nature and demand for older people's services in Wirral.

- The number of people aged over 65 is increasing
- The number of frail elderly people is increasing
- Older people who are owner-occupiers are increasing
- The number of older people from black and minority groups is rising

Through its S&SNHS Programme Wirral Council has recognised the need to move away from an ever narrower focus on those older people in most need, usually dealt with at a time of crisis, to a much more proactive policy of targeted prevention. In line with the Social Exclusion Report "A Sure Start to Later Life: Ending inequalities for Older People", it aims to reduce the need for crisis intervention and enable many more people to continue living in the community for as long as they are able.²

The main findings of the consultation with older people are:

- Older peoples services in Wirral are inequitable, arising from locality and tenure type
- Some owner occupiers and private tenants would like to receive a warden type service, in the form of an older persons floating support service.
- There is a requirement to promote and raise awareness of assistive technology
- Older people are reluctant to move to sheltered accommodation, for reasons relating to size, locality, etc.

Whilst accepting that sheltered housing providers are addressing some of the issues raised by the decommissioning and reconfiguring of existing services, this is a long-term process. In order to be responsive to the immediate needs of these clients S&SNHS propose the development of floating support provision linked wherever possible to assistive technology, in order to maximise the numbers of clients accessing services.

Wirral has a significant level of sheltered accommodation providing similar levels of support. In order to meet the changing demographic demands such as increasing numbers of frail elderly or people with mental health problems (Dementia, Alzheimer's) there is a

² Wirral Joint Commissioning Strategy for Older People revised, DASS &PCT, 2006-2010

need to negotiate with providers, partners and service users with a view to reconfiguring existing services including the use of assistive technology to better meet local need.

As part of the Value for Money analysis, we have benchmarked sheltered housing provision, including:

- Staff to client ratio
- Financial viability
- Unit costs

In addition the Supporting People performance data collection has identified a number of sheltered schemes that are currently under-utilised. The results of both exercises have informed the actions/recommendation for sheltered housing.

S&SNH recognise the importance of the provision of extra-care, which continues to be a priority for the council. Capital funding of £4,364,146 has been secured through National Affordable Housing Programme Allocation, for 70 units of accommodation, including 8 units for people with cognitive problems.

We will continue to work with our colleagues in Housing Strategy, the Department of Adult Social Services and the Primary Care Trust to facilitate and support the development of extra-care schemes. Our main emphasis however will be to invest in low-level preventive services.

3.1.3 Actions /Recommendations

In response to the above and related documents, the Commissioning Body has identified the following key actions that will be taken forward through this strategy.

Older people with support needs

- Decommission unsuitable sheltered accommodation to an agreed timetable
- To re-negotiate with stakeholders the differing levels of sheltered services.
- Re-negotiate with existing sheltered providers regarding a cost neutral expansion into the wider community. To provide tenure neutral floating support services, including Assistive technology to achieve this expansion (target increase of 5%)
- To realise savings identified as part of the Value for Money exercise to commission a tenure neutral, borough wide older persons floating support service (target 200 new service users).

Frail elderly people and older people with mental health problems

- Council to support the development of the successful two extra care schemes (funded via the National Affordable Housing Programme and Department of Health Extra Care Fund) estimated to be completed during 2010/11.
- In principle support for extra care, but decisions regarding commitment of funding to any future extra care schemes will be based on the financial position at the time.
- Linked to our colleagues in health and social care, assist in the development of a pathway for older people with dementia, in support of National Indicator 124 (people with long term conditions supported to be independent and in control of their condition).

3.2 People in receipt of care with support

Supporting People currently funds services for clients with Physical & Sensory Impairment at an approximate cost of £343,000 including a contribution to the WHIA of £160,000 with a further £1.32 million funded via the WHIA services.

3.2.1 People with physical or sensory disabilities

Physical Disabilities

There are 2 services providing support.

- Floating support (Pilot Service)
- Accommodation based support

Sensory Disabilities

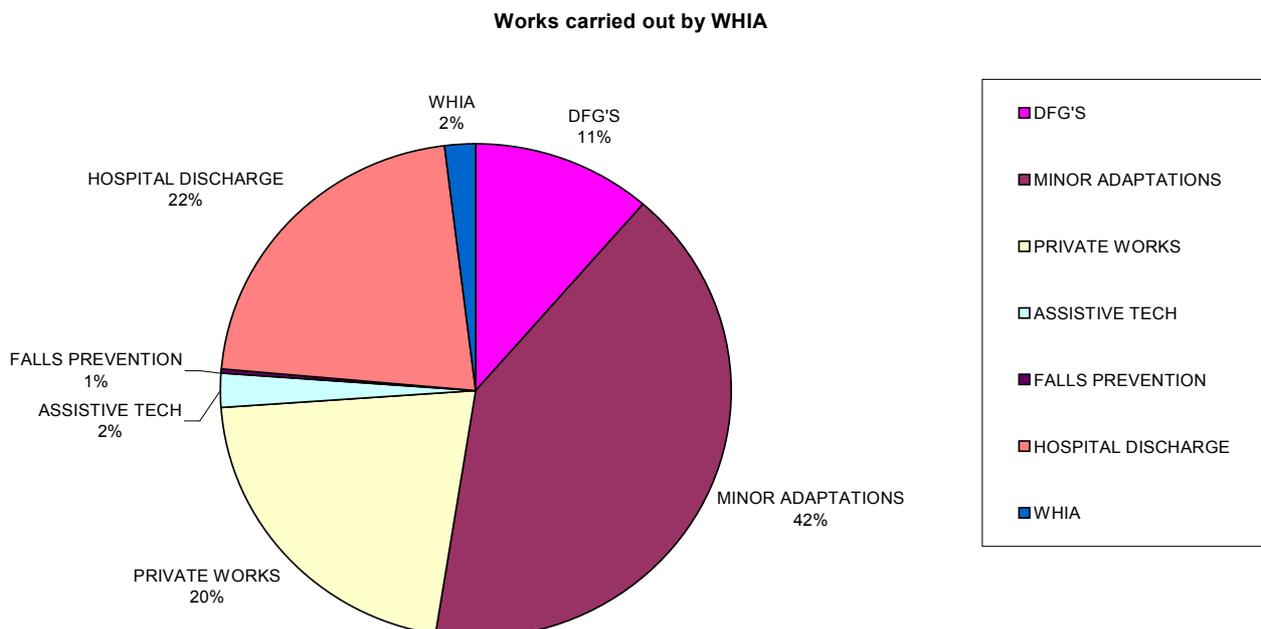
- Floating support for profoundly deaf clients

In order to expand choice and quality of service for people with Physical Disabilities, including Older People where appropriate, investment in the development of the Wirral Home Improvement Agency will continue.

“Effective housing support can reduce the incidences of personal harm and dependence on statutory health and social care services, and many councils are currently working to improve access to adapted property, home improvement agencies....”³

3.2.2 Wirral Home Improvement Agency

Figure 5: Services provided via WHIA during 2007/08 totalling 3,285 jobs are as follows:



³ Commission for Social Care Inspection: Supporting People – Promoting Independence, May 06

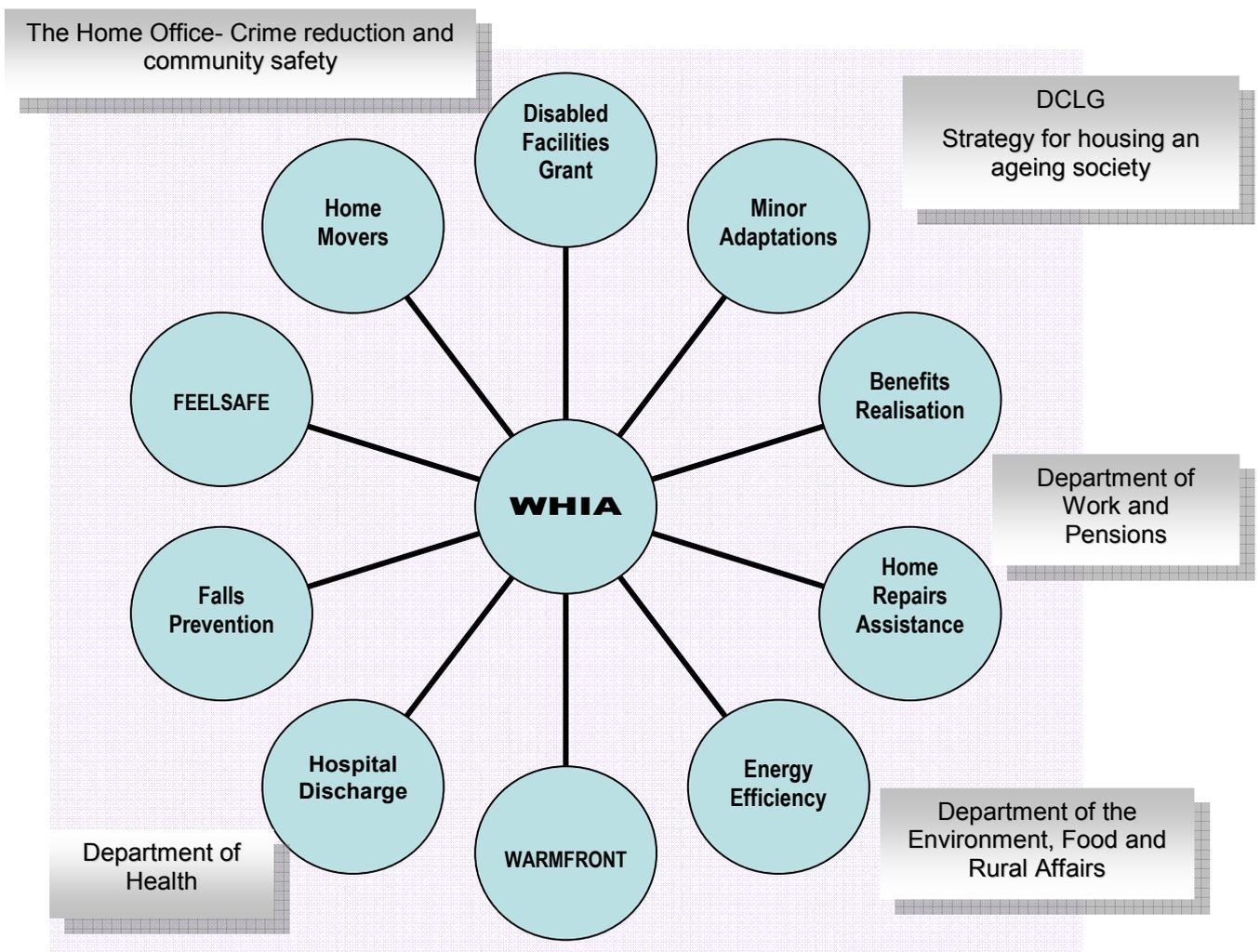
Whilst WHIA provides services to clients of all ages, the majority are older people. On 25 February 2008 CLG published “Impact Assessment of National Strategy for Housing an Ageing Society: Advice and Information, Rapid Repairs Service along side “Life Time Homes’ Life time Neighbourhoods.

The CLG strategy focuses on issues around existing housing stock as well as the requirements for new housing to meet the needs and aspirations of older people. This document outlines the main features of the proposals by Government to create rapid repair and adaptations services and establish a national advice and information service for older people’s housing needs

All WHIA services are currently being revised, via the Council’s 1business/service re-engineering process, to ensure that service delivery meets national and local targets.

In order to achieve both local and national targets S&SNHS will develop the WHIA as a HUB/”One Stop Shop” for clients with Physical Disabilities (including older people). We will commission all low-level, housing related preventive services for this client group via the WHIA. This will ensure that services provided are joined up, cost effective, delivering on time and work for the individual.

Figure 6: Wirral Home Improvement Agency ‘HUB’ Service:



WHIA HUB Service will act as a single point of access for all service users. This service will ensure that all housing and support needs are met either via the agency or sign posted to our partner organisations. A comprehensive home safety audit will be carried out to ensure that all clients are living in a warm, safe and secure environment. The primary objective of the Hub is to assist the disabled, older and vulnerable to live independently within their own homes by enabling access to a wide range of services which can help to bring this about for many people.

The future WHIA will seek to provide services that will enhance consumer choice. This will include:

- Adaptation services meeting the needs of people with disabilities
- Rapid response for minor adaptations and home from hospital discharge, community equipment and telecare, in support of National Indicator NI 131 (delayed transfer of care)
- Handyperson service for minor repairs
- Home safety audit.
- Community safety initiatives – feel safe
- Accident prevention – falls and safety in the home
- Staying Put or Moving On options
- Fuel poverty and affordable warmth, and engagement with public health objectives
- Supporting loans and equity release for large scale repairs

3.2.3 Actions/Recommendations

In response to the above and related documents, the Commissioning Body has identified the following key actions that will be taken forward through this strategy.

People with physical or sensory disabilities

- To review service provision for sensory disabilities, with a view to expansion within current allocation
- To review the outcome of the Pilot Floating Support Service to inform future commissioning of services.

Develop the WHIA to:

- Provide a Single point of access, via the Hub Service, for housing and support needs.
- Implement a Comprehensive home safety audit for those contacting the service.
- Meet the changing needs of the housing, health and social care agendas through the implementation of new streamlined practises and procedures to ensure compliance
- Deliver and implement Government led strategies at a local level. (DFG, CLG Outcomes process and value for money)
- Continue partnership working to promote and maintain independent living across all tenures.
- Provide a customer centred approach to all services provision
- Provide a quality Management System (ISO9001) across all areas of the service.

People with Learning Disabilities

Supporting People currently funds services for clients with Learning Disabilities at an approximate cost of £2.6 million. The contracted services are provided by 17 organisations, via 40 services, supporting 297 clients through:

- Supported Housing with 24 hour cover including waking night staff
- Supported housing with 24 hour cover with sleep-in night staff
- Supported housing with day time staff and access to an on-call service in the evening/night
- Adult placements
- Floating support

The outcome of consultation with service users and commissioners, has demonstrated a need to move away from the traditional models of supported living e.g. group homes, to wider housing options, with the emphasis on more low level/ independent living services for those with mild to moderate disabilities.

Currently, Supporting People contracts with service providers for clients with varying levels of disability. Many of the services are jointly funded with the PCT and/or DASS due to the service user's substantial support and care needs. These clients meet the requirements for statutory service provision.

Nationally CSCI recognises that, "There has been significant growth in supported housing for adults with learning disabilities. The Supporting People grant has been used to subsidise the costs of supported housing in most council areas. This has resulted in new opportunities for some people, but sometimes has resulted in inappropriate use of grant to cover statutory duties."⁴

Whilst Wirral has endeavoured to ensure that all funding has been appropriately spent, there are small numbers of services with clients that have a limited capacity to sustain independent living in SP terms. With this in mind the Supporting People Commissioning Body has made the strategic decision to withdraw funding where SP's contribution to the service is only a small proportion (20% or less) of the full cost of the service provision. The savings will be reinvested in alternative services for this client group.

Further work is needed to develop services for those people with mild to moderate disabilities who do not meet Fair Access to Care requirements. Models of floating support must be flexible enough to allow for a safe reduction in support as a person's confidence and independence skills increase.

As part of the Supporting People Value for Money analysis, we have been able to benchmark the total cost of services considering;

- Staff to client ratio
- Financial viability
- Unit costs
- Support to Care ratio

⁴ Supporting People – Promoting Independence, CSCI, May 06/ Updated March 07

The outcome of the exercise has informed the actions/ recommendation for this client group, including contract re-negotiations with a view to joint commissioning where possible.

The review process also identified that Wirral Supporting People is contributing toward the long-term costs of a number of clients placed by other authorities. Strategically we will be considering the continued funding of clients without a local connection as part of the joint commissioning negotiations.

Actions/Recommendation

In response to the above and related documents, the Commissioning Body has identified the following actions/recommendations for the life of the Strategy.

People with Learning Disabilities

- Withdraw Supporting People funding from those services where the Supporting People contribution is less than 20% of the overall cost of service provision.
- Review the continued funding of contracts where out of borough placements are the only or majority of clients.
- Re-invest savings made in the development of a service for clients with low to moderate learning disabilities (target to support an additional 35 clients through the commissioning of a LD floating Support Service.)
- To develop joint contracting arrangements with DASS where appropriate.
- Through partnership working assist delivery of the following outcomes for people with learning disabilities (as recommended in the Wirral DASS Learning Disabilities Accommodation Strategy):
 - Provision of specialist housing where appropriate.
 - Strategically support future bids for capital funding in respect of housing developments, where appropriate and in the context of wider supported housing priorities.
 - Facilitate access routes into mainstream housing, including links to the Housing Priority Panel

All of which will support the National Indicators: 136 (People supported to live independently through Social Services- all adults); 145 (adults with learning disabilities in settled accommodation).

(The CB and CSDG will continue to consider requests for SP funding)

3.3 People experiencing or at risk of social exclusion

This is the largest by value of the 3 client groupings, with a total contribution of approximately £5.7 million towards housing support services, for many people this is the only support service they receive or can access. The services are provided as follows:

Client Group	Total units of service	Number of Accommodati on Based	Number of floating support units
Single Homeless with support needs	273	265	8
Homeless families with support needs	7	7	0
Young People at risk/leaving care	208	156	52
Women fleeing domestic violence	26	12	14
Teenage Parents	35	21	14
People with drug problems	38	16	22
People with Alcohol Problems	45	0	45
Offenders or people at risk of offending inc mentally disorder offenders	116	40	76
People with mental health problems	152	72	80
People with HIV/AIDS	10	0	10
Generic Floating Support services (including BME service)	106	0	106

This demonstrates the diversity of the client groups, and the extensive levels of service provision. The consultation process and associated findings identified the following key issues is common to all;

- Many people have needs that present in more than one primary client group. E.g. A single homeless person with substance misuse and mental health problems.
- There is a need to improve the awareness of, and the utilisation of relevant services available to clients to ensure the best possible outcome. (Clients are more likely to re – present if they are not supported to move on in a positive way. Sometimes this will require more specialist provision or a multi-agency approach).
- There is limited availability of outreach/resettlement support to assist clients to move on from supported accommodation into independent living.
- The use of temporary accommodation including Bed and Breakfast for single people and families has increased.
- Clients in hostels risk losing motivation whilst waiting to ‘move on’, resulting in disengagement and relapse.
- The nature of the support provided is not always necessarily reflective of the needs of the Service User.

- Throughput for the short-term services is variable with planned moves for 07/08 ranging from 24% to 100% resulting in an average of 52%.
- Access routes and referrals into short-term accommodation have historically relied on existing and informal relationships between referral agencies and service providers. As a result, those in the greatest need are not always able to access accommodation and support services when they need them.
- Additionally, the monitoring of short term accommodation services in terms of their vacancy rates, referral routes, move on rates and support levels has not been coordinated until recently and so performance across the sector is not consistent.
- It is apparent that some short-term services are not identifying the pre-existing issues of their service users. These unresolved issues may hinder access to general needs housing, at the point that the Service User is ready for move-on e.g. previous rent arrears.
- The approach to 'life skills' and tenancy sustainment training amongst short-term services is variable. A lack of emphasis in this area can result in greater incidences of tenancy breakdown, once the Service User has resettled within the community.
- The quality of support planning in short-term services is variable.
- Repeat homelessness acceptances and levels of 'intentional' homelessness are high.

The council therefore needs to take a more holistic approach to the commissioning of short-term services through the development of a 'pathways model' (see figure 7) which can be described as a route through the short-term provision into independent living.

3.3.1 **Homeless Prevention Service**

"..We recognised that the provision of housing alone cannot solve homelessness. Underlying problems which led to homelessness in the first place have to be addressed in order to provide long-term solutions. Failure to address these root causes can lead to repeated episodes of homelessness"

*"Sustainable Communities: Settled Homes; changing lives"
CLG, March 2005*

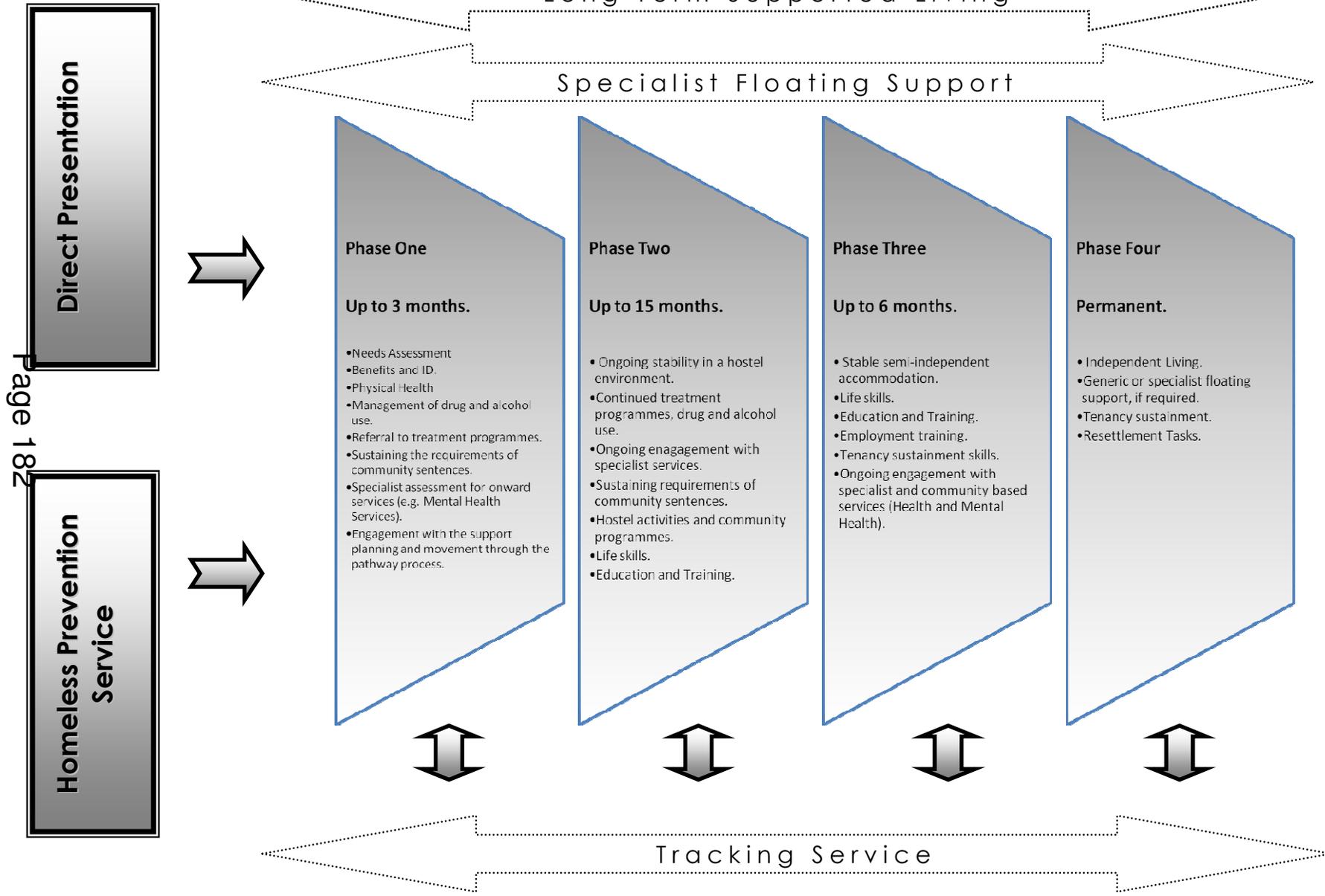
The recent Homeless Strategy⁵ has identified the benefits of implementing preventive measures and the potential for these to reduce levels of homelessness in the borough. As such, S&SNHS will work with the Homelessness Section to develop a Homeless Prevention Service.

The mechanics of the service will focus on the promotion of housing options and prevention of homelessness and repeat homelessness through the use of facilities such as mediation; 'home visits' for homeless applicants; access to debt and financial advice services and affordable housing options. The approach will empower people by giving information and

⁵ Wirral Council Homeless Strategy 2008-10

advice about the different options and services available to assist them to make informed decisions about accessing accommodation.

Figure 7: Socially-excluded Pathway.



3.3.2 The socially – excluded Pathway Model

S&SNHS wish to ensure that short-term services are providing pathways to greater independence for Service Users, through the reconfiguration of existing short-term provision to provide an increased range of move-on options.

This pathway through short-term services forms the basis of a process that will best meet the Service Users housing and support needs. It will also allow the development of the individual's abilities to achieve independence, thus creating a positive route to sustainable independent living that makes the best use of all the housing-related support options available.

Previously, hostels and supported housing projects offered similar levels of service. The Pathways approach will ensure that each Provider offers services that different people might need at different stages of their lives. The intended Pathway structure comprises four separate phases that reflect a tapering need. Where necessary, a service user may have to receive a service at each stage of the Pathway, but the benefit of this model is the ability for Service Users to enter into a service at a phase that is reflective of their need. Each phase of the Pathway model will have a specific duration of stay. This will ensure that service users, who have been supported to address their needs, will not remain in a service that they no longer require, resulting in the freeing up of bed-spaces, and therefore allowing access for others. The approximate timeframes allocated to each phase of the pathway ensure that a service user is moved-on within the mandatory two year maximum duration of stay, as set by CLG, however, where it can be demonstrated that it is in the service user's best interests to stay within a service beyond the allocated timeframe, then flexibility will be given.

Although effective support-planning and robust life skills programmes should reduce incidences of deterioration and relapse amongst service users, it is inevitable that some Service Users will experience difficulties in maintaining progression. It should therefore be noted that the Pathways Model allows 'backwards steps' through the phases. This may happen if the behaviour of Service Users makes progression difficult, and they do not address these issues through the support planning process and the services offered to help them. In some instances this may involve a physical move to a different supported-living environment to ensure that the progress of others is not jeopardised by the relapse of one. In certain circumstances however, it may be more appropriate to engage the services of a specialist floating support service to provide an additional tier of support around, for example, substance misuse. On these occasions, the Supported-Living Tracking Service will be on hand to liaise with Providers and to offer advice and guidance.

Historically, Short-Term services tended to operate in isolation. Services within the Pathway Model will now be expected to share all relevant information regarding Service Users, with their consent. We envisage that this will result in service users receiving seamless support packages and no longer being required to undergo multiple assessments.

For the majority of short-term services, the Pathway Model is not a significant departure from the existing format of provision, and most services will continue to operate in a similar capacity as before. The Pathway Model will formalise existing referral relationships amongst Providers but, crucially, will develop referral routes across Providers where these have previously not existed. The Pathway approach to the short-term supported living

services will ensure that all service users receive good quality, consistent levels of service and support that is reflective of their need, and which will help them move towards independent living. It will result in the reduction of silting-up of services and an increase in the level of successful move-on. It will also breakdown the barriers that exist between different client groups.

The following detailed descriptions will be included in the appendices of the final version. They have been included in this version to assist understanding of the proposal.

Phase One

The primary functions of a Phase One Service will be to provide accommodation whilst carrying out robust, holistic assessments of need that determine the optimum level of support required by each Service User. Using this information, the Phase One Service will refer the Individual to a Service, within the Pathway model, that is reflective of their need. Where necessary, referral will be made to appropriate Treatment Programmes, specialist community services or longer-term supported-living services.

During this Phase, service users will also be supported to address their immediate needs, such as securing the necessary ID required for statutory services and benefit maximisation etc.

Service Users who are not already registered with Wirralhomes will be supported to do so and where previous rent arrears exist, then appropriate repayment plans will be arranged.

The maximum duration of stay within a Phase One service will be 3 months.

Phase Two

A Phase Two service will place emphasis on the Service User's continuing engagement with treatment and specialist community programmes; compliance with community sentences and the addressing of long-term needs but will also begin the process of resettlement by equipping the Service User with the appropriate skills needed to sustain a Tenancy through the delivery of specific 'Life skills' programmes.

Where appropriate, Service Users will be encouraged to attend relevant Education, Training and Employment.

Phase Two services will also place importance on the need to budget and save, for the eventual transition to independent living.

The maximum duration of stay within a Phase Two service will be 15 months.

Phase Three

A Phase Three service essentially places the Service User in a Semi-Independent environment and allows them to draw on their independent living skills whilst remaining in a supportive environment.

As with a Phase Two service, Service Users will continue to be supported in attending relevant programmes, but a greater emphasis will be placed on employment, training and education. The tenancy sustainment skills that began in Phase Two will continue to be reinforced in a practical setting.

However, the primary focus of attention for a Phase Three Service will be to prepare for the Service Users reintegration into the Community, through the securing of appropriate move-on accommodation, and where necessary, to arrange for an appropriate Phase Four service to provide support, once accommodation has been obtained.

The maximum duration of stay within a Phase Three Service will be 6 months.

Phase Four

At this stage, the Service User has secured independent move-on accommodation; therefore the primary thrust of a Phase Four service will be to support the Service User in sustaining their Tenancy.

A Phase Four service will provide the Service User with practical resettlement assistance, such as healthcare registrations, utility connections etc.

As with all Phases, Service Users in Phase Four will continue to be supported in engaging with programmes designed to consolidate their progress to that point. Additionally, in order to reduce feelings of social isolation, Phase Four services will provide support in accessing relevant social groups.

Supported-living Gateway

It is envisaged that the adoption of the 'Pathways Model' will determine the need for the development of a supported accommodation 'Gateway' at some point in the future.

Supported Living Tracking Service

In order to assist service providers with the transition into the Pathways Model, S&SNHS will establish a Supported Living Tracking Service (SLTS).

This service will collate details on, and track all residents of the short-term services. The SLTS will work with providers to ensure that service users are able to access services within the Pathway model, to reflect their individual level of need.

The SLTS will liaise closely with providers to ensure that service users are referred to relevant services within the pathways model and are moved on within specified timeframes. The service will assist Providers in facilitating referrals to appropriate services. The SLTS will also feed back to relevant stakeholders, any issues that arise, once a service user has been reintegrated into the community.

The SLTS will carry out qualitative and quantitative studies into the barriers to accessing housing experienced by service users, which will then inform future commissioning decisions.

It is envisaged that a Steering Group will be developed to oversee the work of the Tracking Service and the development of the Pathways Model. Consideration, therefore, could be given to expanding the remit of an existing, appropriate Body such as the Housing Priority Panel Strategic Group.

The purpose of the SLTS is not to devolve responsibility away from Service Providers but rather to ensure that best possible use is made of the various housing-related support services on Wirral.

3.3.3 Actions / Recommendations

Implementing the pathways process will result in either reconfiguration or decommissioning of existing services and re-negotiation of current contracts

Single Homeless with Support Needs

- Re-negotiation of existing hostel provision arrangements to reflect the need to develop the pathways model.
- Assist in the development of an effective Homeless Prevention Service.
- In partnership with the Homeless Prevention Service, to invest further in the development of the Housing Priority Panel, with a view to accessing rent deposits and furniture packages
- To develop the awareness of alternative service provision in the borough.
- Assist providers in improving the quality of service delivery, and, where necessary, in the development of effective 'life skills' and tenancy sustainment training programmes.
- Conduct further research into the numbers of single homeless women to determine whether there is a need for an increase in the number of bed-spaces designated for females.
- Conduct further research into the levels of, and the reasons behind, repeat presentations in short-term supported living services.
- Give consideration to the development of a common needs assessment document across all short-term services that can 'travel' with a Service User through the Pathways Model.
- Make better use of the Private-rented sector as a move-on option for vulnerable people.

Rough sleepers

- Remodel the Direct Access service provision arrangements to assist in reducing the levels of exclusion.
- Ensure effective move-on within the short-term provision, to reduce incidences of 'bed-blocking'.
- Work in partnership with the PCT, DASS and DAAT to develop appropriate methods to engage with the hard-to-reach groups and to use the expertise of the Town Centre Project

Offenders and those at risk of offending

- Tender for a cross-authority MAPPA (Multi Agency Public Protection Arrangements) provision. (Contract to be hosted by Liverpool City Council)
- Tender for specialist offender floating support provision in partnership with Merseyside Probation Service.
- Reconfigure existing supported accommodation provision, in line with the Pathways model.

In support of National Indicators: 18- adult re-offending rates for those under probation supervision; 30- Re offending rate of prolific and other offenders; 143- Offenders under probation supervision living in settled and suitable accommodation at the end of their order or licence; 144- offenders under probation supervision in employment at the end of their order or licence.

Mentally disordered offenders

- Tender for specialist mentally disordered offender floating support provision.

People who misuse alcohol or drugs

- Reconfigure existing supported accommodation provision, in line with the Pathways model.
- Tender for specialist alcohol / substance misuse floating support provision in partnership with the DAAT
- Develop joint protocols surrounding the exchange of information for clients accessing supported living and treatment services, to inform future commissioning decisions.

People with mental health problems

- Conduct further research surrounding incidences of mental health problems amongst homeless people and the effects that these problems have on engagement with support services and subsequent tenancy sustainment.
- Research the barriers to accessing housing resulting in delayed hospital discharge for this client group in partnership with Primary Care Trust.
- Renegotiate existing accommodation contracts, with a view to expansion.
- To tender for specialist mental health floating support provision.

Young people at risk/leaving care

- Reconfigure existing supported accommodation provision, in line with the Pathways model, in partnership with Children and Young Persons Department including the Youth Offending Team
- Review the outcomes of the pilot service 'Stopgap', in order to inform future commissioning decisions in partnership with Children and Young Persons Department including the Youth Offending Team

In support of National Indicators: 117 (16-18 year olds not in education, training or employment) 147 (care leavers in suitable accommodation); 148 (care leavers in education, employment or training)

Teenage parents

- Reconfigure existing supported accommodation provision, in line with the Pathways model and with the involvement of the Children and Young Persons Department and the Department of Health.

Women fleeing domestic violence

- Reconfigure existing supported accommodation provision, in line with the Pathways model and with the involvement of CDRP and Homelessness
- Review the outcome of the pilot floating support service, in partnership with the CDRP.

In support of National indicator: 32 (Repeat incidences of Domestic Violence)

Homeless Families with support needs

- Review the current investment for this client group, in partnership with the Homelessness section, with a view to expansion based on evidenced gap in service provision, in support of LAA Target NI 156 (number of households living in temporary accommodation).

Refugees/travellers

- Re-evaluate the location of the BME Support Service, in partnership with the BME Steering Group and Wirral Council, Corporate Services Department.
- Consider the findings of The Merseyside Gypsies and Travellers Accommodation and Support Needs Assessment at a sub regional level with our partners.

People with HIV/AIDS

- Jointly fund a Merseyside Cross Authority service for client s with HIV. The contract will be hosted by Wirral and will inform any future commissioning requirement for this client group.

Generic Floating Support/Resettlement Service

- Tender for a single generic floating support service. This will allow for an increase in the number of clients supported.
- Assist in the development of a more effective referral route, in line with the Pathways model.

4.0 Increasing access to housing.

The Council recognises the growing demand for appropriate and affordable housing to meet local need, which is supported by the 2007 Strategic Housing Market Assessment (SHMA). The SHMA has enabled the Council to better understand local housing markets, interaction with the wider sub region and housing affordability.

The SHMA has identified that the Borough has a significant level of special needs population, at 22% of all Wirral households, with the majority being physically disabled at 13%, 4% with a severe disability and a substantial fraction (4.9%) who are frail elderly. In addition 27% of all households in Wirral are older person only households. These findings clearly present some key challenges in terms of increasing access and supply of affordable housing within the Borough to meet both the needs of the general population and those with specific needs. It is therefore essential that the care and support needs are strategically planned alongside the development of accommodation based services. Recommendations for Commissioning Body decisions for capital and revenue funding of supported housing schemes are debated and prioritised by the Core Strategy Development Group.

Wirral's Housing Strategy Statement 2005 – 2010 plays a crucial role in addressing these needs by incorporating and developing key services to respond to identified trends such as the ageing population within the Borough and fluctuations in levels of homelessness.

The overarching Housing Strategy priorities are:

- Delivering Urban Renaissance
- Providing Affordable Homes to Maintain Balanced Communities
- Delivering Decent Homes in Thriving Neighbourhoods
- Meeting the Needs of Communities and Providing Support for those who need it.

The priorities are addressed within the continually reviewed strategy action plan to ensure that all aspects of housing and regeneration are taken forward and developed to meet the changing needs of Wirral's communities.

Key to this is how the Council develops appropriate affordable housing that is sustainable and meets identified needs. The Council has a proven track record in working with Registered Social Landlords (RSL's) to provide homes for rent, sale and homebuy (shared ownership) for both general needs and specific client group's provision. This is done by utilising a range of capital funding programmes such as Housing Market Renewal (HMRI) and the Housing Corporation to develop and improve accommodation both within the social and private sector.

Supporting the requirement both locally and nationally to increase affordable housing supply, Wirral has included NI155 (Number of affordable homes delivered (gross)) in its Local Area Agreement as one of the key priority areas for improvement. Challenging targets have been set up to 2011 which will see a number of additional options utilised for developing affordable housing within the Borough, including the use of Section 106 agreements.

4.1 Social Sector

In partnership with local RSL's Wirral has recently secured just over £11 million National Affordable Housing Programme funding which will see 229 units of both general needs and supported needs accommodation delivered during 2008 – 2011. In addition further funding known as Continuous Market Engagement (CME) is available during 2008 – 2011 from the Homes and Communities Agency (HACA) (formerly the Housing Corporation) in response to government targets for increasing affordable housing supply. CME allows ongoing funding allocation from April 2008 to October 2010.

CME aims to provide overall programme delivery along with significant potential benefits. In particular it aims to:

- Target funding towards supply that can be delivered
- Make it simpler for bids to be re-submitted
- Provide quarterly allocation statements to enable local authorities and delivery partners access to funding allocations in their areas,
- Enable better alignment with affordable housing providers business plans
- Enable partners to be responsive to land acquisition and development opportunities.

Initial priorities for this funding include the need to develop and invest in more supported housing. HACA is committed to investing in the needs of vulnerable people and it seeks to ensure that 10% of the overall programme is dedicated towards funding for supported housing and housing for older people. HACA is also keen to increase the proportion of socially excluded adults in settled accommodation and employment, education or training particularly for the following client groups:

- Care leavers
- Adult offender
- Adults in contact with secondary mental health services
- Adults with moderate to severe learning disabilities

4.2 Evaluating the Impact of Choice Based Letting for Vulnerable Clients

The Homelessness Review highlighted that people in housing need required more information about their housing options. This included information about the availability and likely waiting times for different types and locations of social rented housing through the Wirralhomes Choice Based Lettings (CBL) System. A limited amount of information was published weekly in the form of recent lettings results for individual properties, but the Council has now published information about the overall availability and demand for different types of properties and the relative likely waiting times to enable people to make more realistic choices. This information will help prevent homelessness by enabling households to be more informed about meeting their own housing need.

The Wirralhomes CBL allocations policy gives priority through Urgent Need Status to households for the following reasons:

- Unintentional Overcrowding (after 6 months)
- Property under-occupied (for partner RSLs only).
- Accommodation in severe disrepair.
- Violence / Harrassment
- Welfare

- Medical reasons / conditions or disability.
- Clearance

Currently, no priority need is given under the CBL policy for homelessness or the prevention of homelessness (households accepted as owed a full homelessness duty by the Council are offered social housing outside the CBL service). This policy was adopted to prevent the policy offering a perverse incentive for households to become homeless.

There are some anomalies between the Wirralhomes CBL Urgent Need priorities and types and levels of housing need in the Borough and the policy allows very limited choice to applicants accepted as homeless, which may have a negative effect on sustainability. The Council and partners are therefore reviewing the Wirralhomes allocations policy, to better meet housing need and prevent homelessness where possible.

The Wirralhomes quota system advertises two thirds of properties for applicants where Urgent Need is not taken into account. However, due to the distribution of the types of properties and applicant preferences, statistics show that 60% of properties let through CBL are consistently let to applicants on the basis of their length of time on the housing register, rather than their housing need. The Council will therefore review the allocations agreement with its Wirralhomes partners seeking to ensure that more lettings are made to people in housing need.

Following the recent Wirralhomes review and building on existing partnerships with both the RSL and private rented sector, the Wirralhomes partnership will explore the potential for increasing access to a wider choice of accommodation through the service.

4.3 Private Rented Sector

The private rented sector is an increasingly important provider of easily accessible, flexible accommodation within Wirral with nearly one in ten households renting their home from a private landlord. This ease of access, coupled with supporting tenants to sustain existing tenancies, is something Wirral is exploring as an aid to homelessness prevention and reducing housing need. This is currently being developed through links with housing advice, partnership working with local private landlords, Wirral's Bond Scheme and tenancy support services to improve access and ensure tenancies are sustained in the longer term.

Although the private rented sector can offer flexibility and ease of access, it should be noted that a particular concern for Wirral since 2003 is that the percentage of homeless acceptances due to the ending of private tenancies has increased steadily to the current level of 24% which is higher than the national average of 15%.

Partly in response to this increase, Wirral has employed a Private Rented Sector Tenancy Support Officer and Bond Support Officer to bring together tenancy support, housing advice and other private rented sector related services including landlord support to help identify and prevent homelessness and maximise the opportunities of wider access and enabling longer term tenancies.

4.4 Housing Priority Panel

Whilst a range of initiatives are available there are still vulnerable households that are unable to access a choice of housing to suit their needs. The Housing Priority Panel (HPP) is a key resource that the Council is utilising to increase housing access for vulnerable people across the social and private rented sector.

The HPP seeks to assist vulnerable clients, principally those who are resident in short-term supported living services, in accessing general-needs housing through assessment and subsequent referral to appropriate re-housing options such as Wirralhomes. The work of the HPP reflects the Allocations Policy and is therefore not an alternative route to acquiring social housing.

The HPP meets on a monthly basis to consider referrals from agencies that work with vulnerable people and comprises representatives from Housing, Adult Social Services, Service Providers, RSLs, Wirral Primary Care Trust, Wirral Drug and Alcohol Action Team and Merseyside Probation Trust. Successful applications to the HPP result in the award of Urgent Needs Status on Welfare Grounds, which has the effect of prioritising the Applicant through the existing Choice-Based Lettings System. As at March 2008, the HPP has secured Urgent Need Status for 54 people.

The HPP also offers practical support, through a dedicated Resettlement Support Officer, once applicants have been re-housed. This service is intended to last for approximately 3 months, and, during this time, if required, the Resettlement Officer will provide appropriate housing-related support, in order to minimise incidences of tenancy breakdown and subsequent re-admission to short-term supported living services. The Resettlement service will also be in a position to inform future reviews of the floating support provision on the Wirral.

4.5 Directory of services

In order to raise awareness of the wide range of SP-funded services, a Directory of services, will be issued in autumn 2008 and will be updated accordingly. The document will contain contact details, service descriptions, referral routes and eligibility criteria of all organisations that are in receipt of SP funding.

It is envisaged that the S&SNHS will also develop an online 'Vacancy Database'. This will be a web-based application that allows Service Providers to upload information on vacancies within their service(s) as they arise. Consultation with Service Providers and other relevant professionals will begin shortly.

5.0 Delivering the Strategy

5.1 Procurement Methodology

In order to continue to Grant Fund services it is a requirement to review all contracts and ensure compliance with council's Standing Orders and EU Procurement Directives.

The majority of these services were inherited through the Transitional Housing Benefit Scheme during the Supporting People Implementation period (2000-2003). As a result many of the services have never been subjected to a procurement and tendering process.

We have set out the methodology in full, to be found in Appendix 1

5.2 Working with providers

The changes outlined in the strategy cannot be achieved without working in close partnership with providers. We believe that all providers understand the importance of providing a service that meets local needs in a continuously improving and efficiency-driven environment. We meet regularly with providers in local forums to ensure that they are updated on our progress and are aware of any changes to practices, procedures or grant conditions that may affect them. Additionally, providers are represented at the CSDG.

Where possible the team will also provide or facilitate training to improve:

- the understanding and requirements of programmes
- service delivery or awareness
- provider knowledge or skills.

Most recent scheduled training has included, Outcome Framework, Resettlement Seminars and co-ordinating tender-preparation training, the latter being at the providers' request.

6.0 Future Developments

6.1 Needs Analysis

Whilst the extensive consultation exercise provided the evidence base to support the proposals outlined within the strategy, we recognise the need to develop an information baseline which we can routinely update. This would allow us to undertake ongoing and consistent needs analysis to ensure we are best informed on the current needs of vulnerable people in Wirral.

It is our intention to develop an ongoing supply and needs analysis process, which, along with our performance resource, will assist us to manage future commissioning and procurement decisions. The approach will include:

- Analysis of information obtained through the Multi-agency Homeless Monitoring System (MAMS) to inform unmet need for socially excluded groups on a local and sub regional basis.
- Working with council and its partners to capture information, which is routinely collected by other departments e.g. number of homeless applications, teenage pregnancy rate etc.

- Working with providers to ensure they are recording applications for support, which they are unable to meet, or changing patterns of support.
- Agreeing joint data collection methods with co-commissioners e.g. DAAT
- Development of an Information System for the effective collation and analysis of supplied data.

6.2 Service User Involvement

Following on from the consultation, service users from various client groups agreed to make themselves available for future contact. Resultantly, a database of service users has been collated along with their preferred method of consultation. S&SNHS aim to develop a service user Forum that will include representation from the voluntary and community sectors.

S&SNHS will identify the resources required to provide training for our service users such as capacity building, with a view to establishing a peer review service. In time S&SNHS envisage the involvement of service users to assist in future commissioning decisions.

6.3 Individual Budgets

The Government White Paper on Community Health and Social Care included the potential for Individualised Support Accounts that shifts the power of the choice of service to the service user.

At this stage, it is not expected that many of the S&SNH services will be subject to Individual budgets. For those clients who meet the criteria for care services, we are committed to working with social care colleagues in introducing this in Wirral where it is appropriate and beneficial.

6.4 Contracting and Charging

S&SNHS will continue with the current contract and charging regime. Short-term services (i.e. those with an intended duration of two years or less) will continue to be paid through block gross contracts and Long-Term services will continue to be paid on a subsidy basis.

6.5 Cross Authority Working

S&SNHS is committed to partnership working with both the Greater Merseyside Cross Authority Group and the North West Regional Group. We adopt local, regional and national best practice wherever possible. Through this process, we will ensure that we are working to latest learning from other authorities as well as improving consistency and reducing duplication for regional and national providers.

As a member of the North West Supporting People Strategic Group, we contribute, to the funding of a North West Regional Supported Housing Co-ordinator who will be key in sharing good practice across the region and improving links with North West Housing Board and Government Office North West.

We will continue to engage with Merseyside authorities on a cross- authority commissioning and procurement. This will ensure economies of scale through the procurement of larger contracts where applicable, and for the services where future needs analysis identifies that local demand does not warrant single authority provision.

6.6 Monitoring the Strategy

Due to the diversity of the services provided through S&SNHS, a Project Management approach will be used when delivering the strategy. An Action Plan will be developed to ensure that the allocation of actions and resources are linked to the overall performance management of the S&SNHS.

We will continue to provide regular progress reports to the Core Strategy Development Group, the Supporting People Commissioning Body, and Elected Members as well as updating providers and service users through Performance Management reports, forums, meetings and newsletters.

The strategy will be reviewed on a yearly basis, and will inform future developments through the Annual Plan.

We will continue to report against our National Performance Indicators and where appropriate through the Local Area Agreement and the Local Strategic Partnership. Whilst updating the councils corporate Performance Management System.

6: Action Plan:

ACTION PLAN					
Task	Action with Priority	Timescale	Targets	Resources	Responsible Team/Partners
CONTRACT NEGOTIATIONS/OPERATIONAL					
Issue Supporting People Steady state contracts	Arrange negotiation meeting with all providers	October 08 (Start Date)	To develop strategically relevant services to meet local need	Existing resources	Supported & Special Needs Housing Providers DASS Primary Care Trust Probation Trust Homelessness
Page 197	Re-negotiate accommodation based services in line with the Procurement Methodology.	October – December 08	To meet with all providers and implement effective changes to provision	Existing resources	S&SNHS Support Provider Organisations Partners in PCT, Social Care, Regeneration Department
		March 08	To ensure that all contracts comply with procurement requirement, ensuring they are efficient and cost effective.		
	Review Supporting People contract	December 2008	Ensure the contract is fit for purpose and compliant with Local Authority Standing Orders whilst protecting service provision for vulnerable people	Existing Resources	Procurement Team Legal & Member Services S&SNHS
	Issue tender documents for floating support services	December/ January 08	To commission floating support to; expand provision; deliver across all types of tenure;	Existing resources	S&SNHS Procurement Section Legal & Member Services

			realise economies of scale; deliver value for money; ensure greater flexibility		
	Develop a decommissioning process	December 08-April 2009	To agree timescales with individual providers, to include consultation with existing service users were the outcome of negotiations/tender may result in an alternative service provider	Existing Resources	S&SNHS Provider Organisations Service User groups
	Review and refine the Value for Money process	August 2009	To ensure value for money is achieved and demonstrated to inform future commissioning. Benchmarking will take place Regionally and Nationally as required	Existing Resources	S&SNHS Procurement Team Provider Organisations Partners
	Review and monitoring of services	Ongoing	Continue to monitor and review services as set out in Wirral Supporting People Approach To Monitoring Services 2008 document	Existing resources	S&SNHS Supporting People Providers Service Users Stakeholders
	Implementation of the revised Quality Assessment Framework	November 2008	To implement changes to the Quality assessment Framework as part of the review and monitoring process. To offer advise, support, information and training to service providers to facilitate the smooth transition to the new	Existing Resources	S&SNHS Supporting People providers

			Quality Assessment Framework regime		
LAA Targets and National Indicator set	Monitor and review performance of NI141 & NI142.	Quarterly	To improve performance by a minimum of 2% each year to 2010-2011 for NI141. To maintain performance at 97.5% each year up to 2010-2011 for NI142	Existing resources	S&SNHS Supporting People Providers
CONSULTATION					
Page 199	Service User Consultation and Involvement	December 2009	Establish Service User Forum, and consultative methods required to inform/review future commissioning. To identify representation for Regional Service User Forum and to feed into and inform the forum.	Existing Resources	S&SNHS Provider organisations Service User groups 3 rd Sector Organisations
	Provider Involvement	Ongoing	Continue to consult and inform providers through the provider Forum, Information sheets, workshops and training sessions. To identify representation for the Regional Provider Forum and to be involved in and inform agendas and outcomes.	Existing Resources	S&SNHS Provider Organisations Partners

STRATEGIC

Governance Arrangements	Develop the Governance Structure to ensure it reflects the requirements of both capital and revenue investment locally	November 2008	Ensure a full contribution to the broader Health, Social Care, Community Safety and Housing outcomes which will also reflect the wider views of the community, for example: LSP, Older Persons Parliament, children and Young Peoples services, etc.	Existing Resources	S&SNHS Adult Social Services Children & Young People Dept. PCT Probation Service LSP Older Persons Parliament Regeneration Department
Page 200	Expand/develop the role of the Core Strategy Development Group to ensure it reflects the requirements of both capital and revenue investment locally	December 2008	Ensure a full contribution to the broader Health, Social Care, Community Safety and Housing outcomes which will also reflect the wider views of the community, for example: LSP, Older Persons Parliament, children and Young Peoples services, etc.	Existing Resources	S&SNHS Regeneration Department (Housing Strategy, Community Safety, Homelessness, Wirral Homes, etc) Adult Social Services Children & Young People Dept. PCT Probation Service LSP Older Persons Parliament Providers
	Align Strategy to assist other LAA/NI targets where appropriate	Annually	To ensure appropriate representation from partner agencies when re-negotiating/tendering contracts	Existing resources	S&SNHS Adult Social Care C&YPD PCT Probation Service Regeneration Department (Community Safety, Homelessness, Housing Strategy, etc)

	Review the Action Plan to reflect negotiations and implementation targets.	Quarterly	To update action plan to reflect continuously changing environment and other internal & external influencing factors	Existing resources	S&SNHS Housing Strategy Adult Social Services LAA/LSP Providers Service Users Procurement Legal & Member Services PCT C&YPD Older Persons Parliament
--	--	-----------	--	--------------------	--

Acknowledgements

The Supported and Special Needs Housing Section would particularly like to extend our most grateful thanks to all service users, service providers and stakeholders who assisted in the development of this strategy:

Abbeyfield Heswall
Abbeyfield Hoylake & West Kirby
Abbeyfield Oxton & Prenton
Abbeyfield Wallasey
Advocacy in Wirral
Alpha Homes
Alternative Futures Group
Anchor Housing Association
Arch Initiatives
Arena Housing
Autism Initiatives
Beechwood & Ballantyne
- Community Housing Association
Birkenhead YMCA
Cambrian Supported Living
Carr-Gomm
CDS Housing
Contour Housing
Corporate Services
Cosmopolitan Housing
Drug and Alcohol Action Team
English Churches Housing Group
European Wellcare
Family Housing Association
Family Safety Unit
Forum Housing
Harbour Supported Services
Harwell Manor
Home Farm Trust
Housing 21

Housing Strategy
Imagine Mental Health

Liverpool Housing Trust (Rodney)

Local Solutions
Macintyre Charity
Making Space
Mencap
Merseyside Probation Trust
Merseyside Society for the Deaf
Northwest Community Services
Novas
Nugent Care
Numast
Options for Supported Living
Pauline Sutton

Liverpool PSS
Phoenix Futures
Potens
Regenda
Riverside Housing Association
Sahir House
Salisbury Independent Living
Servite Houses
Venture Housing Association
Wirral Churches Ark
Wirral Independent Living & Learning
Wirral Independent Living Services
Wirral Methodist Housing Association
Wirral Mind
Wirral Partnership Homes
Wirral PCT
Wirral Women & Children's Aid
Members of the Core Strategy
Development Group
Members of the Commissioning Body
Members of the Housing Priority
Panel

APPENDIX ONE



Supported & Special Needs Housing Procurement Methodology

Version	Revision date	Revision description	Author	Sign-off
Draft	July 08	N/A	S&SNH	
CSDG	Aug 08			
CB	Sept 08			19/09/08
Cabinet	27 Nov 08			

Procurement Methodology (Supported & Special Needs Housing Section)

Background and the Legal Framework

S&SNHS has contract arrangements with 65 service providers of 250 services. These services support vulnerable clients to live independently in the community, they assist with: life skills training; accessing and maximising benefits; liaison with professionals, for example Doctors, etc. The majority of these services were inherited through the Transitional Housing Benefit Scheme during the Supporting People Implementation period (2000-2003). As a result many of the services have never been subjected to a procurement and tendering process.

In order to continue to grant fund services it is a requirement to review all contracts and ensure compliance with Council's Financial rules and EU Procurement Directives. The purchase of goods and services are subject to EU regulations, but they differentiate between different types of services, classifying them as either Part A- which requires a full EU competitive tender exercise or Part B- where only limited requirements apply. The council has had to determine whether Supporting People services fall under Part A or Part B.

Definition of services	
Part A Services (full tender regime)	Part B Services (partial regime)
<ul style="list-style-type: none">- Accounting, auditing, book keeping- Market research and opinion polling- Management consultancy- Architectural, engineering, planning, landscaping and related technical services- Advertising- Building cleaning and property management- Sewage and refuse disposal- IT services- Financial services- Transport and courier services- Maintenance and repair of vehicles and equipment	<ul style="list-style-type: none">- Hotel and restaurant- Legal- Security- Educational- Health and social services- Recreational, cultural and sporting- Other services

Following extensive discussion with the Director of Law, HR & Asset Management it has been agreed to classify Supporting People services provided as Part B as they maintain clients health and well being by assisting them to remain independent within the community. Therefore there is currently no legal requirement to undertake a formal competitive tender for the commissioning of these services. However, there are limited legal requirements for part B contracts with an aggregated value over £139,893:-

- Production of a technical specification
- Publication of a contract award notice in the Official Journal of the European Union.
- The approach must comply with the principles of the regulations which require-
 - Non discrimination
 - Equal treatment
 - Transparency
 - Mutual recognition
 - Proportionality

Part B services must comply with UK Procurement policy for Local Authorities: which is to seek and demonstrate value for money in all public procurement.

Bearing this in mind, along with the findings of the Value for Money exercise, S&SNHS has developed a Procurement Methodology. Whilst here is no requirement to tender in some circumstances by doing so it will be possible to realise efficiencies, economies of scale and expansion of a number of services resulting in better value.

The Councils' aim in the procurement and commissioning of services is to make sure:

- Except in so far as service users themselves have identified changes required, the effect of changes for service users is minimal: no disruption in the quality of service received; no effect on their housing and their day to day lives
- we do not de-stabilise the market for support services
- we commission efficient and cost effective services
- we re-invest resultant savings in support services, either in new services to expand the reach to more clients or in existing services to improve the outcomes

Further considerations

The council has also considered a number of requirements and options in arriving at the actions/recommendations in this strategy. They include:

- Is the service wholly or partly statutory and is alternative funding available?
- Is there sufficient demand for services?
- Are services meeting the council's and partners priorities?
- Do services have good prospects for improvement in the future?
- Are services meeting the councils, partners and the client's expectations?
- Can we ensure that standards are maintained?
- Do the benefits of the service outweigh the costs?

- Are there alternative providers available?
- Can economies of scale be achieved?
- Could alternative providers deliver improved performance and efficiencies?
- Are providers willing to re-negotiate?
- Would the benefits of re-negotiation outweigh the costs?
- Are the services, as they stand, able to meet the requirements of the council, the region and CLG and do they fit with our preventative agenda?
- Are we ensuring that clients continue to have access to housing and support as required?
- Are there opportunities for joint commissioning or joint delivery of services in the future?

The views of stakeholders, partners, providers and service users have been taken into account when setting up the commissioning and procurement process.

Accommodation based services

S&SNHS will prefer to re-negotiate existing contracts with supported housing providers for the lifetime of this strategy (2008-2011)

In reaching this decision we have given consideration to the following:

- The risks to the council, providers and service users will usually be minimised by negotiation of existing contracts but may increase if there is open tender
- S&SNHS has already carried out an extensive value for money exercise, the findings of which will form the basis for re-negotiation and re-modelling of all contracts and specifications
- This approach is economical and efficient in terms of resources and also offers continuity for both providers and service users
- Some service providers have tri-partite agreements in place with support providers, landlords and the Local Authority. These arrangements are legally binding and cause complications and practical difficulties that inhibit a blanket tendering approach. All parties would have to be involved in, and cooperate with, changes to service providers. This could be very time consuming and expensive for all parties.
- If providers withdraw services but retain ownership of the accommodation the council would have little or no influence over alternative use of the building.
- It is believed that in most instances the tendering process would not yield savings or expansion of provision that could not be achieved through re-negotiation of the existing contract.

Negotiations will take place from October 2008 to March 2009.

In the event that a negotiated agreement can not be reached on what is reasonable between existing providers and S&SNHS we will implement decommissioning, and determine whether the service can be put out to competitive tender having regard to the specific circumstances of the case. If not the particular service will be decommissioned and the existing contract ended.

Floating support services

Whilst justifying our reasons for negotiation of accommodation based services we believe that, taking in to account all of the influencing factors, S&SNHS should go to tender for all floating support services.

In reaching this decision we have given consideration to the following:

- Many of the reasons that inhibit the tendering for accommodation based service (listed above) do not apply to floating support services
- It is envisaged that a procurement process will:

- Lead to the expansion of provision
 - enable service delivery across all types of tenure
 - result in economies of scale
 - deliver best value and value for money
- It will enable S&SNHS to model and commission more flexible services in order to meet our strategic expectations and requirements.

Decommissioning

In the event that a negotiated agreement cannot be reached and/or when contracts will not be renewed the following decommissioning process will apply:

- Appropriate negotiations will be conducted on an individual basis, to include joint commissioning issues, service user consultation, notice periods, stakeholder involvement and timescales. (If appropriate a phased approach will be agreed to allow for restrictive timescale).
- All contracts expire on 5th April 2009. There is no requirement to re-new or give notice but, if necessary, an extension will be issued in order to facilitate a smooth transition for all affected parties
- Up to the date of expiry of the current contract both parties will be expected to adhere to the terms and conditions in particular:
 - Clause 30 Information and re-tendering
 - Clause 31 TUPE
 - Clause 42 Conclusion of contract

For ease of use Steady State contract clauses in more detail:

30 information and Retendering

- 30.1 At our reasonable request, you must provide us with such information and data as we may reasonably require to enable us to prepare the necessary documentation to appoint another person to provide the Support Services in your place.
- 30.2** The requirement set out in clause [30.1] does not include any information or data which you consider *relates solely to your business or tax affairs and does not touch or concern the Support Service you make to any Service User or the arrangements you make for such Support Service.*
- 30.3 You shall co-operate with us (at our reasonable request) to secure (as necessary) the continuity of the Support Service, its orderly winding up, the

administration of any recoupment provision and other exit and succession arrangements as the case may be and you shall do such other things and execute such documents as may be necessary for such purpose.

31 TUPE

- 31.1 You must provide us with such information as we may reasonably require to enable us to comply with our obligations pursuant to TUPE when either this Agreement comes to an end or it ceases to apply to a particular Support Service.
- 31.2 You must supply us with the information referred to in clause [31.1] as soon as possible.
- 31.3 You must promptly provide information concerning your workforce and the conditions of employment within this service.
 - 31.3.1 at our reasonable request made at any time in the 9 months before an Expiry Date; or
 - 31.3.2 if this Agreement or its application to a particular Support Service is terminated) within 20 Working Days of your giving or receiving notice of any such termination; or
 - 31.3.3 if this Agreement or its application to a particular Support Service is terminated immediately within 20 Working Days of termination.
 - 31.3.4** You must obtain our prior written consent if in the 9 months before an Expiry Date or after you have received notice of termination from us if you increase either the remuneration or the numbers of your workforce assigned to the support service/s.

42 CONCLUSION OF CONTRACT

- 42.1 When this Agreement ends you must give us, or to any person we may specify, all data, information, files, records, documents and the like which we supplied to you for the purposes of this Agreement or which were produced or augmented by you in connection with the carrying out of your obligations under this Agreement.
- 42.2 Unless we authorise you to do so, or you are required at law to do so, you must not retain any copies of the information etc referred to in clause [42.1].
- 42.3 Clause [42.1] is subject to the provisions of clause [17] (**Data Protection Act**).

WIRRAL COUNCIL

CABINET – 10 DECEMBER 2008

REPORT OF THE DIRECTOR OF REGENERATION

BOUNDARY WALL IMPROVEMENT SCHEME – NORMAN STREET, BIRKENHEAD

1.0 EXECUTIVE SUMMARY

1.1 The purpose of this report is to seek Cabinet approval to undertake a scheme for improvements to boundary walls, railings and gates of properties numbered 21 to 123 on Norman Street, Birkenhead, as an extension to an existing contract for Group Repair Works in the area in line with paragraph 5.1.2 of the Council's Contract Procedure Rules.

2.0 BACKGROUND

2.1 Norman Street is situated in North Birkenhead close to Birkenhead Park. The properties numbered 21 to 123 are adjacent to the Triangles Area where a HMRI Group Repair Scheme has been undertaken which covers four phases and involves improvements to over 450 houses. Odd numbered properties in Norman Street were not included in the Triangles Group Repair scheme as they are outside the HMRI boundary which runs down the middle of the road.

2.2 However, in order to build upon the works in the Triangles Area and maximise the impressive impact on the Streetscene, 49 properties numbered 21 to 123 in Norman Street are considered worthy of small scale investment through improvements to front boundary walls, railings and gates to help improve the appearance and create confidence in the area. Through improving the quality of the living environment, the scheme will assist in making residents feel more positive about the future of their neighbourhood.

2.3 The Green Streets Merseyside programme, in conjunction with the HMR programme, has recently implemented a scheme to plant 50 trees on Norman Street and Mallaby Street in conjunction with The Mersey Forest. This scheme further supports the HMRI activity that is taking place in the area.

3.0 IMPROVING THE BOUNDARY WALLS

3.1 The Group Repair Scheme in the Triangles area can be seen to have had a positive impact in that house prices have increased, investor confidence is growing, vacancy rates are reducing and owner-occupation rates are rising. A resident's survey of the properties in Norman Street provides a solid evidence base to propose an improvement scheme to boundary walls, railings and gates and an indication of a good likely take-up with positive responses received to date from 42 of the 49 owners, tenants and landlords of properties consulted.

3.2 The boundary walls of the properties in Norman Street are currently varied in type. Most of the property boundaries are brick built, with a number having hedgerows and also wooden fencing with the boundaries being in various differing states of repair. A number of residents have improved the condition of the boundary wall of their property; the intention of this scheme is to deliver a consistent improvement programme which will support long term sustainability and mirror the improvements to boundary walls and railings that has taken place in the Triangles area.

3.3 The HMRI Programme for 2008/09 offers the opportunity to deliver a scheme for replacement / repair of front boundary walls, railings and gates for 49 properties numbered 21 to 123 in Norman Street to build upon the HMRI activities taking place within the North Birkenhead area and improve the general aesthetics of the properties. The works involve:

- Demolish existing wall and cart away from site
- Remove existing hedge and cart away from site
- Rebuild wall off existing footings
- Supply and lay new copings
- Paint existing concrete pillars
- Supply and fix new railings
- Supply and fix new gate and metal gate posts

3.4 An outline for the proposed scheme has been prepared by Ainsley Gommon Architects.

3.5 The best option for ensuring value for money and completing the scheme within the required financial timescales is for the proposed scheme to be undertaken as additional works to the current phase of the Triangles Group Repair Scheme. As EJ Horrocks Ltd is currently on-site in Mallaby Street it is practical for them to undertake the scheme at rates already tendered for in the Group Repair phase 3 works and Horrocks have also agreed to include new gates and metal gateposts for properties within their quoted price and confirmed that they are prepared to carry out the scheme. Wirral Methodist Housing Association and Ainsley Gommon Architects have both also confirmed that they are willing to act as scheme project managers at prices already agreed with the Council for Phase 3. This adjustment to the Phase 3 contract is treated as a Variation Order/Extra Works Order in line with paragraph 5.1.2 of the Council's Contract Procedure Rules and this course of action is supported by the Council's Procurement Unit.

3.6 Continuation of works would ensure uniformity between the improvements proposed for Norman Street and those already undertaken to boundary walls as part of the Triangles Group Repair Scheme.

3.7 The additional works must commence in January 2009 and be completed by March 2009 to utilise Environmental Improvement funds allocated in the 2008/09 HMRI Programme. The Contractor has confirmed that this can be achieved if Cabinet approves the extra works.

3.8 Of the three owners declining improvements two of the properties, numbered 121 and 123, currently have ornamental boundary walls which complement the design of their properties and are of newer build than those directly opposite the Triangles area.

4.0 **FINANCIAL IMPLICATIONS**

4.1 The full scheme costs are being finalised and they will amount to a maximum of £68,200, dependant on the level of resident take up. Including the works as a variation to the Group Repair Phase 3 contract means that the council can reclaim the VAT element of the scheme.

4.2 The proposed costs will be fully funded from the HMRI programme 2008/09 from monies allocated to Environmental Improvements through the Living through Change Programme.

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications arising from this report.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

6.1 There are no equal opportunities implications arising from this report

6.0 COMMUNITY SAFETY IMPLICATIONS

6.1 The scheme includes measures which will enhance safety and security in the area.

7.0 LOCAL AGENDA 21 IMPLICATIONS

7.1 Improvements to boundary walls will enhance the appearance of properties and will supplement the tree planting activities undertaken in the area.

8.0 PLANNING IMPLICATIONS

8.1 There are no planning implications arising from this report.

9.0 ANTI POVERTY IMPLICATIONS

9.1 The scheme will be funded from the 2008/09 HMR Programme to assist property owners and encourage their participation in the scheme.

10.0 SOCIAL INCLUSION IMPLICATIONS

10.1 The scheme will support the improvement programme taking place within the Triangles Area and reduce the potential negative impacts to residents in properties adjacent to the area.

11.0 LOCAL MEMBERS IMPLICATIONS

11.1 The Norman Street area is located in the Bidston & St James Ward.

12.0 BACKGROUND PAPERS

13.1 None

14.0 RECOMMENDATION

That the contract with EJ Horrocks for Phase 3 of the Triangles Group Repair Scheme be varied to include the improvement of boundary walls, gates and railings at 21 to 123 Norman Street, Birkenhead at a maximum cost of £68,200 as an extension to an existing contract in line with paragraph 5.1.2 of the Council's Contract Procedure Rules.

Alan Stennard
Director of Regeneration

This report was prepared by Ian Gordon who can be contacted on 691 8237.

This page is intentionally left blank

WIRRAL COUNCIL

CABINET – 10 DECEMBER 2008

REPORT OF THE DEPUTY CHIEF EXECUTIVE AND DIRECTOR OF CORPORATE SERVICES

LOCAL DEVELOPMENT FRAMEWORK FOR WIRRAL – ANNUAL MONITORING REPORT 2007/08

EXECUTIVE SUMMARY

- 1.1 Section 35 of the Planning and Compulsory Purchase Act 2004 requires the Council to submit an Annual Monitoring Report to the Secretary of State by 31 December each year. The Report must cover progress on the Council's Local Development Framework over the preceding period from 1 April to 31 March.
- 1.2 There is no requirement for public consultation on the content of the Annual Monitoring Report but copies of the Report must be made available for public inspection on the Council's website.
- 1.3 The report recommends that the draft Annual Monitoring Report for 2007/08, attached to this report, is agreed for submission to the Secretary of State and is placed on the Council's website for public inspection.

2 Background

- 2.1 Section 35 of the Planning and Compulsory Purchase Act 2004 requires every local planning authority in the country to make an annual report to the Secretary of State.
- 2.2 The Council's Annual Monitoring Report must be prepared for the twelve month period ending on 31 March each year and must be submitted to the Secretary of State by the 31 December following. There is no requirement for public consultation on the content of the annual report.
- 2.3 The Annual Monitoring Report must report on the progress made in implementing the Local Development Scheme and must report on the extent to which the policies set out in individual Local Development Documents are being achieved. In particular it must:
 - record the stage that each Local Development Document has reached against the key milestones set out in the approved Local Development Scheme;
 - provide a statement of the reasons for any delay in the preparation of an individual Document and outline the steps that will be taken to prepare the document in the future;
 - monitor actual performance against any annual number or other number set out in a policy within the Regional Spatial Strategy or a Development Plan Document, from the date the policy was adopted or approved, particularly for housing; and

- identify any policy that the Council is not implementing, alongside the reasons for not implementing it, together with the steps that the Council will take to amend or replace the policy.

2.4 Annual Monitoring Reports must also provide a list of local development orders, made under Section 61A of Town and Country Planning Act 1990 as amended, setting out the reason for the order, its actual effects, and a record of any revocations.

2.5 The Council is required to make the Annual Monitoring Report available for public inspection on the Council's website as soon as reasonably practicable after the Report has been formally submitted to the Secretary of State.

2.6 The Report is used as the basis for the annual review of the Council's Local Development Scheme.

3 Draft Annual Monitoring Report

3.1 The draft Annual Monitoring Report for Wirral for 2007/08 is attached to this report.

3.2 The Report provides an overview of the main challenges facing the Borough. It sets out the Council's progress on the production of Local Development Documents and records the Borough's performance against national Core Output Indicators for business development and town centres, housing, environmental quality, minerals and waste. It also begins to draw out the implications of the Borough's performance against these indicators for future policy development.

3.3 The Report for 2007/08 concludes that the next review of the Council's Local Development Scheme will need to:

- (i) reflect the most recent changes to national legislation;
- (ii) update the position with regard to the Regional Spatial Strategy;
- (iii) reflect progress on the completion of the evidence base studies necessary to underpin the emerging Core Strategy;
- (iv) provide for consultation on the vision and objectives of the Core Strategy during early 2009 and the consideration of strategic options later in the year;
- (v) re-assess the need for any additional site-specific Development Plan Documents;
- (vi) reflect progress on the Mersey Heartlands Growth Point and the need for Area Action Plans for the neighbourhoods affected; and
- (vii) reflect the revised timetable for the Joint Merseyside Waste Development Plan Document.

3.4 The current year monitoring year has seen a number of changes designed to improve the system brought in by the Planning and Compulsory Purchase Act 2004. These changes have included amendments to the national Regulations; to the national

policies contained within PPS12; revisions to the national Core Output Indicators; and the replacement of Creating Local Development Frameworks with an on-line manual. The Planning Bill is expected to receive Royal Assent in December 2008.

- 3.5 The latest Regional Spatial Strategy for the North West was issued in September 2008 (Cabinet, 6 November 2008, Minute 257 refers).
- 3.6 Cabinet on 24 January 2007 (Minute 245) and on 15 March 2007 (Minute 284) resolved that a number of additional studies should be undertaken to strengthen the evidence base for the Core Strategy. These studies are now nearing completion. Consultation on the results of these studies is expected to be completed by mid-2009.
- 3.7 Cabinet on 27 November 2008 (Item 5 refers) considered a two stage consultation process to finalise the issues, objectives and spatial vision for the Core Strategy and to assess alternative spatial options to enable the Council to consult on the Council's Preferred Options. The approval of Preferred Options will require a resolution of Full Council. The target date for the adoption of the Core Strategy in the existing Local Development Scheme was October 2009 but is now expected to be January 2011.
- 3.8 The timetable for additional site-specific Development Plan Documents is dictated by progress on the preparation of the Core Strategy. National policy now requires the Council to re-consider the justification for preparing additional site-specific Development Plan Documents in the Local Development Scheme. The final decision will be influenced by the possibility of including strategic sites within the Core Strategy, which national policy did not previously allow.
- 3.9 The Mersey Heartlands Growth Point was submitted to the Government in October 2007. The project was shortlisted in July 2008 and the Council submitted a Programme of Development in October 2008. The Council has been working with Peel Holdings, to establish a Strategic Regeneration Framework for the emerging proposals, based around a series of neighbourhood master plans, which may need to be prepared as Area Action Plans if they are to be formally included within the Local Development Framework.
- 3.10 A revised timetable for the preparation of the Joint Merseyside Waste Development Plan Document being prepared by the Merseyside Environmental Advisory Service on behalf of the Merseyside Districts and Halton, was submitted to the DPD Steering Group in October 2008. The target date for adoption is now April 2011.

4 Financial Implications

- 4.1 There are no financial implications arising directly from this report.
- 4.2 Performance against the programme of plan preparation set out in the Council's approved Local Development Scheme is proposed as an assessment measure for the future award of Housing and Planning Delivery Grant.
- 4.3 Any additional costs arising from the conclusions of the Annual Monitoring Report will need to be considered as part of the review of the Local Development Scheme in early 2009.

5 Staffing Implications

5.1 There are no staffing implications arising directly from this report.

6 Equal Opportunities Implications

6.1 There are no implications for equal opportunities arising directly from this report. The publication of Issues and Objectives for the Core Strategy had been held back to allow consultation with under-represented groups.

7 Community Safety Implications

7.1 There are no community safety implications arising from this report. The Local Development Framework for Wirral will, however, include policies that will seek to protect and improve community safety.

8 Local Agenda 21 Implications

8.1 There are no Local Agenda 21 implications arising from this report. The Council has a legal duty to prepare the Local Development Framework with a view to contributing to the promotion of sustainable development. Documents prepared as part of the Local Development Framework will be subject to a statutory sustainability appraisal.

9 Anti-Poverty Implications

9.1 There are no anti-poverty implications arising directly from this report. The Local Development Framework will, however, include policies that will seek to promote opportunities for wealth creation.

10 Social Inclusion Implications

10.1 There are no social inclusion implications arising directly from this report. The Local Development Framework will, however, include policies that will seek to support and promote social inclusion.

11 Local Member Support Implications

11.1 This report has no Ward Member implications.

12 Background Papers

12.1 Planning and Compulsory Purchase Act 2004 can be viewed at www.opsi.gov.uk/acts/acts2004/20040005.htm

12.2 Town and Country Planning (Local Development)(England) Regulations 2004 (SI 2004, No.2204) can be viewed at www.opsi.gov.uk/si/si2004/20042204.htm

12.3 The Town and Country Planning (Local Development)(England)(Amendment) Regulations 2008 (SI 2008 No 1371) can be viewed at http://www.opsi.gov.uk/si/si2008/pdf/uksi_20081371_en.pdf

- 12.4 Planning Policy Statement 12: Local Spatial Planning (CLG, 2008) can be viewed at <http://www.communities.gov.uk/documents/planningandbuilding/pdf/pps12lsp.pdf>
- 12.5 The Plan Making Manual can be viewed at <http://www.pas.gov.uk/pas/core/page.do?pagelid=51391>
- 12.6 Local Development Framework Monitoring: A Good Practice Guide (ODPM, 2005) can be viewed at <http://www.communities.gov.uk/publications/planningandbuilding/localdevelopmentframework>
- 12.7 Regional Spatial Strategy and Local Development Framework Core Output Indicators (Update 2/2008) (CLG, July 2008) can be viewed at <http://www.communities.gov.uk/documents/planningandbuilding/pdf/coreoutputindicators2.pdf>
- 12.8 The emerging Planning Bill can be viewed at <http://services.parliament.uk/bills/2007-08/planning.html>
- 12.9 Local Development Scheme for Wirral (July 2007) can be viewed at <http://www.wirral.gov.uk/LGCL/100006/200074/856/LDSReviewFinalJuly07.pdf>
- 12.10 Cabinet 27 November 2008 – Local Development Framework for Wirral – Core Strategy Development Plan Document – Public Consultation on Issues and Objectives can be viewed at [http://democracy.wirral.gov.uk/Published/C00000121/M00000352/AI00002409/\\$CABCS081127REP5.docA.ps.pdf](http://democracy.wirral.gov.uk/Published/C00000121/M00000352/AI00002409/$CABCS081127REP5.docA.ps.pdf).

RECOMMENDATIONS

That

- (1) the Local Development Framework Annual Monitoring Report for 2007/08, attached to the report, be approved for formal submission to the Secretary of State; and
- (2) the Local Development Framework Annual Monitoring Report for 2007/08, as submitted, be placed on the Council's website for public inspection.

J Wilkie
Deputy Chief Executive/Director of Corporate Services

This report has been prepared by the Forward Planning Section who can be contacted on 691 8222.

This page is intentionally left blank



WIRRAL METROPOLITAN BOROUGH COUNCIL

SECTION 35

PLANNING AND COMPULSORY PURCHASE ACT 2004

LOCAL DEVELOPMENT FRAMEWORK FOR WIRRAL

ANNUAL MONITORING REPORT

DECEMBER 2008

[blank for copying]

CONTENTS

1	EXECUTIVE SUMMARY	5
2	INTRODUCTION	9
3	CONTEXT	11
4	EXISTING PLANS AND PROGRAMMES	19
5	MONITORING PLAN PREPARATION	27
6	MONITORING POLICY IMPLEMENTATION	36
7	SUMMARY OF EMERGING ISSUES	65
8	GLOSSARY	69

[blank for copying]

1 EXECUTIVE SUMMARY

Introduction

- 1.1 The Annual Monitoring Report is a statutory document setting out progress on the delivery of the Council's Local Development Scheme and the extent to which the policies set out in Local Development Documents are being achieved.
- 1.2 This is the fourth Annual Monitoring Report for Wirral, covering the period of twelve months ending on 31 March 2008.

Context

- 1.3 The main challenges identified for Wirral are to promote economic revitalisation, tackle deprivation and inequality, progress urban regeneration, improve and maintain environmental standards, reduce dependence on the private car, improve public transport, minimise anti-social behaviour and provide for more sustainable development. Public consultation has confirmed these issues as local priorities.
- 1.4 There is a need to amend the Local Development Scheme to accommodate the recent changes to national legislation governing the preparation of Local Development Frameworks.

Monitoring Plan Preparation

- 1.5 The first Local Development Scheme for Wirral provided for the preparation of a Statement of Community Involvement; a Core Strategy; three site-specific Development Plan Documents; and four Supplementary Planning Documents to address urgent local issues related to the control of new flat development; food and drink uses in town centres; and telecommunications; and to guide the potential re-development of the former Cammell Lairds shipyard.
- 1.6 The first review of the Local Development Scheme brought forward proposals to prepare a joint Waste Development Plan Document and a further Supplementary Planning Document to provide up-to-date guidance on parking requirements. It also withdrew the proposal to prepare a Supplementary Planning Document for Cammell Lairds.
- 1.7 The Statement of Community Involvement and the Supplementary Planning Documents for new flat development, food and drink in town centres, telecommunications and parking have already been adopted.
- 1.8 Work on the Joint Merseyside Waste Development Plan Document began in December 2006. Consultation on Issues and Options took place in March 2007. The future timetable will need to be amended to accommodate additional consultation on a Spatial Strategy and Sites Report in November 2008 and the need to publish a draft Development

Plan Document for formal consultation in accordance with the new Regulations.

- 1.9 The Core Strategy has been delayed to focus on the delivery of an appropriate evidence base. Consultation on the results will be completed during the first half of 2009, alongside the finalisation of issues and objectives and the consideration of spatial options. The timetable for future stages will need to be contained within a review of the Local Development Scheme.
- 1.10 The timetable for the three site-specific Development Plan Documents for Housing; Employment; and Town Centres, Retail and Leisure, which should have commenced in March 2008, will need to be re-considered pending the completion of the evidence base and a review of the scope and timetable of the Core Strategy.
- 1.11 The Local Development Scheme will also need to consider the need to prepare Area Action Plans to facilitate the delivery of the Mersey Heartlands Growth Point.
- 1.12 There were no Local Development Orders in force in Wirral during 2007/08.

Monitoring Policy Implementation

- 1.13 Revised national Output Indicators were published in July 2008. Amended data has been included wherever possible but information to the new format will not be available until next year's Annual Monitoring Report.
- 1.14 Economic indicators, in terms of business densities, wealth creation and benefit dependency, still show cause for significant concern. The population is continuing to decline. The latest migration estimates show the annual loss has increased to 900 people. The greatest decline is in people of working age.
- 1.15 The amount of completed employment floorspace has continued to fall and was 40% lower than that completed in 2005/06. The amount of completed new office floorspace has halved since 2006/07. The overall area of land available for new employment development represents approximately a fifth of the total amount of land set aside for employment uses in the UDP. By contrast, the amount of employment development completed on brownfield land rose to 70%.
- 1.16 The amount of completed retail floorspace rose significantly in 2007/08, to almost double the previous highest recorded annual figure in 2005/06. The proportion located within an existing centre reached 66%, the highest since 2004/05. The proportion of new office floorspace located within an existing centre also increased, for the first time, to 27%.

- 1.17 Gross housing completions have now exceeded 700 dwellings for the second year running. There is still a high dependency on flat developments. The Borough will need to build at an annual average rate of 555 net new dwellings to reach the new RSS target of 9,000 new homes by 2021.
- 1.18 The proportion of completed dwellings on previously developed land continues to exceed regional targets, which have now been raised to 80%. The number of completions has continued to rise in east Wirral and the number of completions within the Housing Market Renewal Initiative Pathfinder Area has almost trebled since 2004/05. Only 6% of gross completions are now in west Wirral.
- 1.19 While the majority of completed dwellings continued to be within 30 minutes public transport time of essential services such as a doctor's surgery, school, retail centre or employment area, a third of new homes were in locations which were further than 30 minutes away from a hospital by public transport.
- 1.20 The new recycling and composting facilities at Bidston have continued to have a positive influence on the proportion of waste managed by management type. The amount of waste sent to landfill had reduced by a third since 2005/06 and the proportion recycled and composted had increased to 32%.

Summary of Emerging Issues

- 1.21 The principal issues that will need to be considered as part of the emerging Core Strategy Development Plan Document will include:
- building sustainable communities;
 - a stronger economy, through the delivery of the Council's Investment Strategy;
 - an inclusive society;
 - a decent and affordable home;
 - an accessible Borough; and
 - a protected environment.
- 1.22 Consultation to confirm the issues, objectives and spatial vision for the Core Strategy will take place in early 2009.

Summary of Changes Necessary to the Local Development Scheme

- 1.23 The Local Development Scheme will need to be reviewed to:
- (i) reflect the most recent changes to national legislation;
 - (ii) update the position with regard to the Regional Spatial Strategy;
 - (iii) reflect progress on the completion of the evidence base studies necessary to underpin the emerging Core Strategy;

- (iv) provide for consultation on the vision and objectives of the Core Strategy during early 2009 and the consideration of strategic options later in the year;
- (v) re-assess the need for any additional site-specific Development Plan Documents;
- (vi) reflect progress on the Mersey Heartlands Growth Point and the need for Area Action Plans for the neighbourhoods affected; and
- (vii) reflect the revised timetable for the Joint Merseyside Waste Development Plan Document.

Questions and Comments

- 1.24 Any questions and comments on the data or analysis provided in this AMR should be directed to Andrew Fraser, Principal Forward Planning Officer, Corporate Services Department, Wallasey Town Hall, Brighton Street, Wallasey, Wirral CH44 8ED who can be contacted on 0151 691 8218 or at andrewfraser@wirral.gov.uk.
- 1.25 The Council is keen to identify ways to improve the range and quality of the information provided in its AMR and would encourage approaches to provide regular, up-to-date data sets for relevant indicators.

2 INTRODUCTION

Background

- 2.1 This document is the fourth Annual Monitoring Report for Wirral (AMR) prepared under Section 35 of the Planning and Compulsory Purchase Act 2004.
- 2.2 The AMR is a statutory document setting out progress on the delivery of the Council's Local Development Scheme and the extent to which the policies set out in Local Development Documents are being achieved.
- 2.3 This AMR principally covers the period of twelve months ending on 31 March 2008 but also includes more up-to-date information where this is available.

Contents

- 2.4 Section 3 of the AMR provides an overview of the main characteristics of the Borough and provides an explanation of the context for the policies and proposals that will emerge as part of the Local Development Framework for Wirral.
- 2.5 Section 4 of the AMR sets out the latest position with regard to the existing Development Plans and Local Development Documents in force within the area and other Council initiatives.
- 2.6 Section 5 of the AMR sets out progress on the delivery of the Council's Local Development Scheme under the heading of monitoring plan preparation.
- 2.7 Section 6 of the AMR sets out the extent to which the policy priorities for the area are being achieved under the heading of monitoring policy implementation.
- 2.8 Section 7 provides a summary of the principal issues emerging from this analysis.
- 2.9 Section 8 provides a glossary of the terms and abbreviations used throughout the AMR.

Background Documents

- 2.10 As anticipated in the previous AMR, the current year has seen a number of changes designed to further improve the system brought in by the Planning and Compulsory Purchase Act 2004. These changes have included amendments to the national Regulations; a review of the national policies contained within PPS12; revisions to the national Output Indicators; and the replacement of Creating Local Development

Frameworks with an on-line manual. The Planning Bill is still proceeding through Parliament.

- 2.11 The following documents now provide the national background to the preparation of the Local Development Framework and the preparation of AMRs:

Planning and Compulsory Purchase Act 2004 can be viewed at www.opsi.gov.uk/acts/acts2004/20040005.htm

Town and Country Planning (Local Development)(England) Regulations 2004 (SI 2004, No.2204) can be viewed at www.opsi.gov.uk/si/si2004/20042204.htm

The Town and Country Planning (Local Development)(England)(Amendment) Regulations 2008 (SI 2008 No 1371) can be viewed at http://www.opsi.gov.uk/si/si2008/pdf/uksi_20081371_en.pdf

Planning Policy Statement 12: Local Spatial Planning (CLG, 2008) can be viewed at <http://www.communities.gov.uk/documents/planningandbuilding/pdf/pps12lsp.pdf>

The Plan Making Manual can be viewed at <http://www.pas.gov.uk/pas/core/page.do?pagelId=51391>

Local Development Framework Monitoring: A Good Practice Guide (ODPM, 2005) can be viewed at <http://www.communities.gov.uk/publications/planningandbuilding/localdevelopmentframework>

Regional Spatial Strategy and Local Development Framework Core Output Indicators (Update 2/2008) (CLG, July 2008) can be viewed at <http://www.communities.gov.uk/documents/planningandbuilding/pdf/coreoutputindicators2.pdf>

The emerging Planning Bill can be viewed at <http://services.parliament.uk/bills/2007-08/planning.html>

3 CONTEXT

- 3.1 This section of the AMR seeks to provide an overview of the main characteristics of the Borough. It attempts to set the context against which the preparation of Local Development Documents and the monitoring of development trends can be better understood.
- 3.2 This section of the AMR will be progressively up-dated as each AMR is prepared and additional information becomes available.

Social Context

- 3.3 Wirral's population has declined from over 355,000 during the 1970s to 310,200 in mid-2007¹. The population structure is skewed towards older age groups, with a lower proportion of younger adults and a higher proportion of older people than the averages for the rest of England and the North West. The greatest decline is in the younger age groups. While the number of households continues to rise, household densities are average for Greater Merseyside.
- 3.4 The principal flows of population are out of Wirral to Denbighshire, Flintshire and Chester and into Wirral from Liverpool and from the rest of Greater Merseyside. The largest flows are between Wirral and Liverpool.
- 3.5 Although average household incomes are among the highest in Merseyside, the Borough has a high number of localities falling within the most deprived in England, mainly concentrated in the older urban areas in the east of the Borough. Almost a quarter of the Wirral population fall within the bottom 10% of most deprived Super Output Areas. These localities score poorly across the full range of indicators for income; employment; health and disability; education, skills and training; living environment; and crime and disorder.
- 3.6 Areas of Bidston, Birkenhead, Tranmere, Seacombe, Leasowe and Woodchurch qualify for the national allocation of Working Neighbourhoods Fund directed towards localities with conditions falling within the worst 3% of England.
- 3.7 Wirral has a higher than average proportion of the working age population on key benefits and a quarter of all school children in Wirral qualify for free school meals.

Economic Context

- 3.8 Key sectors in the local economy include retail and distribution, public administration, education and health. In manufacturing, the Borough is strongest in chemicals and food and drink. The number of tourism-

¹ Office of National Statistics (ONS) Mid-Year Estimates

related jobs and spending is also significant. The historical dominance of the port and shipbuilding sectors in the east of the Borough is much reduced, although both have experienced a revival in recent years. Further investment is expected at Eastham in response to proposals to reconfigure the facilities at Ellesmere Port.

- 3.9 The North West Development Agency has designated two strategic regional sites in Wirral: at Twelve Quays, Birkenhead and at the Wirral International Business Park, Bromborough. The Birkenhead docks system, part of the Port of Liverpool, including the Twelve Quays roll-on-roll-off ferry terminal; and the entrance to the Manchester Ship Canal, are key regional facilities, providing up to 3,800 jobs².
- 3.10 Birkenhead Docks and the Wirral International Business Park are also identified as Regional Strategic Sites in the North West Competitiveness and Employment ERDF Operational Programme 2007-13.
- 3.11 The Wirral Investment Strategy, nevertheless, recognises that the Borough's economic performance continues to be a major concern.
- 3.12 Output per head of population remains below NW and UK averages and is the lowest on Merseyside. Economic activity rates are lower than national and regional benchmarks and levels of worklessness are higher. Wirral also has fewer VAT registered businesses. The stock of modern business premises is also comparatively low.
- 3.13 The total number of jobs in Wirral is not sufficient to employ the resident population of working age. Average earnings for jobs located in Wirral are lower than the average earnings of Wirral residents as a whole, leading to a high number of journeys to work to Liverpool, Chester and beyond. Journeys to work appear to be lengthening over time.
- 3.14 Large areas of the Borough to the east of the M53 Motorway, plus the communities of Leasowe, Upton and Woodchurch, retained Assisted Area status in the national review announced in December 2006³.
- 3.15 Birkenhead Town Centre is the main retail and service centre for the Borough and contains a large covered market and the Grange and Pyramids shopping centres. Responding to changes in the retail sector and to competition from nearby Liverpool and Chester, in addition to out of centre development such as Cheshire Oaks to the south of Ellesmere Port, is a continuing challenge.
- 3.16 In addition to Birkenhead there are a network of district centres in Wallasey, Moreton, Hoylake, West Kirby, Heswall, Bromborough, New

² Maritime Sector on Merseyside Economic Impact Study January 2007

³ To include the former Electoral Wards of Bidston, Birkenhead, Bromborough, Claughton, Eastham, Egerton, Leasowe, Liscard, New Brighton, Oxtan, Prenton, Seacombe, Tranmere, Upton and Wallasey

Ferry and Prenton, complemented by a number of local shopping centres and parades.

- 3.17 The inner urban area in east Wirral has seen a prolonged programme of public funding on shopfront improvements and more substantial contraction and redevelopment, most recently at Tranmere Urban Village and Church Road. Earlier projects included New Ferry, Rock Ferry, Seacombe, Laird Street, and Victoria Road and Seabank Road in New Brighton.

Environmental Context

- 3.18 Wirral is generally perceived as an area of high environmental quality, especially in the west. The Council's Tourism Strategy emphasises the importance of Wirral's countryside and coast.
- 3.19 Wirral has an extensive network of locally identified non-statutory Sites of Biological Importance, twelve nationally designated Sites of Special Scientific Interest, two designated European nature conservation sites and one potential European nature conservation site. There are also twelve locally identified non-statutory sites designated for their importance to earth science.
- 3.20 While these sites cover most of the key habitats identified as priorities within the Wirral Biodiversity Action Plan, there are relatively few within the urban areas of east Wirral and not all aspects of Wirral's biodiversity resource are currently captured by site designations. A biodiversity audit is due for completion by the end of October 2008 along with a review of the guidelines for the selection of local wildlife sites.
- 3.21 The Borough has four Areas of Special Landscape Value and three Areas Requiring Landscape Renewal. Over recent years extensive tree planting by the Forestry Commission and Groundwork has been carried out within the M53 corridor and at Bidston Moss. A Landscape Character Assessment of the Borough is being prepared.
- 3.22 Wirral also has a significant built heritage, with over 1,850 listed structures, twenty-four designated conservation areas, nine scheduled ancient monuments and four sites on the English Heritage Register of Historic Parks and Gardens. A series of conservation area appraisals and action plans are being prepared and new conservation areas considered for designation. An Historic Character Assessment of Wirral's rural areas was completed in 2008. An Historic Character Assessment of Wirral's urban areas will report towards the turn of the year.
- 3.23 Wirral has not needed to designate an Air Quality Management Area, although air conditions are continually monitored. Increasing car ownership and the continuing high level of out-commuting could, however, have major implications for travel generation and long-term

air quality. Car ownership is still low in parts of the Borough but increased economic prosperity may see these levels rise. The Merseyside Local Transport Plan sets out measures to promote more sustainable transport choices, supported by initiatives such as Travelwise.

- 3.24 Water quality within the Dee and Mersey Estuaries and inland watercourses has improved substantially over recent years, mainly due to the continuing programme of capital works undertaken by United Utilities. Wirral's beaches are consistently among the cleanest in the North West.
- 3.25 Levels of waste recycling in Wirral have seen significant recent improvement following the introduction of a new waste contract and the newly constructed recycling and composting facility at Bidston. Participation in recycling varies across the Borough, with lower participation in the older, higher density urban areas in east Wirral.
- 3.26 No natural containment sites are currently available in Wirral, following the closure of the existing landfill site at Bromborough Dock. A Joint Waste Development Plan Document is being prepared for Merseyside and Halton to provide facilities to better promote recycling and reprocessing as an alternative to landfill.

Natural Resources

- 3.27 Extensive low-lying areas, especially in the north of the Borough, are protected by defences from both tidal and fluvial (river) flooding.
- 3.28 Much of the coastline is protected from erosion and/or flooding by "hard" defences. Only short stretches of clay cliffs at the Thurstaston and New Ferry shorelines continue to be subject to natural erosion. A Strategic Flood Risk Assessment is being prepared. The Shoreline Management Plan is also being revised to consider coastal flood and erosion risks.
- 3.29 Land quality is generally good and there are significant areas of high-grade agricultural land, particularly in the south and west of the Borough. While progress on urban land reclamation continues, through the Newheartlands Pathfinder and the development of Strategic Regional Sites, a number of significant sites in the east Wirral can only be brought forward for development once ground condition problems have been addressed. A Brownfield Land Strategy is being prepared alongside the other Merseyside Districts in partnership with English Partnerships.
- 3.30 Much of Wirral is founded on sandstone which is a major aquifer and groundwater provides around 13% of Wirral's water resources. Wirral does not, however, have any significant mineral reserves, apart from small amounts of winnable brick clay. Reserves of aggregates are very limited and constrained by nature conservation or other

considerations. A Merseyside minerals study has been completed to identify areas which may need to be safeguarded for future extraction.

- 3.31 The Government has identified Liverpool Bay for a significant expansion in offshore wind farm development. The construction of twenty-five turbines has been completed off the coastline at New Brighton and the shore connection to the national grid will take place on the north Wirral coast. The provision of onshore renewable energy schemes has, however, been minimal.
- 3.32 A need to enhance the evidence base on the local feasibility and potential for renewable and low-carbon technologies, including microgeneration has been identified.

Quality of Life

- 3.33 Wirral is generally seen as offering a high quality of life but there are marked contrasts between different parts of the Borough.
- 3.34 Over 40% of the Borough is open countryside, with much of high landscape quality. The 41km coastline is a special feature, high in value for recreation, nature conservation and tourism. There are also a significant number of leisure and cultural facilities in both urban and rural areas, including areas such as New Brighton, West Kirby, Port Sunlight, the facilities in and around Birkenhead and the Borough's Country Parks.
- 3.35 There is a need to maintain local character and distinctiveness in both east and west Wirral, especially in the lower density residential areas built during the Victorian and Edwardian eras. Although not an environmental protection designation, the Green Belt continues to make an important contribution to Wirral's environmental quality as well as continuing to promote urban regeneration.
- 3.36 Some of the other older urban areas continue to be the subject of a variety of regeneration initiatives. Symptoms of low demand, including high levels of vacancy and unfit housing, led to the designation of the Newheartlands Pathfinder Area in parts of Birkenhead, Bidston, Seacombe, Tranmere and Liscard in April 2002. Additional funding has now been secured to 2010. Action has included Neighbourhood Management and an Empty Property Strategy as well as large scale clearance and re-development.
- 3.37 The key housing challenges facing Wirral over the next few years include increasing homelessness and the condition of homes occupied by some of the more vulnerable members of the community. The latest Strategic Housing Market Assessment also found issues of affordability in both east and west Wirral. In west Wirral, property prices are in excess of four times the average house price for the Borough. In the east, the impact of housing market renewal has also resulted in house prices increasing at a faster rate than household

incomes. The Assessment concluded that the majority of demand was for two and four-bed accommodation in all tenures. The Merseyside Gypsy and Traveller Assessment suggests a potential need for pitches in Wirral.

- 3.38 The Council has for some years sought to restrict house building in west Wirral to support regeneration and development in the east. The requirement for new house building set at regional level has now increased from 160 net new dwellings to 500 dwellings per annum. The Core Strategy will need to show how to accommodate this higher figure while retaining regeneration in the east and restraint in the west. A Strategic Housing Land Availability Assessment will need to be prepared to identify the capacity of the Borough to satisfy these requirements.
- 3.39 Disparities in health are closely associated with income and employment based deprivation. There is a significant gap in life expectancy between the poorest and most affluent areas. ONS data suggests that there is an 11 year gap in average life expectancy between Birkenhead and Heswall. Wirral has a high number of admissions to hospital for alcohol related conditions. Rates of mental health, drug misuse, diabetes, healthy eating and physically active adults are all poorer than national and regional averages⁴.
- 3.40 While educational attainment figures are just above the national average, with 61% of children achieving five or more A-C GCSEs (the national average is 59%), a disparity persists between east and west with children in Birkenhead achieving 50% compared with 75% for west Wirral.
- 3.41 Wirral has the lowest rate of recorded crime on Merseyside and rates of burglaries, violent crimes, robberies and vehicle crimes continue to fall and are among the lowest in the country. Crime levels are, however, disproportionately higher in the most deprived Wards with 10% of the Borough accounting for a third of the crime.
- 3.42 The promotion of sustainable travel can also have a significant impact on local quality of life. The majority of Wirral's residential areas are within 400 metres of a bus stop or railway station and most new housing continues to be built within 30 minutes public transport time of key facilities such as hospitals and schools. The continued dependency on the car for journeys to work suggests that this is likely to be an issue of lifestyle choice rather than accessibility.
- 3.43 Traffic levels have the greatest impact on communities along the busiest routes, particularly along routes to and from the Motorway and Birkenhead.

⁴ National Health Service - Wirral Health Profile 2008

Results of Public Consultation

3.44 Public consultation carried out as part of the preparation of the Core Strategy Development Plan Document has identified the following key issues:

Table 1 – Summary of SWOT Analysis

<p>Strengths</p> <ul style="list-style-type: none"> • local history and heritage and the Victorian and Edwardian legacy; • peninsula coastline and scenery; • other aspects of the natural environment, including the Green Belt, open countryside, open space, parks, green spaces and gardens; and • access to national transport networks 	<p>Weaknesses</p> <ul style="list-style-type: none"> • inequalities in health, housing, education and environment and the polarisation between east and west; • jobs and investment, loss of young people and graduates, alongside an ageing population; • poor image of the urban environment and town centres and the failure to grasp development opportunities such as New Brighton, Cammell Lairds, Hind Street and Housing Market Renewal; • pollution, particularly from traffic and aircraft; and • lack of maintenance and cuts in funding especially for recreation and open space
<p>Opportunities</p> <ul style="list-style-type: none"> • the promotion of more sustainable development, including issues such as waste minimisation, recycling, renewable energy, energy and water conservation and eco-homes; • brownfield re-development, to protect the Green Belt, the countryside and other green sites; • the promotion of leisure, tourism, coastal recreation and watersports; • re-development in and around Birkenhead, including the Town Centre, Cammell Lairds, Housing Market Renewal and the Docks, including the re-use of the docks rail link; and • improved public transport, tackling the impact of car use and parking, including improvements to the Bidston-Wrexham line. 	<p>Threats</p> <ul style="list-style-type: none"> • the loss of local character and distinctiveness, including heritage and open land; • over-development, over-loading local infrastructure, particularly related to the increasing number of flat developments; • anti-social behaviour, mainly drink-related; • climate change and flood risk; and • the impact of traffic growth

3.45 The principal needs of the Borough were considered to be:

- inward investment, local enterprise and jobs;
- better public transport, especially in the evening, across the Borough between the radial routes to Birkenhead and along the Bidston-Wrexham railway line;
- a greater emphasis on the conversion and re-use of existing buildings and the protection of local character and heritage; and
- the control of anti-social behaviour.

3.46 Better provision for local services and community facilities, affordable family housing, public toilets and recreation facilities for young people, were also identified as significant needs.

3.47 Subsequent consultation with under-represented groups confirmed many of the comments already submitted but also identified the following additional issues:

Table 2 – Summary of Consultation with Under-Represented Groups

<p>Strengths</p> <ul style="list-style-type: none"> • accessibility within Birkenhead Town Centre 	<p>Weaknesses</p> <ul style="list-style-type: none"> • design of housing developments • physical accessibility of public transport, rail stations and terminals • need for improvement in pavement finishes • need for improvement in youth engagement • need for improvement in leisure facilities • need for improvement in local play areas and youth facilities • lack of good quality hotels
<p>Opportunities</p> <ul style="list-style-type: none"> • more cycle paths with better linkages • events and festivals 	<p>Threats</p> <ul style="list-style-type: none"> • shop closures in local estates • poor relationships with police • pressures on budgets and services • further out-of-town developments • school closures • flooding in Leasowe • immigrant labour • drugs, teen pregnancy, sexual infections

3.48 The principal additional needs of the Borough were considered to be:

- affordable, social and special needs housing in local estates;
- multicultural activities and facilities; and
- a secondary school in Greasby.

3.49 A full report of Initial Consultation will be published alongside the Issues and Objectives for the Core Strategy Development Plan Document.

Spatial Vision

3.50 Participants were also asked about what they thought should be included in a spatial vision for the Borough. The general consensus was that Wirral should seek to be different from Liverpool.

3.51 Participants considered that any new vision for Wirral should focus on promoting jobs, leisure and tourism alongside the protection of unique features such as the natural environment, coastline and heritage. Less emphasis should be placed on addressing east-west divisions, with a greater concentration on local distinctiveness, care over the design of new development and meeting identified local needs.

3.52 The main priorities identified were jobs, affordable family housing, meeting local needs, improved design quality, brownfield development, the reuse of existing buildings, improvements to the waterfront and the protection of heritage and open countryside. Continued regeneration in and around Birkenhead and the Docks was strongly supported to assist with addressing the underlying problems of the surrounding areas and to improve quality of life.

3.53 Formal consultation on the emerging Spatial Vision will be undertaken early in 2009.

4 EXISTING PLANS AND PROGRAMMES

4.1 This section of the AMR seeks to set out the latest position with regard to existing Development Plans, Local Development Documents and other Council initiatives.

The Development Plan for Wirral

4.2 The statutory Development Plan for the Metropolitan Borough of Wirral currently comprises:

- the Regional Spatial Strategy for the North West, issued by the Secretary of State in September 2008⁵; and
- the Unitary Development Plan for Wirral, adopted by the Council in February 2000.

Regional Spatial Strategy

4.3 The latest Regional Planning Strategy can be viewed at <http://www.gos.gov.uk/497468/docs/248821/476846/NorthWestEnglandRSS>.

4.4 In policy terms, the new RSS divides Wirral into three:

- The Inner Area – the first priority for investment in Wirral – defined by the Newheartlands Housing Market Renewal Pathfinder Area;
- The Outer Area – the second priority for investment in Wirral – includes the remainder of the eastern area of Wirral to the east of the M53 Motorway; and
- The Rural Areas – the lowest priority for investment in Wirral – includes the remainder of Wirral to the west of the M53 Motorway.

4.5 The boundaries to these areas are illustrated in Appendix 2.

4.6 The regional priorities for the sub-region are clearly focussed on the Regional Centre of Liverpool and the surrounding Inner Area.

4.7 The focus on the Inner Area, as the second priority within the sub-region outside Liverpool City Centre and the first priority within Wirral, means that major regeneration schemes at the heart of the urban area, including Housing Market Renewal are given a very high level of support.

4.8 The objectives for the Outer Area include economic development, maximising the employment potential of the Strategic Investment Areas, addressing worklessness, expanding the quality and choice of housing and enhancing the role of existing centres.

4.9 The objectives for the Rural Areas include focussing development in accessible locations in and around key service centres to address barriers to affordability and to meet identified local needs.

⁵ 18 months later than originally envisaged

- 4.10 The objectives for the Outer Area and the Rural Areas include support for wider regeneration programmes.
- 4.11 A Partial Review of RSS is currently being undertaken to consider additional issues related to gypsies and travellers, travelling showpeople and regional parking standards.
- 4.12 In the longer term, RSS is expected to be replaced by a Single Regional Strategy (SRS). Consultation on the evidence base for the SRS began in July 2008 with a view to submitting a final document to the Secretary of State by mid-2010. The statutory status of the SRS will need to be clarified by new primary legislation.

City Regional Governance

- 4.13 Greater Merseyside has been working to establish a sub-regional governance structure for the City Region. The latest proposals include a City Region Cabinet with six supporting policy boards, two cross-cutting boards to focus on improvement and efficiency and research and development, and a scrutiny panel. A Housing and Spatial Planning Board is to be established to deal with spatial planning issues.
- 4.14 Sub-regional partners have already established a City Region Action Programme, a City Region Employment Strategy and a City Region Housing Strategy, to establish wider sub-regional priorities.

Unitary Development Plan

- 4.15 The Unitary Development Plan (UDP) for Wirral can be viewed at www.wirral.gov.uk/udp.
- 4.16 The UDP provides for urban regeneration across the Borough, supported by a tight Green Belt, with priority given to regeneration within the inner urban areas in central and north Birkenhead and south Wallasey and the outer Council estates including Leasowe and Woodchurch.
- 4.17 The UDP is an old-style Development Plan that will be progressively replaced by the Development Plan Documents contained within the Council's Local Development Framework. The programme for the preparation of Development Plan Documents is set out in Section 5 below.
- 4.18 A review of the policies set out in the UDP was undertaken during 2007. The Direction issued by the Secretary of State in September 2007, listing the policies that are still in force, can be viewed at <http://www.wirral.gov.uk/LGCL/100006/200074/856/SavingDirectionFinalWirral.pdf>.
- 4.19 Appendix 1 lists the policies and proposals that are no longer in force.

Local Development Framework

- 4.20 The following new-style Local Development Documents are now in force within the area:

Table 3 – Local Development Documents

Document	Date of Adoption
Local Development Scheme (Second Review)	July 2007
Statement of Community Involvement	December 2006
SPD1 – Designing for Development by Mobile Phone Mast Operators	October 2006
SPD2 – Designing for Self-Contained Flat Development and Conversions	October 2006
SPD3 – Hot Food Takeaways, Restaurants, Cafes and Drinking Establishments	October 2006
SPD4 - Parking Standards	June 2007

- 4.21 Copies of these documents are available for inspection on the Council's website at www.wirral.gov.uk; at the Technical Services Department at Canning Street, Birkenhead, CH41 1ND; and at public libraries throughout the Borough, during normal opening times.
- 4.22 The Local Development Scheme will be reviewed in early 2009, following the publication of this Annual Monitoring Report.

Other Plans and Programmes

Corporate Plan

- 4.23 The latest revision to the Council's Corporate Plan sets out the following local priorities:
- to create more jobs, achieve a prosperous economy and regenerate Wirral;
 - to create a clean, pleasant, safe and sustainable environment;
 - to improve health and well being for all, ensuring people who require support are full participants in mainstream society;
 - to raise the aspirations of young people; and
 - to create an excellent Council.

Sustainable Community Strategy

- 4.24 The Sustainable Community Strategy (SCS) is being revised alongside the preparation of the Core Strategy Development Plan Document on the basis of a shared evidence base.
- 4.25 The Sustainable Community Strategy seeks to establish a long term vision for the Borough that will set out how statutory agencies, the private sector and the community and voluntary sectors will work collectively to improve the quality of life within Wirral.

- 4.26 The review of the Sustainable Community Strategy identifies six strategic aims to underpin this vision;
- a strong local economy;
 - safer, stronger communities in all parts of the Borough;
 - the best possible health and well-being for all families and individuals;
 - excellent life chances for children and young people
 - a high quality living and working environment;
 - sustainable, affordable housing for all.
- 4.27 The Sustainable Community Strategy will particularly focus on actions that will narrow the gap between Wirral's most affluent and most deprived communities in relation to issues such as health, educational attainment and crime.
- 4.28 Consultation on the emerging SCS will take place towards the end of 2008. A copy of the consultation document can be viewed at http://active.admin.ad.wirral.gov.uk/LGCL/100006/200074/856/content_0002538.html

Local Area Agreement

- 4.29 The Local Area Agreement (LAA) sets out the delivery plan for key elements of the Sustainable Community Strategy. The latest Partnership Agreement for Wirral was submitted to the Government in May 2008.
- 4.30 The Partnership Agreement restates that preventing and tackling worklessness and related deprivation (including child poverty) are cross cutting priorities requiring a multi agency approach.

Wirral Investment Strategy

- 4.31 The Council first commissioned a wide-ranging review of existing strategies and policies to ensure a strategic and co-ordinated approach to the future economic development of the Borough in 2004, informed by research undertaken by consultants GVA Grimley and KPMG. Consultation with more than 170 business representatives secured support for an Investment Strategy, which was published in March 2007.
- 4.32 The first priority of the Investment Strategy is to grow the local economy. Key targets include:
- raising productivity;
 - increasing the number of higher value jobs in the Borough;
 - encouraging innovation and enterprise;
 - tackling disparities in skills and employment;
 - developing and improving infrastructure;
 - developing the future viability of existing employment space; and
 - improving the availability of sites and premises for new investment.
- 4.33 Priority projects include the Mersey Waterfront Regional Park; Brand New Brighton; West Wirral Developments; Wirral Docklands and

Woodside; the Wirral Strategic Investment Area; Wirral Strategic Rail and Road Transport and Infrastructure; and Birkenhead Town Centre.

Interim Planning Policy for New Housing Development

- 4.34 The Council adopted an Interim Planning Policy for New Housing Development in October 2005 in response to Regional Planning Guidance for the North West (RPG13, March 2003). The text of the Policy and a map of the areas affected can be viewed at http://www.wirral.gov.uk/LGCL/100006/200074/485/content_000039.html
- 4.35 The Council will review the Interim Planning Policy to respond to the new Regional Spatial Strategy. Public consultation on the content of the revised Policy is expected to take place in early 2009. The findings of the review will be used to inform the content of the Core Strategy and the Housing Allocations DPD.

Regeneration Initiatives

- 4.36 The Council continues to be active in a number of other significant regeneration and investment programmes which will continue to influence the future pattern of development within the area:

Newheartlands

- 4.37 The Merseyside Housing Market Renewal Initiative Pathfinder – Newheartlands, is a long term regeneration project, to tackle the causes and symptoms of housing market failure, vacancy and decline at the heart of the conurbation. In Wirral, the boundary designated by the Government, in April 2002, includes parts of Bidston, Birkenhead, Liscard, Tranmere and Seacombe⁶.
- 4.38 A Strategy for Inner Wirral was originally published by the Council in January 2004, to inform the initial Prospectus for the Newheartlands Pathfinder, as a guide to local priorities for action. The Strategy was followed by a series of non-statutory master plans: for North Birkenhead; Church Road, Tranmere; and Fiveways, Rock Ferry, which were adopted by the Council in 2005.
- 4.39 Since 2003, a £43million programme has been delivered, involving targeted acquisition and clearance and large scale refurbishment and the objectives of the programme continue to have a major influence on policy development across the Borough. The latest Business Plan provides for a further £29.5 million programme to 2011 alongside an additional £45.5 million from other sources. The objectives of this and later programmes will need to inform the content of the Core Strategy DPD and the site-specific Allocation DPDs.

⁶ The Newheartlands Pathfinder also includes parts of neighbouring local authorities in Sefton and Liverpool

Mersey Heartlands Growth Point

- 4.40 The Mersey Heartlands Growth Point is a major urban regeneration opportunity, at the heart of the Newheartlands Pathfinder, based around the extensive Birkenhead Dock Estate, to the north and west of Birkenhead Town Centre. The proposed Growth Point includes the area previously identified as Wirral Waters, which has the potential to deliver up to 27,000 new jobs and up to 25,000 new dwellings over a thirty year period.
- 4.41 The original bid for New Growth Point status was submitted in partnership with Peel Holdings and Liverpool City Council in October 2007⁷. The project was short-listed in July 2008 and a Programme of Development was submitted to the Government in October 2008. The Growth Point, if accepted, will raise Wirral's annual average housing requirement to 600 net new dwellings each year. The Mersey Heartlands Growth Point could accommodate an annual average of up to 400 dwellings per annum to 2017.
- 4.42 The Council, in partnership with Peel Holdings, has sought to establish a Strategic Regeneration Framework for the emerging proposals, based around a series of neighbourhood master plans, which may need to be formalised into statutory Area Action Plans. A substantial evidence base has been prepared, which was made subject to public consultation in October 2008. The evidence base can now be viewed at <http://www.peelwaters.co.uk/wirralwaters.html>
- 4.43 The Wirral Waters Strategic Regeneration Framework will be used to inform the content of the Core Strategy DPD and the site-specific Allocation DPDs.

Birkenhead Town Centre

- 4.44 Birkenhead has seen significant public investment in new public transport infrastructure, for example, at the new central bus station at Europa Square and the new Merseyrail station at Conway Park. The removal of the Conway Street flyover and associated environmental improvements were funded as part of the Government's City Challenge programme.
- 4.45 The Grange and Pyramids shopping centres are now both owned by Warner Estates. Recent investment has created a new Food Court in the Pyramids. Proposals for leisure-based development on Europa Boulevard have recently secured planning permission.
- 4.46 The Council is working with a developer to bring forward the development of a food superstore on part of the Oliver Street Car Parks to address the need for a large supermarket in the Town Centre since the closure of the Asda store in the 1990s. It is hoped that the

⁷ Paragraph 5.60 below refers

new development will also provide an uplift to the Grange Road end of the shopping centre.

- 4.47 There has been success in attracting new office development to the Town Centre in and around Europa Boulevard. A new build scheme close to the Birkenhead Tunnel entrance is now also nearing completion. On the edge of the Town Centre, long-standing proposals to regenerate the Woodside and Hind Street areas are also moving forward (see below).
- 4.48 The Core Strategy DPD and the Town Centres, Retail and Leisure Allocations DPD will need to take account of these proposals.

Woodside Regeneration Area

- 4.49 The Woodside Regeneration Area is another significant regeneration opportunity at the heart of the Newheartlands Pathfinder, based around the waterfront adjacent to Birkenhead Town Centre, between Priory Wharf and Woodside Business Park. A non-statutory master plan for a mixed-use redevelopment was approved by the Council in August 2005.
- 4.50 Further work, to undertake a Technical Appendix and a Conservation Area Appraisal, was commissioned in October 2005. Public consultation was undertaken during March 2007. The results of these further studies and of public consultation are expected to be reported early in 2009.
- 4.51 The Woodside Master Plan will be used to inform the content of the Core Strategy DPD and the site-specific Allocation DPDs.

Hind Street Regeneration Area

- 4.52 The Hind Street Regeneration Area also lies at the heart of the Newheartlands Pathfinder, based upon the redundant land around the gasholders at Hind Street and the former railway land reclaimed and serviced by the Merseyside Development Corporation in the late 1990s, to the south of Birkenhead Town Centre, in Tranmere.
- 4.53 The Council jointly commissioned a regeneration strategy for the Hind Street Regeneration Area in 2001.
- 4.54 Outline planning consent for non-food retail, office, trade sales, restaurant/public house, car showroom and crèche, was recommended for approval July 2007, subject to notification to the Secretary of State and a legal agreement to secure a revised road link to Birkenhead Town Centre from the A41. The development is expected to be a partnership between the Council, English Partnerships and National Grid.
- 4.55 The Core Strategy DPD and the Town Centres, Retail and Leisure Allocations DPD will need to take account of these proposals.

Neptune, New Brighton

- 4.56 Planning permission for a major mixed-use, leisure-based re-development on the waterfront at New Brighton was approved, following notification to the Secretary of State, in November 2007. The redevelopment and extension of the Floral Pavilion is now almost complete. Planning applications for Phase 2, to the north of Marine Promenade, are expected to be submitted in early 2009.
- 4.57 The Core Strategy DPD and the Town Centres, Retail and Leisure Allocations DPD will need to take account of these proposals.

West Kirby/Hoylake Master Plan

- 4.58 A non-statutory master plan for the regeneration of Hoylake and West Kirby was approved by the Council in November 2004, as part of the build up to the return of the Open Championship. An initial package of improvements was delivered prior to the Championship in 2006. Further projects, including re-developments at West Kirby Concourse, West Kirby Sailing School, Thurstaston Visitor Centre and other environmental improvements to the public realm, promenades and open spaces, are ongoing.
- 4.59 The Council has also been investigating the concept of providing a Golf Resort linked to the Royal Liverpool Golf Course, in the area of open land to the east of the railway. The concept is supported by the North West Development Agency. Further technical work, to identify the optimum location for such a facility, has been completed and expressions of interest are now being sought from the market. The findings will be used to inform the content of the Core Strategy DPD.

5 MONITORING PLAN PREPARATION

- 5.1 This section of the AMR compares the progress achieved in the preparation of individual Local Development Documents against the milestones set out in the Local Development Scheme for Wirral. It identifies the changes that may be needed to keep the Local Development Scheme up-to-date.

Local Development Scheme

- 5.2 The Local Development Scheme (LDS) is a statutory document setting out the Council's programme for the preparation of Local Development Documents. The LDS for Wirral is normally reviewed annually, following the submission of the AMR.
- 5.3 The first LDS for Wirral, approved by the Secretary of State in March 2005, came into effect in May 2005. The first Scheme provided for the preparation of a Statement of Community Involvement, four Development Plan Documents and four Supplementary Planning Documents. It also indicated the intention to include a joint Merseyside Waste Development Plan Document and a further Supplementary Planning Document for parking, once further preparatory work had been completed.
- 5.4 The first review of the LDS, approved in May 2006, brought forward the proposals to prepare the Joint Waste Development Plan Document and the Supplementary Planning Document for parking but withdrew the intention to prepare the SPD for Cammell Lairds⁸. Further amendments to the LDS were approved in December 2006, to allow for the inclusion of Halton in the joint Waste Development Plan Document, before formal work began.
- 5.5 The latest review, approved in April 2007, can be viewed at <http://www.wirral.gov.uk/LGCL/100006/200074/856/LDSReviewFinalJuly07.pdf>
- 5.6 The LDS was not reviewed during 2008 because of the changes being introduced in response to the Planning White Paper – Planning for a Sustainable Future, which has led to changes in national policy and legislation; and the Housing Green Paper – Homes for the Future, which has revised the national approach to housing provision, including the Growth Point and Eco-Towns programmes. The Planning Bill is expected to obtain Royal Assent in December 2008.
- 5.7 The LDS will be reviewed following the publication of this Annual Monitoring Report to take these changes into account.

⁸ The Cammell Lairds Shipyard in Tranmere has now been acquired by Peel Holdings and is likely to remain in employment based, port-related uses

- 5.8 The current LDS provides for the preparation of five Development Plan Documents and progress on each of these items is set out below. The purpose of the revised Scheme was to prioritise the preparation of the Core Strategy Development Plan Document.

Statement of Community Involvement

- 5.9 A Statement of Community Involvement (SCI) is a statutory document that sets out local standards for community involvement in planning decisions, both as part of the Local Development Framework and in making decisions on individual planning applications.
- 5.10 The SCI for Wirral was adopted in December 2006.
- 5.11 The changes set out in national Regulations mean that the SCI will need to be reviewed, which will need to be brought forward in a future review of the LDS.

Development Plan Documents

- 5.12 A Development Plan Document (DPD) is a statutory document that will become part of the Development Plan for the Borough.
- 5.13 The LDS for Wirral provides for the preparation of a Core Strategy DPD; three site-specific DPDs for Housing Allocations; Employment Allocations; and Town Centres, Retail and Leisure Allocations; and for the Council's ongoing involvement in the preparation of a Joint Merseyside Waste DPD:

Core Strategy DPD

- 5.14 The Core Strategy DPD will set the overall planning framework for future development in the Borough for the next 15 to 20 years. It will include the vision for the area, strategic objectives, core policies and a framework for monitoring and implementation.
- 5.15 The Core Strategy will replace the strategic and generic criteria based policies in the UDP. A list of the policies likely to be affected is set out in an Annex to the LDS, which can be viewed at <http://www.wirral.gov.uk/LGCL/100006/200074/856/LDSAnnexFinalJuly07.pdf>
- 5.16 Following good early progress, the preparation of the Core Strategy has been delayed by the need to meet evidence requirements which were initially expected to apply to the later site-allocations stages of the Local Development Framework.
- 5.17 Table 4 sets out progress against the milestones set out in the current LDS:

Table 4 – Core Strategy Development Plan Document

Stage	Target Milestone	Delivery
Commenced	July 2005	SEA consultation letters sent August 2005
Initial Consultation	October 2005	SWOT Analysis - October to December 2005 Public Workshops - November 2006 Additional consultation with under-represented groups – June to September 2007
Sustainability Appraisal Scoping Report	July 2006	SEA determination July 2006 Consultation on draft SA Scoping Report July 2006 Cabinet approval of revised SA Scoping Report July 2007
Consultation on Issues and Objectives	n/a	Now expected January 2009
Consultation on Spatial Options	n/a	Now expected July 2009
Consultation on Preferred Options	March 2008	To be confirmed in the forthcoming review of the Local Development Scheme
Publication of Draft Strategy	n/a	
Submission to Secretary of State	October 2008	
Pre-Examination Hearing	February 2009	
Examination Hearing	April 2009	
Inspectors Report	September 2009	
Adoption	October 2009	

5.18 While indicative dates have been shown for the next two stages in the preparation of the Core Strategy, revised dates have not been shown for future stages to adoption pending the outcome of the review of the Local Development Scheme. Project management support is being received from the Planning Advisory Service to map out these future stages in more detail.

Initial Consultation

5.19 Initial consultation to identify strengths, weaknesses, opportunities, threats and local needs was carried out in October 2005. A report of Initial Consultation was published in July 2006. A further round of consultation was undertaken to test and prioritise these results. Public

workshops were undertaken in November 2006 and a draft Second Report of Initial Consultation was sent to participants for comment in January 2007. Further work to include people representing the mid-Wirral settlements, younger people, BME groups and disabled people, who had not previously commented at the earlier stages, was completed during summer 2007.

- 5.20 The next stage of public consultation will confirm the issues that will be covered in the Core Strategy and the objectives that should be pursued. This will be followed by consultation on the spatial options for the emerging Strategy.

Evidence Base

- 5.21 The majority of the current monitoring year has been involved in progressing the additional studies necessary to ensure that Core Strategy could be declared sound at the end of the plan preparation process.
- 5.22 The need to expand the evidence base in advance of the Core Strategy DPD was identified in the previous AMR, in response to the early experience of other authorities attempting to move through the new Development Plans system to public examination. Cabinet agreed funding to bring forward a series of studies in January and March 2007. Key stakeholders were notified in April 2007 and initial consultation on the sites and information to be considered was completed during May 2007.
- 5.23 Table 5 sets out progress so far and the documents that are likely to be affected by their findings:

Table 5 – Evidence Base

Study	Commissioned	Current Status	Documents Affected
Strategic Housing Needs Assessment	March 2006	Reported February 2008	UDP Section 6 Core Strategy DPD Housing DPD
Merseyside Gypsy and Travellers Accommodation Assessment	June 2007	Completed February 2008	UDP Section 6 Core Strategy DPD Housing DPD
Cultural Services Forward Plan (including Open Spaces and Recreation Audit)	July 2007	Reported October 2008 Open Space Audit to be reported separately	UDP Sections 8,9 & 10 Core Strategy DPD
Employment Land and Premises	September 2007	Final report expected early 2009	UDP Sections 5 & 16 Core Strategy Employment DPD Town Centres &c DPD

Study	Commissioned	Current Status	Documents Affected
Strategic Flood Risk Assessment	October 2007	Final report expected early 2009	UDP Sections 19 & 20 Core Strategy DPD All Allocations DPDs
Merseyside Minerals Study	February 2008	Completed September 2008	UDP Section 18 Core Strategy DPD
Town Centres, Retail and Leisure	March 2008	Final report expected early 2009	UDP Sections 9, 10 & 16 Core Strategy DPD Town Centres &c DPD
Wildlife Sites and Biodiversity Audit	April 2008	Final report expected early 2009	UDP Section 13 Core Strategy DPD All Allocations DPDs
Social and Community Infrastructure	May 2008	Ongoing	UDP Sections 9, 10 & 16 Core Strategy DPD Town Centres &c DPD
Landscape Character Assessment	June 2008	Final report expected early 2009	UDP Sections 7, 8, 12 & 14 Core Strategy DPD All Allocations DPDs
Habitats Regulation Assessment (AA)		Expressions of Interest invited November 2007 Brief in preparation	UDP Section 13 Core Strategy DPD All Allocations DPDs
Strategic Housing Land Availability Assessment	To be jointly commissioned with Liverpool City Council and the Mersey Heartlands Growth Point	Brief in preparation	UDP Section 6 Core Strategy DPD Housing DPD

5.24 The findings of each study will be reported to Cabinet and published for public consultation before being included within the emerging Core Strategy DPD. Consultation on the results of the studies is expected to be completed by mid-2009.

5.25 Cabinet on 27 November 2008 will consider the principle of preparing an additional study to assess the capacity of the Borough to generate renewable energy.

Implications

5.26 The advanced preparation of a site-specific evidence base has significantly delayed progress on the Core Strategy DPD.

5.27 The timetable for the preparation of the Core Strategy DPD will need to be revised, to reflect the timetable for the completion of the evidence base, establish issues and objectives, assess alternative spatial

options and accommodate the additional pre-submission publication of a draft Core Strategy in line with the 2008 Regulations.

- 5.28 The programme for the preparation of the Core Strategy DPD is now 15 months later than envisaged in the last review of the LDS approved in April 2007.

Housing Allocations; Town Centres, Retail & Leisure Allocations; and Employment Allocations DPDs

- 5.29 Site-specific DPDs are intended to set out the allocations of land for future development necessary to deliver the Core Strategy. The three DPDs programmed will up-date and replace the allocations and designations contained within UDP Section 5 – Economy and Employment, UDP Section 6 - Housing, UDP Section 9 – Sport and Recreation, UDP Section 10 –Tourism and Leisure and UDP Section 16 - Shopping.
- 5.30 The timetable for the preparation of these Documents had been set to follow key milestones in the preparation of the Core Strategy DPD.
- 5.31 Formal commencement did not begin in March 2008, as previously scheduled, because of the need to complete the evidence base for the Core Strategy DPD. Work on site allocation DPDs can only be accelerated once this evidence has been received and evaluated.

Implications

- 5.32 National policy requires the Council to reconsider the justification for preparing additional site-specific DPDs in the LDS⁹. The final decision will be influenced by the scope of the newly introduced possibility to include strategic sites within the Core Strategy DPD¹⁰.
- 5.33 Any revisions will need to be reflected in the review of the LDS.

Joint Merseyside Waste DPD

- 5.34 The Joint Merseyside Waste DPD will replace the policies and proposals contained within UDP Section 17 – Waste Management. Evidence from the Joint Waste DPD will also be used to inform the emerging Core Strategy DPD.
- 5.35 The preparation of the Joint Merseyside Waste DPD is being managed on behalf of the Greater Merseyside districts by the Merseyside Environmental Advisory Service. Formal commencement was initially delayed from April to December 2006, to allow Halton to be included in the Joint DPD.

⁹ PPS12 (2008) paragraph refers

¹⁰ PPS12 (2008) paragraph 4.6 refers

- 5.36 Table 6 sets out progress against the milestones set out in the approved LDS:

Table 6 – Joint Merseyside Waste Development Plan Document

Stage	Target Milestone	Delivery
Commenced	December 2006	December 2006
Sustainability Appraisal Scoping Report	December 2006	December 2006
Issues and Options Report	February 2007	March 2007
Spatial Strategy and Sites Report	n/a	November 2008
Consultation on Preferred Options	January 2008	Now expected May 2009
Publication of Draft DPD	n/a	January 2010
Submission to Secretary of State	September 2008	Now expected March 2010
Pre-Hearing Meeting	March 2009	Now expected May 2010
Examination Hearing	May 2009	Now expected July 2010
Inspectors Report	November 2009	Now expected January 2011
Adoption	April 2010	Now expected April 2011

- 5.37 Public consultation on the Issues and Options for the Joint Waste DPD was completed in April 2007. Additional consultation on a Spatial Strategy and Sites Report will now take place in November 2008.
- 5.38 A revised timetable, taking account of the changes brought in by the 2008 Regulations, is being considered by the Waste DPD Steering Group. The target date for adoption is now expected to be April 2011.

Implications

- 5.39 The final revised timetable for the preparation of the Joint Waste DPD will need to be reflected in the review of the LDS.
- 5.40 The target date for adoption is now twelve months later than envisaged in the last review of the LDS in April 2007.

Area Action Plans

- 5.41 No Area Action Plans have yet been identified for preparation in Wirral.

Supplementary Planning Documents

- 5.42 A Supplementary Planning Document (SPD) is a statutory document that can be a material consideration in decisions on individual planning applications.
- 5.43 SPDs to provide additional guidance on pressing local issues arising from New Flat Development, Food and Drink in Town Centres, and Telecommunications Apparatus were adopted in October 2006. An additional SPD, to up-date the Borough's maximum standards for car parking, was adopted in June 2007.
- 5.44 Work on additional SPDs has been postponed to allow progress on the Core Strategy DPD.

Sustainability Appraisal Framework

- 5.45 Development Plan Documents and Supplementary Planning Documents must be made subject to a statutory sustainability appraisal (SA).
- 5.46 A Sustainability Appraisal Framework for Wirral (SAF) was adopted, following public consultation, to ensure a consistent approach to the SA of each individual Document. The July 2006 version of the SAF was used as the basis for the SAs of the first four adopted SPDs. A Sustainability Appraisal Panel was appointed in October 2006, to provide independent scrutiny of the Council's SA processes.
- 5.47 The SAF was amended in July 2007, when the scope of the SA for the Core Strategy DPD was considered, to ensure that a consistent up-to-date approach could be maintained.
- 5.48 The final Scoping Report for the Core Strategy SA can be viewed at <http://www.wirral.gov.uk/minute/viewagenda.asp?mtg=2266#11>

Habitats Regulations Assessment

- 5.49 There is an additional requirement to undertake an appropriate assessment (AA) of proposals to be contained within a DPD or SPD to test their likely impact on sites of international importance for nature conservation, including sites outside the Borough boundary. This is likely to include designated inland and coastal waters in North Wales.
- 5.50 The AA will need to be undertaken as a separate study, alongside each Document, as each Document is prepared, in line with national and European advice.

- 5.51 Expressions of interest to undertake the AA for the Core Strategy DPD were invited in November 2007, as part of the Request for Quotation for the Biodiversity Audit. A separate commissioning process will be undertaken when further progress has been made on the Core Strategy DPD.

Local Development Orders

- 5.52 The power to make a Local Development Order to extend permitted development rights, introduced by the Planning and Compulsory Purchase Act 2004, was enacted in April 2006.
- 5.53 There were no Local Development Orders in force in Wirral during 2007/08.

6 MONITORING POLICY IMPLEMENTATION

- 6.1 This section of the AMR sets out the extent to which the policy priorities for the area are being achieved and concentrates on the Borough's performance in terms of the Core Output Indicators set out in national advice, alongside some broader contextual information drawn from nationally published data sets.
- 6.2 The Core Output Indicators are intended to allow for the consistent nation-wide reporting of local performance, using a clearly identified set of definitions over a common timeframe. The broader contextual information has been selected by the Council, based on common and regularly updated datasets, to illustrate the background against which local performance is to be considered.
- 6.3 Information related to national Core Output Indicators is indicated by a footnote in the relevant tables.
- 6.4 A summary of the main implications for future policy development is also provided at the end of each sub-section.
- 6.5 Revisions to the national Core Output Indicators were published by the Government in July 2008¹¹, part way through the monitoring year for this AMR. The data provided in this section of the AMR has been re-configured, wherever possible, to comply with the new requirements but a full report to the new format will only be possible in the following AMR.
- 6.6 As this is the fourth AMR published by the Council under the Planning and Compulsory Purchase Act, this AMR has begun to include additional tables illustrating some of the longer term trends operating over the period since 2004/05. This longer-term trend analysis will be further augmented in future AMRs.
- 6.7 Monitoring against the new spatial priority areas identified in the latest Regional Spatial Strategy will not be reported until the next AMR¹².

Business Development and Town Centres

- 6.8 The general economic context in Wirral continues to be characterised by poor economic performance:

Table 7 - Gross Value Added (GVA)¹³

GVA per Capita (£)	1995	2003	2004	2005	Change 2004-2005
Wirral	£6,446	£9,492	£9,861	£10,115	2.6%

¹¹ Core Output Indicators Update 2/2008 (CLG, July 2008)

¹² AMR paragraph 4.4 refers

¹³ TMP Merseyside Economic Review 2008

GVA per Capita (£)	1995	2003	2004	2005	Change 2004-2005
Merseyside	£7,716	£11,858	£12,436	£12,784	2.8%
North West	£9,891	£14,368	£15,109	£15,571	3.1%
UK	£11,094	£16,682	£17,577	£18,205	3.6%

6.9 Growth in GVA per capita in Wirral has continued to be slower than the national, regional and sub-regional averages both between 2004 and 2005 and over the longer term since 1995. GVA per capita for Wirral in 2005 was still over 40% lower than the UK average.

Table 8 – Total Employees

Total Employees (2006)	Change 2005-2006 (percentage) ¹⁴	Part Time ¹⁵ (percentage)	Job Density ¹⁶
Wirral	- 1.8%	36.9%	0.68
Merseyside	- 0.7%	33.7%	0.78
North West	+ 0.8%	31.1%	0.85
Great Britain	- 0.7%	31.1%	0.88

6.10 There were 96,400 employee jobs in Wirral in 2006, down by almost 2% since 2005. A higher proportion of jobs were part-time, compared with the averages for Merseyside, the North West and Great Britain. The job density in Wirral, the ratio of total jobs to working-age population, also remains lower than national, regional and sub-regional averages.

Table 9 - Employee Jobs by Industry¹⁷

Percentage of Employee Jobs (2006)	Wirral	Merseyside	North West	Great Britain
Manufacturing	11.4%	9.2%	12.5%	10.9%
Construction	4.3%	4.2%	5.0%	4.8%
Services	83.7%	86.4%	81.7%	82.9%
Distribution, hotels, restaurants	23.9%	22.2%	23.9%	23.5%
Transport and communications	3.4%	5.4%	6.0%	5.9%
Finance, IT, other business activities	15.7%	17.3%	19.2%	21.2%
Public admin, education, health	36.2%	36.6%	27.8%	26.9%

¹⁴ Merseyside Economic Review 2008, Data Annex, ONS Annual Business Inquiry, Total Employees

¹⁵ Nomis ONS Annual Business Inquiry Employee Analysis, Employee Jobs (excluding self-employed, government-supported trainees and HM Forces)

¹⁶ Nomis ONS jobs density, including employees, self employed, Government supported trainees and HM Forces, to the working age population

¹⁷ Nomis ONS Annual Business Inquiry Employee Analysis (2006)

Percentage of Employee Jobs (2006)	Wirral	Merseyside	North West	Great Britain
Other services	4.6%	4.9%	4.7%	5.3%
Tourism-related ¹⁸	8.8%	8.1%	8.6%	8.3%

- 6.11 Wirral has a high proportion of employee jobs in services, in line with national patterns of employment. There is, however, a higher than average proportion of jobs provided in public administration, education and health and a lower representation of jobs in finance, information technology and other business activities.

Table 10 - VAT Registered Businesses¹⁹

VAT Registrations (end of year 2006)	New Registrations (percentage of end of year stock)	De-Registrations (percentage of end of year stock)	Business Density (per thousand adult population)
Wirral	9.8%	7.3%	22.8
Merseyside	10.0%	7.8%	23.0
North West	9.6%	7.3%	33.1
Great Britain	9.4%	7.4%	40.4

- 6.12 The number of VAT registered businesses in Wirral at the end of 2006 was 5,835, 5% higher than at the end of 2005. New registrations were slightly ahead of regional and national rates. Overall business densities remain significantly below national and regional levels.

Table 11 - Economic Activity 2007²⁰

percentage of working age population	Economically active	In employment (employees)	In employment (self-employed)	Economically inactive
Wirral	76.4%	64.3%	6.5%	23.6%
Merseyside	73.3%	61.1%	6.3%	26.7%
North West	76.8%	64.1%	7.7%	23.2%
Great Britain	78.6%	64.6%	9.3%	21.4%

- 6.13 Economic activity in Wirral rose from 73.9% in 2006 to 76.4% in 2007. 147,300 people from the local working age population were economically active in 2007, with 137,800 people in employment including 12,800 self employed. The number of people who were economically inactive reduced by 9%, from 47,500 in 2006 to 43,100 in 2007²¹.

¹⁸ Tourism consists of industries that are also part of the services industry

¹⁹ Nomis DTI Small Business Service VAT Registered Businesses (2006)

²⁰ Nomis ONS Annual Population Survey (Jan to Dec 2007)

²¹ Nomis ONS Annual Population Survey (Jan to Dec 2007)

Table 12 - Household Incomes²²

Average Household Income (£)	2004	2005	2006	2007
Wirral	£28,034	£28,326	£29,800	£31,232
Sefton	£25,839	£29,018	£29,500	£30,932
St Helens	£26,821	£27,868	£29,100	£30,795
Liverpool	£22,511	£25,251	£26,800	£28,239
Knowsley	£22,591	£25,238	£26,600	£28,286
United Kingdom	£29,374	£31,000	£32,342	£33,706

- 6.14 Average household incomes in Wirral continue to be among the highest in Merseyside and rose by 5% in the year to 2007 ahead of UK growth at 4%.

Table 13 - Average Weekly Earnings²³

Average Weekly Earnings 2007 (£)	Gross Weekly Pay by Workplace (Full-time workers)	Gross Weekly Pay by Residence (Full-time workers)
Wirral	£406.7	£430.6
Merseyside	£426.6	£425.7
North West	£434.2	£432.7
Great Britain	£458.6	£459.0

- 6.15 Average weekly earnings for employees working within Wirral remained below national, regional and sub-regional levels and below the average weekly earnings for employees living in Wirral. This is likely to have a continued impact on journeys to work and on the earning power of less mobile residents.

Table 14 - Benefit Claimants

Claimants (percentage of working age population)	Key Benefit Claimants (May 2008) ²⁴	JSA Claimants (October 2008) ²⁵
Wirral	20.8%	3.7%
Merseyside	22.5%	4.5%
North West	17.3%	3.0%
Great Britain	13.9%	2.6%

²² Pathways Impact Monitoring Report (2007/08)

²³ Nomis ONS Annual Survey of Hours and Earnings – Workplace and Resident Analyses (2007)

²⁴ Nomis DWP Benefit Claimants Working Age Client Group (May 2008)

²⁵ Nomis ONS Jobseekers Allowance Claimants (September 2008)

- 6.16 In May 2008, 38,060 working age residents in Wirral were claiming one or more key DWP benefits, including bereavement benefit, carers allowance, disability living allowance, incapacity benefit, severe disablement allowance, income support, jobseekers allowance and widows benefit, ahead of national and regional averages.
- 6.17 In October 2008, 6,811 people in Wirral were available for and actively seeking work as claimants for Jobseeker's Allowance, again, ahead of national and regional averages. The highest rates continued to be focussed in the east of the Borough, in the Wards of Birkenhead & Tranmere, Bidston & St James and Seacombe.
- 6.18 The contrast between higher than average benefit dependency and high average household incomes demonstrates the continued range of economic disparity in the Borough.

Table 15 - Business Floorspace²⁶

Floorspace (thousand square metres)	April 2005	April 2006	April 2007
Offices	275	281	283
Industrial	1,170	1,070	1,070
Warehousing	481	476	478
Total	1,827	1,827	1,831

- 6.19 The overall total of business floorspace in Wirral, rose slightly to April 2007. The amount of office floorspace (Use Class B1) has continued to increase, while the amount of industrial floorspace (Use Class B2) remained stable.
- 6.20 The average vacancy rate for industrial property in Wirral has remained at 11% for the year to March 2005, unchanged since March 2001, ahead of averages for the North West (10%) and England (9%)²⁷.
- 6.21 Valuation Office Agency (VOA) reported data for Birkenhead shows:
- Industrial land values in Birkenhead ranged from £220k to £300k per hectare compared with Liverpool at £200k to £375k per hectare;
 - Industrial capital values per square metre were ahead of Liverpool for all types of unit, including starter units (at £600 compared with £575 in Liverpool), nursery units (at £500 compared with £400), smaller industrial and warehouse units (at £450 compared with £380) and larger industrial and warehouse units (at £450 compared with £330); and

²⁶ CLG VOA Commercial and Industrial Floorspace and Rateable Value Statistics

²⁷ TMP Merseyside Economic Review 2007, Figure 8.2b CLG Commercial and Industrial Property Vacancy Statistics 1998/99 to 2004/05

- Industrial rental values were also ahead of Liverpool, for all but starter units (at £60 compared with £63 per square metre in Liverpool)²⁸.

6.22 A higher than average proportion of Wirral's factory, office and warehouse stock originates from between 1940 and 1970. While the percentage of stock built since 1990 has begun to draw slightly ahead of national and regional averages, the proportion of stock built between 1971 and 1990 was comparatively low²⁹.

Local Strategies

6.23 The Full Employment Strategy for Wirral, adopted in May 2007, seeks to increase the local employment rate to 76% by placing an additional 9,500 people into employment by 2012.

6.24 The Wirral Enterprise Strategy for Wirral, also adopted in May 2007, estimated that up to 2,500 new VAT registered firms would be needed to reach the North West average and that this would require an additional 130,000 square metres of office floorspace (Use Class B1) and an additional 83,600 square metres of industrial floorspace (Use Class B2).

Table 16 - Amount of Floorspace Developed by Type and Location (1 April 2007 to 31 March 2008)

Floorspace (square metres)	Use Class B1(a)	Use Class B1(b)	Use Class B1(c)	Use Class B2	Use Class B8	Total Floorspace
Total completed floorspace	3,801	Nil	Nil	12,797	Nil	16,598
Completed on previously developed land	3,801	Nil	Nil	7,769	Nil	11,570
Percentage on previously developed land	100%	Nil	Nil	61%	Nil	70%
National Core Output Indicators BD1 (part) and BD2						

6.25 The total amount of new employment floorspace completed in Wirral during 2007/08 was 16,598 square metres, down by 25% on 2006/07. The amount of completed new office floorspace (Use Class B1(a)) halved, from 8,542 square metres in 2006/07. The proportion of employment development completed on previously developed land, nevertheless, rose to 70%, from 41% in 2006/07.

²⁸ VOA Property Market Report - Capital and Rental Values at 1 July 2008

²⁹ TMP Merseyside Economic Review 2007 Data Annex, Section 8, Figure 6

- 6.26 Projects to provide 7,406 square metres of office floorspace (Use Class B1) and 15,450 square metres of industrial floorspace (Use Class B2) had commenced on site during the reporting period.

Table 17 - Amount of Floorspace Developed by Type and Location (1 April 2004 to 31 March 2008)

Completed floorspace (square metres)	2004/05	2005/06	2006/07	2007/08
Use Class B1(a)	961	4,857	8,542	3,801
Use Class B1(b)	Nil	Nil	Nil	Nil
Use Class B1(c)	Nil	Nil	Nil	Nil
Use Class B2	23,497	24,407	13,576	12,797
Use Class B8	Nil	Nil	53	Nil
Total Floorspace	24,458	29,264	22,171	16,598

- 6.27 Table 17 shows the changing trend over time.
- 6.28 National Core Output Indicator BD1 now requires separate figures for gross and net additional floorspace, including changes from demolitions, conversions and changes of use³⁰. Information to the new format will not be available until next year's AMR.

Table 18 - Employment Land Available by Type (1 April 2008)

Land area (hectares)	Twelve Quays SRS ³¹	WIBP SRS ³²	Borough Total
Allocated for B1 Uses ³³	Nil	Nil	1.50
Allocated for B1, B2 and B8 Uses ³⁴	3.29	25.21	87.27
Primarily Industrial Area (Use Classes B1, B2, B8) ³⁵	2.05	25.81	64.81
Dock Estate (Use Classes B1, B2, B8) ³⁶	6.05	Nil	36.72
Other land with permission for B1, B2 or B8 Uses	Nil	Nil	0.44

³⁰ Core Output Indicators Update 2/2008 (CLG, July 2008, page 8)

³¹ Birkenhead Twelve Quays Strategic Regional Site

³² Wirral International Business Park Strategic Regional Site, Bromborough

³³ Land allocated in the UDP under Proposal EM2 - Conway Park, is allocated for uses falling within Use Class B1

³⁴ Land allocated in the UDP under Proposal EM1 – Former Cammell Laird's Shipyard; Proposal EM3 – Land for General Employment Use; Proposal EM4 – Expansion Land for Existing Businesses; and Proposal EM5 – Land at Dock Road South, Bromborough, is allocated for uses falling within Use Class B1 and/or Use Class B2 and/or Use Class B8.

³⁵ UDP Policy EM8 provides for uses falling within Use Classes B1, B2 and B8 within Primarily Industrial Areas

³⁶ Land for port-related uses within the Dock Estates at Birkenhead and Eastham has been identified by Act of Parliament and is subject to permitted development rights. Policy EM10 of the UDP, which provided for uses falling within Use Classes B1, B2 and B8 to be permitted within the Dock Estates, was removed from the Development Plan as a result of the Direction issued by the Secretary of State in September 2007.

Land area (hectares)	Twelve Quays SRS ³¹	WIBP SRS ³²	Borough Total
Total	11.39	51.02	190.74
National Core Output Indicator BD3			

- 6.29 The UDP for Wirral set aside 1120 hectares of land for employment uses across the Borough, with 277 hectares within the Dock Estates, 658 hectares within the Primarily Industrial Areas and 185 hectares on allocated Employment Development Sites, of which just under half still remain undeveloped.
- 6.30 The amount of employment land available in Wirral at 1 April 2008 amounted to 18% of the total area set aside. The total has gradually reduced from 221.5 hectares in 2004/05.

Policy Implications

- 6.31 Planning policy, on its own, is not able to create a thriving economy. Alongside other strategies and initiatives, it can, however, assist in creating the conditions for future growth.
- 6.32 The Employment Land and Premises Study will play a key role in assessing the attractiveness of the Borough's existing offer, to identify a future supply that will be capable of attracting and retaining new investment and employment and that will assist with the delivery of wider objectives related to social inclusion and sustainable travel.

Town Centres

- 6.33 Wirral has nine Key Town Centres and fourteen Traditional Suburban Centres. The principal Town Centre is Birkenhead. There are out-of-centre retail developments at Bidston, Bidston Moss, Tranmere, Upton, Woodchurch and Bromborough. These centres are designated on the UDP Proposals Map.

Table 19 - Retail, Office and Leisure Development Completions (1 April 2007 to 31 March 2008)

Floorspace (square metres)	Use Class B1(a)	Use Class A1 (gross)	Use Class A1 (sales)	Use Class A2	Use Class D2
Amount of completed development	3,801	10,366	7,844	Nil	4,044
Amount of completed development in town centres ³⁷	1,042	6,821	4,534	Nil	585

³⁷ Key Town Centres and Traditional Suburban Centres

Floorspace (square metres)	Use Class B1(a)	Use Class A1 (gross)	Use Class A1 (sales)	Use Class A2	Use Class D2
Percentage of completed development in town centres	27%	66%	58%	Nil	14%
National Core Output Indicator BD4 (part)					

- 6.34 There was a significant increase in completed new retail (Use Class A1) and leisure (Use Class D2) floorspace during 2007/08.
- 6.35 The increase in new retail floorspace also saw a significant increase in the proportion of floorspace developed within town centres, with major investments at Tesco Express at Seacombe, Marks and Spencers Simply Food in Heswall and Aldi in Prenton.
- 6.36 The low proportion of new leisure floorspace in town centres was accounted for by the completion of a JJB health and fitness centre, which replaced the nightclubs at the out-of-centre South Wirral Retail and Leisure Park.

Table 20 - Amount of Floorspace Developed by Type and Location (1 April 2004 to 31 March 2008)

Completed floorspace (square metres)	2004/05	2005/06	2006/07	2007/08
Use Class A1 (gross) (percentage in town centres)	4,963 (36%)	5,363 (11%)	2,385 (28%)	10,366 (66%)
Use Class A1 (sales) (percentage in town centres)	4,239 (28%)	4,602 (8%)	1,786 (28%)	7,844 (58%)
Use Class A2 (percentage in town centres)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Use Class B1(a) (percentage in town centres)	961 (0%)	4,857 (0%)	8,542 (0%)	3,801 (27%)
Use Class D2 (percentage in town centres)	522 (0%)	5,594 (8%)	488 (34%)	4,044 (14%)

- 6.37 Table 20 shows the changing trend over time.
- 6.38 National Core Output Indicator BD4 now requires separate figures for gross and net additional floorspace, including changes from demolitions, conversions and changes of use³⁸. Information to the new format will not be available until next year's AMR.

Policy Implications

³⁸ Core Output Indicators Update 2/2008 (CLG, July 2008, page 11)

- 6.39 The proportion of completed out-of-centre development in Wirral reveals the ongoing tension between the provision of high quality modern facilities and the capacity of older existing centres to accommodate them.
- 6.40 The challenge for the future will be to continue to provide modern facilities to retain local spending, while continuing to support urban renaissance and more sustainable travel patterns. The Town Centres, Retail and Leisure Study and the Employment Land and Premises Study, will examine the feasibility of accommodating additional retail, office and leisure uses in town centres.

Housing

- 6.41 The Wirral population has continued to reduce from 311,200 in mid-2006 to 310,200 by mid-2007³⁹. The vast majority of this change is due to migration. The average rate of out-migration of 800 per year between mid-2001 and mid-2006⁴⁰ has increased to 900 between mid-2006 and mid-2007⁴¹.
- 6.42 Previous projections had expected the Wirral population to be 3,800 higher by 2006 and to grow by 3% to 2029:

Table 21 - Population Projections⁴²

People (Thousands)	2006	2007	2008	2009	2014	2019	2024	2029
Wirral	314.0	314.3	314.5	314.7	316.5	319.1	321.7	323.4
Merseyside	1356.8	1355.6	1354.1	1353.0	1349.7	1350.4	1352.0	1351.7

- 6.43 The long term trend, since 1995, has been for the number of retired people in Wirral to increase, while the number of people of working age and the young decline. The Mid-Year Estimates, which were re-based in 2006, show that these trends are continuing:

Table 22 - Population Change⁴³

Mid Year Population (People)	Young People (0-15 years)	Working Age (males 16-64 females 16-59)	Retired (males 65 & over females 60 & over)	Non-White British (percentage of total population)
2007	59,500	183,300	67,400	n/a
2006	60,300	184,200	66,700	n/a
2005	56,800	198,500	57,700	4.5%

³⁹ ONS Mid Year Estimates

⁴⁰ ONS Migration Indicators by Local Authority Areas in England & Wales Mid-2001 to Mid-2006

⁴¹ ONS Components of population change Table 10

⁴² ONS Revised 2004-based Sub National Population Projections

⁴³ ONS Mid-Year Population Estimates

Mid Year Population (People)	Young People (0-15 years)	Working Age (males 16-64 females 16-59)	Retired (males 65 & over females 60 & over)	Non-White British (percentage of total population)
2004	57,600	197,900	57,600	4.2%
2003	58,400	197,900	57,500	4.0%
2002	59,400	197,500	57,400	3.7%

6.44 The population of non-white British continued to increase slowly in Wirral, to 4.5% in mid-2005, from 4.2% in mid-2004, compared to 15.3% for England as a whole⁴⁴.

6.45 Prior to the Mid-Year Estimate for 2006, the number of households in Wirral had been forecast to grow by 14% or 20,000 households, over the 20 years to 2026, behind the 20% increase expected across the country as a whole. The projections for Wirral have now been revised downwards to grow by only 17,000 households by 2029:

Total 23 - Household Projections⁴⁵

Households (thousands)	2006	2011	2016	2021	2026	2029
Wirral	137	141	145	150	153	154
Merseyside	591	613	636	657	674	682
North West	2,946	3,080	3,220	3,348	3,455	3,507
England	21,519	22,646	23,837	24,973	25,975	26,497

6.46 Wirral had 144,726 residential properties in April 2008. 85% were privately owned and 15% were owned by registered social landlords. The vacancy rate for 2008 rose slightly from 2005 and 2006, to 5%. The vast majority of vacancy is still within the private sector housing stock (90%). The target in RSS is 3%⁴⁶.

Total 24 - Dwelling Stock 2008⁴⁷

Dwelling Stock by Sector 2008 (number of dwellings)	Total Stock	Vacant	Vacant (Percentage)
Registered Social Landlord	22,193	708	3.2%
Other Public Sector	9	4	44%
Private Sector	122,524	6,471	5.3%

6.47 The Housing Stock Options Report for Wirral for 2006 estimated that up to 43% of owner occupied and private rented property was unlikely

⁴⁴ ONS Resident Population Estimates by Ethnic Group (2004 and 2005)

⁴⁵ ODPM 2004-based Sub Regional Household Projections (February 2008)

⁴⁶ RSS Policy L3 (September 2008)

⁴⁷ Wirral Housing Strategy Statistical Appendix (2008)

to meet the new Decent Homes Standard, compared with national estimates of 37% of private sector dwellings and the estimate for the region of 36% of occupied dwellings. The figure for Liverpool was 40% of occupied dwellings⁴⁸.

Table 25 - Average House Prices⁴⁹

Average House Prices (October to December 2007)	Wirral	Merseyside	North West
Overall	£160,995	£148,281	£137,987
Detached	£298,930	£277,483	£268,108
Semi-detached	£166,400	£158,890	£140,766
Terraced	£111,603	£107,290	£83,090
Flat/Maisonette	£129,452	£134,797	£131,050

- 6.48 Average house prices appeared to stop growing overall in Wirral between 2006 and 2007 but remained higher than the average for Merseyside for all but flats.

Table 26 - Changes in House Prices⁵⁰

Average House Prices (percentage change 2006-2007)	Wirral	Merseyside	North West
Overall	-0.6%	-1.2%	-9.9%
Detached	-4.5%	+0.5%	-2.7%
Semi-detached	+2.9%	-3.3%	-10.3%
Terraced	+2.3%	-5.7%	-22.7%
Flat/Maisonette	+12.0%	+1.0%	-3.0%

- 6.49 Below this overall analysis, the average price of terraced and semi-detached properties had nevertheless, continued to grow in Wirral, albeit slowly, while detached properties had dropped in value. By contrast, the local growth in flat prices continued to be strong. These changes were contrary to the wider trend within Merseyside, which saw declining average prices for all but flats.

⁴⁸ Liverpool House Condition and Energy Survey

⁴⁹ Land Registry House Prices (October to December 2007)

⁵⁰ Land Registry House Prices (October to December 2006 and 2007)

Table 27 - New Dwelling Requirements April 2008

Net Annual Average Dwelling Requirements	Total Net Housing Provision 2003-2021	Annual Average (number of net dwellings)	Net Completions (2003/04 - 2007/08)	Remaining	Implied Annual Average 2008/09 – 2020/21) ⁵¹
RSS (September 2008) Table 7.1	9,000	500	1,786	7,214	555
National Core Output Indicator H1					

6.50 Completions between April 2003 and March 2008 amounted to 3,235 new dwellings (gross) or 1,786 dwellings (net). This represents an annual average since April 2003 of 357 net new dwellings, 29% behind the RSS rate of housing provision for Wirral. This will require an annual average completion rate of 555 net new dwellings over the next thirteen years to deliver the RSS target of 9,000 net new homes by 2021.

6.51 Table 28 sets out the pattern of housing delivery in Wirral over the preceding five years and the most recent monitoring year:

Table 28 – Housing Delivery to 31 March 2008

Total Dwellings (number of dwellings)	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08
Gross New Build	591	581	440	442	606	639
Demolitions	450	212	419	277	215	230
Net New Build	141	369	21	165	391	409
Gross Conversions ⁵²	54	105	91	69	130	132
Net Conversions ⁵³	43	74	81	55	115	106
Total Gross Additional	645	686	531	511	736	771
Total Net Additional	184	443	102	220	506	515
Annual Average Net Additional Requirement	160 ⁵⁴	500 ⁵⁵	500	500	500	500
Difference from Net Additional Requirement	+24	-57	-398	-280	+6	+15
National Core Output Indicators H2(a) and H2(b) (part)						

⁵¹ Based on the assumption that all the identified supply at March 2007 will come forward to development

⁵² Includes conversions and changes of use

⁵³ Includes conversions and changes of use

⁵⁴ RPG13 Table 5.1

⁵⁵ RSS September 2008 Table 7.1

- 6.52 National Core Output Indicator H2(b) now requires separate figures for changes of use and conversions⁵⁶. Information to the new format will not be available until next year's AMR.
- 6.53 The Council introduced restrictions on planning permissions for new housing outside the NWMA⁵⁷ in December 2003. The area subject to restrictions was extended in October 2005, following public consultation, to focus investment into identified regeneration priority areas⁵⁸. The Council's Interim Planning Policy can be viewed at http://www.wirral.gov.uk/LGCL/100006/200074/485/content_0000039.html
- 6.54 Gross new build completions initially reduced but had risen again in 2006/07 and 2007/08, to over 600 units per annum, as development interests began to adjust to the restrictions. The Borough has, therefore, exceeded the new RSS requirement figure in two years since 2006/07, with these restrictions in place. Development on previously developed land continued to exceed the RSS target, which has now been raised to 80%.
- 6.55 The majority of demolitions in 2007/08 continued to occur within the HMRI Pathfinder Area (90%).

Table 29 - Dwellings Completed (1 April 2006 to 31 March 2008)

	NWMA ⁵⁹	IHPA ⁶⁰	HMRI ⁶¹	Borough
Total completed dwellings (gross)	723 (94%)	460 (60%)	140 (18%)	771
Percentage of new and converted dwellings on previously developed land	99%	100%	100%	99%
Percentage of new dwellings completed at less than 30 dwellings per hectare	7%	3%	1%	9%
Percentage of new dwellings completed at between 30 and 50 dwellings per hectare	12%	12%	1%	13%
Percentage of new dwellings completed above 50 dwellings per hectare	81%	85%	98%	78%
National Core Output Indicators H3 (part)				

- 6.56 The proportion of development taking place at densities below 30 dwellings per hectare continued to reduce, to 9% overall compared

⁵⁶ Core Output Indicators Update 2/2008 (CLG, July 2008, page 13)

⁵⁷ The North West Metropolitan Area, a regeneration priority area defined in RPG13, Policy SD1

⁵⁸ under the Council's Interim Planning Policy for New Housing Development (October 2005)

⁵⁹ The North West Metropolitan Area, a regeneration priority area defined in RPG13, Policy SD1

⁶⁰ The Interim Housing Policy Area, a regeneration priority area introduced by the Council's Interim Planning Policy for New Housing Development (October 2005)

⁶¹ Housing Market Renewal Initiative Pathfinder Area – a regeneration priority area designated by the Secretary of State in April 2002

with 51% during 2004/05. The proportion at densities over 50 dwellings per hectare, now at 78% overall, compares with 40% in 2004/05 and 69% in 2005/06.

- 6.57 Two-thirds (67%) of gross completions in Wirral during 2007/08 were flats, a slightly higher proportion than the previous year.
- 6.58 National Core Output Indicator H3 now requires separate figures for gross new build, changes of use and conversions⁶². Information to the new format will not be available until next year's AMR. The percentage of dwellings provided at different densities is no longer a national Core Output Indicator.

Table 30 – Trend in Dwellings Completed (1 April 2004 to 31 March 2008)

Total completed dwellings (gross)	2004/05	2005/06	2006/07	2007/08
Housing Market Renewal Area ⁶³	50 (9%)	72 (14%)	177 (24%)	140 (18%)
Interim Planning Policy Area ⁶⁴	101 (19%)	248 (49%)	354 (48%)	460 (60%)
North West Metropolitan Area ⁶⁵	260 (49%)	396 (77%)	652 (89%)	723 (94%)
West Wirral (Outside NWMA)	271 (51%)	115 (23%)	84 (11%)	48 (6%)
Total Borough	531	511	736	771

- 6.59 Table 30 shows how the pattern of development has changed across the Borough since April 2004.

Housing Land Supply

- 6.60 At 31 March 2008 the Borough's gross housing land supply was 3,494 units, down from 3,549 units at March 2007⁶⁶. The proportion on previously developed land remained stable at 97%. Planning permission for 1,890 dwellings (gross) had been granted during 2007/08, up from 1,331 dwellings in 2006/07⁶⁷.
- 6.61 A summary of the land supply position at April 2008, including data on demolitions, net change and windfall generation, can be viewed at

⁶² Core Output Indicators Update 2/2008 (CLG, July 2008, page 16)

⁶³ Housing Market Renewal Initiative Pathfinder Area – a regeneration priority area designated by the Secretary of State in April 2002

⁶⁴ The Interim Housing Policy Area, a regeneration priority area introduced by the Council's Interim Planning Policy for New Housing Development (October 2005)

⁶⁵ The North West Metropolitan Area, a regeneration priority area defined in RPG13, Policy SD1

⁶⁶ The dwelling capacity of new build sites under construction (1,512 units) and sites with planning permission but not started (1,732 units) plus future net gain from conversions at 50 units per year for five years (250 units).

⁶⁷ This figure does not differentiate between repeat applications and applications for variations of numbers and house types

[http://democracy.wirral.gov.uk/Published/C00000121/M00000351/AI00002030/\\$CABCS081106REP1C.docA.ps.pdf](http://democracy.wirral.gov.uk/Published/C00000121/M00000351/AI00002030/$CABCS081106REP1C.docA.ps.pdf)

Housing Trajectory

- 6.62 The Programme of Development submitted to the Government in October 2008 as part of the bid for the Mersey Heartlands Growth Point, included a revised housing trajectory for Wirral to 2017. A copy of the trajectory is provided at Appendix 3⁶⁸.
- 6.63 The trajectory shows housing supply in balance to 2017 with shortfalls in early years compensated by a higher rate of development in Wirral Waters towards the end of the period. The trajectory assumes an annual average rate of development over the period from Wirral Waters of 400 net new dwellings.
- 6.64 National Core Output Indicator H2(c) now requires figures to be provided for 15 years or to the end of the plan period, whichever is the longer⁶⁹. Information to the new format will not be available until next year's AMR.

Gypsies and Travellers

- 6.65 A new national Core Output Indicator has been introduced by the Government, to record the number of pitches provided for gypsies and travellers. The figures provided should include the number of new pitches completed and any existing pitches lost as a result of development or closure⁷⁰.
- 6.66 Wirral does not have any existing pitches for gypsies or travellers.

Table 31 – Net Additional Pitches for Gypsies and Travellers (1 April 2007 to 31 March 2008)

Number	Permanent Pitches	Transit Pitches
Number of pitches provided for gypsies and travellers	0	0
National Core Output Indicator H4		

- 6.67 The Merseyside Gypsy and Traveller Accommodation Needs Assessment, which was completed in February 2008, can be viewed at http://www.knowsley.gov.uk/resources/231065/qtaa_report.pdf.
- 6.68 The findings show a potential shortfall across Merseyside of up to 45 residential pitches and 10 transit pitches to 2016. A strategic approach to future provision was recommended. Wirral may need to

⁶⁸ National Core Output Indicators H2(c) (part) and H2(d)
⁶⁹ Core Output Indicators Update 2/2008 (CLG, July 2008, page 14)
⁷⁰ Core Output Indicators Update 2/2008 (CLG, July 2008, page 17)

accommodate up to 10 residential pitches. No accommodation needs were identified for travelling showpeople.

*Table 32 - Affordable Housing Completions
(1 April 2007 to 31 March 2008)*

Affordable Housing (number of dwellings)	Gross completions	Net change
Number of new social rented dwellings	34	-17
Number of new intermediate dwellings	Nil	Nil
Total number of new affordable dwellings	34	n/a
National Core Output Indicator H5 (part)		

- 6.69 The number of affordable housing completions has reduced from 170 new units in 2006/07. These dwellings were located in Beechwood (11 units), Moreton (10 units) and Spital (13 units).
- 6.70 The latest housing needs assessment, published by the Council in December 2007, indicated a larger than average population with needs for adapted, supported and extra care housing, emerging affordability issues in both east and west Wirral and an increasing demand for social housing. A 40% target for the provision of affordable housing in new housing development was recommended.
- 6.71 A full copy of the latest assessment can be viewed at [http://www.wirral.gov.uk/LGCL/100007/Strategic Housing Market Assessment Final Report.pdf](http://www.wirral.gov.uk/LGCL/100007/Strategic_Housing_Market_Assessment_Final_Report.pdf). The Technical Appendix can be viewed at [http://www.wirral.gov.uk/LGCL/100007/Strategic Housing Market Assessment Technical Appendix.pdf](http://www.wirral.gov.uk/LGCL/100007/Strategic_Housing_Market_Assessment_Technical_Appendix.pdf)
- 6.72 National Core Output Indicator H5 has been re-cast to include the number of dwellings provided through acquisitions as well as new development. Figures for net change are no longer required⁷¹. Information to the new format will not be available until next year's AMR.

Housing Quality

- 6.73 A new national Core Output Indicator has been introduced to show the level of quality of new housing development based on ratings against the Building for Life criteria developed by CABI⁷². Information for this Indicator will not be available until next year's AMR.

⁷¹ Core Output Indicators Update 2/2008 (CLG, July 2008, page 18)

⁷² Core Output Indicators Update 2/2008 (CLG, July 2008, page 19) Indicator H6

Policy Implications

- 6.74 The Interim Housing Policy has succeeded in focusing new homes into priority locations in Wirral. The reliance on brownfield windfalls has continued to prevent the need for the allocation of greenfield sites.
- 6.75 The principal challenge for the future will be how to deliver an increased level of building in Wirral without harming Housing Market Renewal, the character of established residential areas and travel patterns. The Core Strategy DPD and Housing Allocations DPD will need to ensure that new housing takes place in the most accessible locations, with a greater mix and type of specialist, affordable and market housing, to meet identified local needs.
- 6.76 Emerging policies will need to promote housing quality through the application of Building for Life criteria.

Environmental Quality

Flood Protection and Water Quality

- 6.77 Wirral has 31km of river. Data on water quality has not been up-dated since 2006:

Table 33 - River Water Quality in Wirral⁷³

Quality Assessment 2006 (percentage of river length)	Good	Fair	Poor	Bad
Chemical Quality	0%	13.5%	61.2%	25.3%
Biological Quality	0%	34.9%	65.1%	0%

- 6.78 The proportion of river classified as bad or poor for chemical quality had remained unchanged since 2005. The proportion classified as good in 2005 (8%) had, however, worsened to fair. The length of river classified as fair for biological quality had also worsened, from 69% in 2005 and the length classified as poor had increased from 31% in 2005.

*Table 34 – Consultations with the Environment Agency
(1 April 2007 to 31 March 2008)*

	Flood defence	Water quality
Number of unresolved objections to planning applications	Nil	Nil
National Core Output Indicator E1		

⁷³ DEFRA River Water Quality North West Local Authorities 1990 to 2006 (August 2007)

6.79 The Environment Agency did not submit any objections to planning applications in Wirral on water quality grounds during 2007/08 but submitted five objections to issues related to flooding⁷⁴. The Council did not grant any planning permissions contrary to the advice of the Environment Agency during 2007/08.

6.80 UDP Policy WA7 – Heswall Drainage Catchment Area, which restricted development likely to generate additional sewage within a defined area, has not been implemented since the completion of the improvements to the Target Road Waste Water Treatment Works.

Policy Implications

6.81 The main requirement for future policy development in Wirral is the completion of a Strategic Flood Risk Assessment. Further implications will only be known when this study has been completed.

6.82 No information is currently available on the implementation of sustainable urban drainage systems in Wirral. Anecdotal evidence suggests that difficulties in securing appropriate aftercare and maintenance agreements are continuing to discourage their use.

Biodiversity

6.83 Wirral contains a large number of international, national and local designations. Information on areas of particular significance for nature conservation in Wirral can be viewed at http://www.wirral.gov.uk/LGCL/100006/200029/745/content_0000586.html

Table 35 - Changes in Priority Habitats and Species (1 April 2007 to 31 March 2008)

Priority habitats and species by type	Impact of completed development	Impact of management programmes	Impact of planning agreements
National	None reported	None reported	None reported
Regional	None reported	None reported	None reported
Local	None reported	None reported	None reported

6.84 The change in priority habitats is no longer a national Core Output Indicator.

6.85 The Wirral Biodiversity Action Plan (WBAP) was adopted in February 2003. Action Plans have been completed for 9 of the 11 priority habitats identified and for 16 of the 19 priority species. Active management is ongoing, with a particular emphasis on improving habitat and site conditions, rather than expanding site areas.

⁷⁴ Environment Agency - Objections to Planning Applications 2007/08

Monitoring is not yet comprehensive enough to measure changes in the number of species or the extent and quality of habitats in Wirral, in part due to a lack of baseline information.

Table 36 - Changes In Areas Designated for Biodiversity Importance (1 April 2007 to 31 March 2008)

	Impact of completed development	Impact of management programmes	Impact of planning agreements
Change in areas designated for international significance	None reported	None reported	None reported
Change in areas designated for national significance	None reported	None reported	None reported
Change in areas designated for regional significance	None reported	None reported	None reported
Change in areas designated for sub-regional significance	None reported	None reported	None reported
Change in areas designated for local significance	None reported	None reported	None reported
National Core Indicator E2 (part)			

- 6.86 The Council is not aware of any changes in the area of designated sites during the reporting period.
- 6.87 National Core Output Indicator E2 has been re-cast to show only losses or additions to biodiversity habitat⁷⁵. The Council is not aware of any gains or losses in habitat during 2007/08.

Policy Implications

- 6.88 The Wirral Local Wildlife Sites Partnership has now been established to address the requirements of DEFRA guidance on the identification, selection and management of local wildlife sites. The Biodiversity Audit will provide additional baseline information.

Public Open Space

- 6.89 Eight sites have obtained Green Flag Awards, with Coronation Gardens (0.86ha), Royden Park (29.34 ha), Wirral Country Park (36.08 ha) and Eastham Country Park (40.38 ha) being added in 2008. The final percentage of land managed to Green Flag Award Standard has, therefore, progressively increased from 1% in 2005/06 to 6% in 2006/07 to 15% in 2007/08.

⁷⁵ Core Output Indicators Update 2/2008 (CLG, July 2008, page 20)

*Table 37 - Public Open Space Managed to Green Flag Standard
(1 April 2007 to 31 March 2008)*

Total publicly accessible open space ⁷⁶	1,192 hectares
Amount managed to Green Flag Award standard	177.76 hectares
Percentage managed to Green Flag Award standard	15%

6.90 The amount of public open space managed to Green Flag status is no longer a national Core Output Indicator.

Policy Implications

6.91 The Open Space and Recreation Audit will determine whether Green Flag standards are being met in parks which have not yet been submitted for formal assessment.

6.92 A review of the LDS will need to consider the merit of including any revised standards and/or designations within a site-specific Development Plan Document for Open Space, Sport and Recreation, in addition to any policies that may be contained within the Core Strategy DPD.

Tourism

6.93 Tourism accounts for almost 9% of employee jobs in Wirral, in line with national employment levels⁷⁷.

Table 38 - Tourism Spending⁷⁸

Tourism Revenue Generated (£ million)	2004	2005	2006	Change 2005/2006
Wirral	£168.10	£186.27	£194.09	4%
St Helens	£116.53	£128.91	£131.55	2%
Sefton	£255.08	£281.34	n/a	-
Liverpool	£381.50	£411.73	£424.66	3%
Halton	£85.58	£91.05	£96.85	6%
Knowsley	£77.05	£77.16	£80.99	5%

6.94 While growth in tourism spending has slowed across the sub-region since 2005, Wirral remains in the top three in terms of market share, behind Liverpool and probably Sefton.

⁷⁶ includes sites in the Green Belt

⁷⁷ The contextual information provided in Table 9 refers

⁷⁸ STEAM 2006

Policy Implications

- 6.95 The Council adopted a revised Tourism Strategy and Action Plan in October 2003. Additional research, amongst visitors and potential visitors, was completed in December 2006, underlining the importance of Wirral's countryside and coast. The findings will be used to inform the content of the Core Strategy DPD.

Renewable Energy

- 6.96 Wirral is estimated to have consumed 6,868 GWh of energy in 2006, down 14% from 8,021 GWh in 2003. The majority is taken up for domestic needs. The proportion taken up by industry and commerce has continued to drop (by 770 GWh), from 35% in 2003. Total energy consumption for the North West has reduced by 7% since 2003⁷⁹.

Table 39 - Energy Consumption by Sector⁸⁰

Total Final Energy Consumption by Sector 2006 (percentages)	Industry and Commerce	Domestic	Transport
Wirral	30.1%	46.5%	23.4%
North West	39.3%	33.4%	27.3%
Great Britain	38.8%	32.7%	28.5%

- 6.97 Average total domestic energy consumption per household in Wirral was estimated at 24,160 kWh in 2005, down by 1% since 2004, compared with 23,500 kWh for the North West as a whole, down by 2% since 2004⁸¹.

Table 40 - Renewable Energy Consumption⁸²

Energy Consumption from Renewables and Waste (percentage of total energy consumption)	2003	2004	2005	2006
Wirral	0.1%	1.5%	0.1%	0.1%
North West	0.3%	0.7%	0.3%	0.4%
Great Britain	0.4%	0.8%	0.4%	0.4%

- 6.98 A very small percentage of the total energy consumed comes for energy generated from renewables and waste. The consumption of renewable energy in Wirral has remained stable at 8.2GWh since 2005.

⁷⁹ BERR Total Final Energy Consumption at Regional and Local Authority Level 2003 to 2006

⁸⁰ BERR Total Final Energy Consumption at Regional and Local Authority Level 2006

⁸¹ BERR High Level Energy Indicators 2005 NUTS4 (October 2008)

⁸² BERR Total Final Energy Consumption at Regional and Local Authority Level 2003 to 2006

Table 41 - Renewable Energy Generation by Installed Capacity and Type (1 April 2007 to 31 March 2008)

Megawatts	Bio fuels	Onshore wind	Water	Solar energy	Geo-thermal
Granted Planning Permission	Nil	Nil ⁸³	Nil	Nil ⁸⁴	Nil
Completed Installations	4,336 ⁸⁵	Nil ⁸⁶	Nil	Nil ⁸⁷	Nil
National Core Output Indicator E3 (part)					

- 6.99 Twenty-five wind turbines, with a total capacity of up to 90MW, capable of supplying the equivalent of up to 80,000 households, have recently been erected off the Wirral shoreline in Liverpool Bay. By contrast, the take-up of on-shore renewable energy has, so far, been low.
- 6.100 An energy-from-waste (biological process) facility has operated at Bidston Moss since 1985. Initially used to supply the industrial complex at Moreton, the energy generated is now fed directly to the National Grid. Annual output has, however, been reducing over time, from 9,701 MWh in 2003 to 4,336 MWh in 2007.
- 6.101 National Core Output Indicator E3 has been re-cast to include information on a wider range of different types of facility and to exclude developments permitted under a general development order⁸⁸. Information to the new format will not be available until next year's AMR.

Policy Implications

- 6.102 Care will need to be taken to ensure that economic revitalisation and housing growth will not have negative long term implications for energy consumption and emissions in Wirral.
- 6.103 The Council adopted a Climate Change Strategy and Action Plan in June 2007. Many of the positive pro-active measures suggested need to be supported by an appropriate policy in an adopted Development Plan Document.
- 6.104 There is still a need to establish a robust evidence base to assess trends in local energy consumption, emissions and the contribution being made by energy efficiency and renewable energy projects.

⁸³ Three wind turbines obtained planning consent during 2007/08 but their operating capacity is unknown

⁸⁴ One planning application for solar panels was approved during 2007/08 but the operating capacity is unknown

⁸⁵ This figure relates to output from the waste (biological process) facility operating at Bidston Moss.

⁸⁶ Four small wind turbines are known to be operating but their contribution cannot currently be measured

⁸⁷ An unknown number of small scale solar schemes are thought to be in operation but their contribution cannot currently be measured

⁸⁸ Core Output Indicators Update 2/2008 (CLG, July 2008, page 21)

Transport

- 6.105 The high dependency on the car for journeys to work has continued. The Countywide Survey for 2005/06 showed 70% of Wirral respondents driving a car or van to work, the highest percentage in Merseyside. The average for Merseyside was 61%.
- 6.106 In 2001, Wirral had one of the highest percentages of households with one or more cars or vans per household in Merseyside (69%, just behind the North West at 70%)⁸⁹. Car ownership has continued to increase. The number of vehicles owned and licensed in Wirral rose from 124,818 in 2001 to 139,082 in 2005, up from 107,883 in 1991, with similar percentage increases to those for Merseyside as a whole⁹⁰. Ownership across Merseyside is forecast to increase further to 2021⁹¹.
- 6.107 The latest analysis of journey to work information continues to show Wirral as a net exporter of labour. While the number of people who both lived and worked within the Borough increased by 10%, to 84,797 in 2001 from 76,780 in 1991, flows across the boundary, in both directions, also increased:

Table 42 - Journeys to Work: Change in Principal Flows Out of Wirral⁹²

Journeys to Work	Travelling Out of Wirral to Work	
	1991	2001
Liverpool	18,990	17,549
Ellesmere Port & Neston	7,180	6,567
Chester	2,360	3,395
Sefton	2,060	1,815
Wales	1,980	2,986
Rest of Cheshire ⁹³	1,670	2,384
Greater Manchester	1,570	1,978
Rest of England	1,370	2,117
Knowsley	760	1,151
Total Flow Out	38,580	40,828

- 6.108 The number of people travelling out of Wirral to find work elsewhere increased by 6% between 1991 and 2001. While there were declining

⁸⁹ Travel in Merseyside (Merseyside LTP Partnership, 2006) Table 4.41

⁹⁰ Travel in Merseyside (Merseyside LTP Partnership, 2006) Table 4.23

⁹¹ Travel in Merseyside (Merseyside LTP Partnership, 2006) Tables 4.44 (2001 base) and 4.45 (2005 base)

⁹² MIS ONS Census 1991 and 2001

⁹³ Including Halton and Warrington

links with Liverpool, Ellesmere Port & Neston and Sefton, there were increasing links with Chester, Wales, the rest of Cheshire, the rest of England, Greater Manchester, and Knowsley.

Table 43 - Journeys to Work: Change in Principal Flows Into Wirral⁹⁴

Journeys to Work	Travelling Into Wirral to Work	
	1991	2001
Origins & Destinations		
Ellesmere Port & Neston	3,910	4,349
Liverpool	2,180	2,866
Wales	1,070	1,690
Sefton	1,020	1,189
Chester	840	1,492
Rest of Cheshire ⁹⁵	720	1,318
Total Flow In	11,420	15,777

6.109 The number of people travelling into Wirral to find work increased by 38% between 1991 and 2001. The largest flows were from people who lived in Ellesmere Port & Neston, Liverpool, Wales, Chester, the rest of Cheshire, and Sefton.

6.110 These trends are also reflected in the increased distances travelled to work over time⁹⁶.

Table 44 - Accessibility of New Residential Development (1 April 2007 to 31 March 2008)

Accessibility	A doctor's surgery	A hospital	A primary school	A secondary school	Areas of employment ⁹⁷	A major retail centre
Number of new dwellings within 30 minutes public transport time	771	508	771	771	771	771
Percentage of new dwellings within 30 minutes public transport time	100%	66%	100%	100%	100%	100%

6.111 The accessibility of new residential development completed during 2007/08 has been calculated using Accession software for bus and train travel times in Wirral. The majority of new dwellings were within

⁹⁴ MIS ONS Census 1991 and 2001

⁹⁵ Including Halton and Warrington

⁹⁶ Travel in Merseyside (Merseyside LTP Partnership, 2006) Tables 4.2 (2001), 4.3 (1991) & 4.4 (1981)

⁹⁷ Super Output Areas with 500 or more jobs within them

30 minutes public transport time of essential local services, except for a hospital.

- 6.112 Accessibility by public transport and compliance with parking standards are no longer national Core Output Indicators.

Policy Implications

- 6.113 Planning policies have so far been unable to address ongoing trends in car ownership and use or to resolve the tension between increasing the pace of urban regeneration and transport impacts. Higher densities of development in Wirral have further heightened concerns about local traffic levels. The key challenge is to ensure that the majority of future development occurs in the most accessible locations and that these locations are served by an effective choice of means of transport.
- 6.114 Further measures, developed under the auspices of the Local Transport Plan, are being prepared as part of a Merseyside SPD but cannot be adopted until a suitable policy is included within an appropriate Development Plan Document.

Minerals

- 6.115 Wirral is not a significant source for land-won minerals. The latest available figures for the Region estimate a landbank of 15.5 years for crushed rock in Greater Manchester, Merseyside, Warrington and Halton and of 33 years for the Region as a whole. The landbank of sand and gravel in Greater Manchester, Merseyside, Warrington and Halton is estimated at 38 years but is only 12.5 years for the Region as a whole⁹⁸.

Table 45 - Production of Primary Land Won Aggregates (1 April 2007 to 31 March 2008)

Crushed Rock	Nil
Sand and Gravel	Nil
National Core Output Indicator M1	

- 6.116 No reliable figures are yet available for secondary or recycled aggregate production, which includes construction, demolition and excavation wastes recycled for use as aggregate.

⁹⁸ North West Region Aggregates Working Party Annual Report (February 2007, Table 3)

Table 46 - Production of Secondary Aggregates (1 April 2007 to 31 March 2008)

Production of secondary aggregates	Not Available
Production of recycled aggregates	Not Available
National Core Output Indicator M2	

6.117 Marine-won sand and gravel, landed at Eastham, rose from 43,046 tonnes in 2000 to 124,506 tonnes in 2005, to 20% of the Regional total but fell back to 111,687 tonnes in 2006, to 17% of the Regional total⁹⁹. A new, replacement facility for the landing of marine-won sand came into operation in Bromborough during early 2007.

Policy implications

6.118 The primary issue for local minerals planning is the absence of reliable data. A North West Study of recycled aggregate production is currently underway. The results of the Merseyside Minerals Study will be reported early in the New Year.

Waste

6.119 The amount of household waste collected per head in Wirral reduced to 436kg in 2007/08, slightly ahead of the average for England of 430kg¹⁰⁰. The proportion of municipal waste sent to landfill reduced to 54% for England and to 62% for the North West in 2007/08. The combined recycling and composting rate for England was 34% and for the North West was 36%¹⁰¹.

Table 47 – Capacity of New Waste Management Facilities by Type (1 April 2007 to 31 March 2008)

	Landfill	Recycling	Composting	Total
Capacity of completed waste management facilities	Nil	Nil	Nil	Nil
Capacity of new waste management facilities with planning permission	Nil	Nil	Nil	Nil
National Core Output Indicator W1 (part)				

6.120 The landfill site at Bromborough Dock closed in August 2005.

⁹⁹ North West Region Aggregates Working Party Annual Report (February 2007, Table 4). Landings at Liverpool also declined from 428,842 tonnes in 2005 to 373,812 tonnes in 2006

¹⁰⁰ DEFRA Waste Data Flow 2007/08

¹⁰¹ DEFRA Municipal Waste Management Statistics 2007/08, Table 2

- 6.121 A new waste transfer station for refuse collection vehicles, to allow for the additional bulking of waste prior to landfill in North Wales (capacity 200,000 tonnes) and an upgraded household waste reception centre (capacity 22,000 tonnes) were completed at Bidston in August 2005. A new materials recycling facility (capacity 30,000 tonnes) was added in March 2006 and a new in-vessel composting facility (capacity 10,400 tonnes) in April 2006.
- 6.122 A planning application for a waste to energy facility with an operational capacity of up to 400,000 tonnes was approved in Eastham in January 2008.
- 6.123 National Core Output Indicator W1 has been re-cast to require separate figures for total capacity and annual throughput for twenty-one different types of waste management facility¹⁰². Information to the new format will not be available until next year's AMR.

Table 48 – Municipal Waste Management by Management Type (1 April 2007 to 31 March 2008)

	Landfill	Recycled	Composted	Total
Amount of municipal waste arising and managed by management type	93,655 tonnes	28,448 tonnes	14,727 tonnes	136,820 tonnes
Percentage of municipal waste arising and managed by management type	68%	21%	11%	100%
National Core Output Indicator W2 (part)				

- 6.124 The overall pattern of management by type in Wirral has begun to change markedly over recent years. The amount of waste going to landfill has fallen by a quarter since 2004/05 and the amount recycled and composted has more than doubled. Table 49 shows the trend over time.

Table 49 – Municipal Waste Management by Type (1 April 2004 to 31 March 2008)

Amount of municipal waste managed by type (tonnes)	2004/05	2005/06	2006/07	2007/08
Landfill (percentage of total arisings)	125,440 (90%)	137,097 (89%)	121,693 (86%)	93,655 (68%)
Recycled (percentage of total arisings)	11,065 (8%)	10,784 (7%)	12,794 (9%)	28,448 (21%)

¹⁰² Core Output Indicators Update 2/2008 (CLG, July 2008, page 24)

Amount of municipal waste managed by type (tonnes)	2004/05	2005/06	2006/07	2007/08
Composted (percentage of total arisings)	2,789 (2%)	6,175 (4%)	7,095 (5%)	14,727 (11%)
Total Arisings	139,294	154,056	141,519	136,820

6.125 National Core Output Indicator W2 has been re-cast to take account of incineration, energy from waste and other forms of treatment and to combine recycling and composting under a single heading¹⁰³. Information to the new format will not be available until next year's AMR.

Policy Implications

6.126 Existing policies have not prevented the adjustment to more sustainable waste management. Effective delivery is now a matter for day-to-day collection and management regimes. Appropriate locations for any additional waste treatment facilities will now be identified through the preparation of the Joint Merseyside Waste DPD.

¹⁰³ Core Output Indicators Update 2/2008 (CLG, July 2008, page 24)

7 SUMMARY OF EMERGING ISSUES

- 7.1 This section of the AMR seeks to summarise the issues that have been emerging from public consultation, from the analysis presented in this and previous AMRs and from the initial results of some of the emerging evidence base studies for the Core Strategy DPD.

Emerging Issues

- 7.2 The previous AMR sought to summarise the emerging issues under the following headings:

Table 49 – Emerging Issues

Policy Theme	Illustrative Content
Building Sustainable Communities	Getting the vision right
	Contributing to the transformation of the wider City Region
	Providing for the delivery of the Sustainable Community Strategy and the Council's Investment Strategy
	Stabilising the population and reversing the loss of the working age population, especially within the inner urban areas
A Stronger Economy	Revitalising the economy and reversing poor economic performance by providing for growth in local wealth creation and employment
	Promoting tourism by enhancing the Borough's assets of culture and heritage, coast and countryside for leisure and recreation
An Inclusive Society	Providing for everyone
	Closing the gap in opportunity, income and health between the most and least well off
	Continuing the focus on physical regeneration and housing market renewal at the heart of the urban area
	Providing high quality, accessible, modern services
A Decent and Affordable Home	Meeting regional requirements while meeting identified local needs through affordable and market housing
An Accessible Borough	Ensuring new development for housing, employment and services is located in the most accessible locations
	Tackling congestion and providing credible alternatives to journeys by private car
A Protected Environment	Responding to climate change
	Protecting local distinctiveness and the character of established residential areas

	Protecting natural resources and biodiversity
	Providing for community safety

7.3 These have now been developed into the following list of key issues:

- supporting urban regeneration
- achieving sustainable development
- ensuring high quality development across the Borough
- improving economic performance
- addressing worklessness
- reducing out-commuting
- addressing low paid and low quality employment
- maintaining an adequate supply of immediately available employment land
- promoting and supporting the tourism economy
- supporting the vitality and viability of the Borough's existing town and local centres
- providing a size, type and tenure of housing to meet identified needs.
- delivering appropriate specialist housing
- maintaining a continuous supply of deliverable housing sites
- maximising the use of previously developed land
- securing sustainable design and construction
- creating sustainable communities through Housing Market Renewal
- tackling nationally significant deprivation
- reducing health inequalities and improving life expectancy
- addressing inequalities in skills, education, and training and life chances
- reducing crime and anti-social behaviour
- reducing dependency on the private car
- minimising the environmental impact of transport
- supporting the port and maritime industries
- safeguarding and enhancing Wirral's natural environment
- protect and enhancing Wirral's urban environment
- adapting to climate change
- controlling flood risk
- sustainable waste management
- control of pollution and hazards

Potential Objectives

7.4 Potential objectives are likely to include:

- to improve the performance of and diversify Wirral's economy in line with the Investment Strategy
- to reduce levels of unemployment and worklessness in the Borough
- to provide a continuous supply of accessible, high quality and readily available employment sites
- to use local spending and skills to support urban regeneration
- to focus new development within the Borough's existing urban centres
- to develop and support a sustainable tourism and leisure based economy
- to sustain and enhance the vitality and viability of the Borough's town and district centres
- to provide a continuous supply of housing land to meet identified needs

- to focus new investment to deliver housing market renewal and growth to areas of greatest need at the heart of the older urban areas in east Wirral
- to meet proven needs for affordable and specialist housing
- to maximise the use of derelict and vacant previously developed land and buildings while maintaining local character and distinctiveness
- to ensure new housing development incorporates sustainable design and construction principles
- to reduce health inequalities and ensure that new development encourages healthier lifestyle choices
- to reduce inequalities in skills, education and training
- to minimize the opportunities for crime and anti-social behaviour
- to provide and promote more sustainable, integrated travel options
- to make efficient use of existing transport networks and infrastructure
- to maximize the accessibility of services and jobs especially to areas of greatest need
- to support the movement of freight from road to rail and water
- to minimise the adverse impacts of transport on local communities and the environment
- to support the future of port activity and related maritime sectors
- to provide sufficient opportunities for outdoor recreation, sport and to protect and enhance the Borough's natural environment
- to protect and enhance the Borough's biodiversity and geological resources
- to protect and enhance the character and local distinctiveness of the urban environment
- to protect and enhance the Borough's historic environment
- to ensure that future development is adapted to the impact of climate change
- to minimize the risk of flooding from sea, rivers and rainfall
- to provide for more sustainable waste management
- to maximise public safety and minimise hazards to people and the environment

Emerging Spatial Vision

7.5 The emerging Spatial Vision for the Borough is likely to say:

By 2025 Wirral will be a Borough which offers a high quality of life for all its residents and visitors:

- the Investment Strategy for Wirral will have been implemented;
- Wirral's economy will be strengthened and diversified; there will be a wide range of employment sites and premises attractive to existing businesses and inward investors. The Borough will be an attractive location for higher quality, better paying employers, particularly in the knowledge-based sector;
- the population of Wirral will be growing, out migration will have been reduced and there will be a better balance of age groups;
- levels of unemployment and worklessness in the Borough will have been significantly reduced and the skills base will have been enhanced;
- as a result of Housing Market Renewal and the Mersey Heartlands Growth Point, all parts of the Borough will be seen as attractive places to live, through the promotion of sustainable, mixed communities and

the provision of high quality, well designed, zero-carbon, affordable, mixed tenure housing, which will meet the needs of all sectors of the community;

- the amount of vacant and derelict land in the older urban areas will have been reduced;
- Birkenhead as the Borough's sub-regional centre will have been enhanced and revitalised as the retail and service centre of choice for all the Borough's residents, supported by a network of vital and viable district and local shopping centres;
- the major regeneration opportunity at Wirral Waters will have successfully transformed surplus docklands in Birkenhead and Wallasey into vibrant thriving mixed communities with a substantial range of jobs, homes and services;
- the Borough will have developed its potential as a tourism destination focusing on the quality of its natural environment, its built heritage and the coastal resorts at New Brighton, West Kirby and Hoylake;
- the high levels of deprivation and social and health inequalities found in parts of east Wirral will have been significantly reduced;
- all new development will be suitably adapted to the potential impacts associated with climate change and flood risk whilst minimising their own carbon emissions and the consumption of water and other resources. All new residential developments will have been zero carbon from 2016 onwards;
- the Borough will have maintained and enhanced a high quality urban and rural environment, including a fully established network of green infrastructure within the urban area and a safeguarded and enhanced biodiversity and geodiversity resource. Maximum use will have been made of previously developed land and buildings and Wirral's built heritage will have been safeguarded and enhanced;
- the quantity of waste generated in the Borough will have been reduced through greater levels of waste reduction, re-use and recycling and a large proportion of the waste still generated will be managed and processed as close as possible to the Borough; and
- transport and land use will be fully co-ordinated, maximising the use of sustainable transport modes, including bus, rail, walking and cycling with the number and length of individual car journeys minimized.

Future consultation

- 7.6 Formal consultation on the emerging issues, objectives and spatial vision will be undertaken early in 2009.

8 GLOSSARY

<i>Terminology</i>	<i>Abbreviation</i>	<i>Explanation</i>
A Class Uses		Uses of land falling within the categories of retailing and financial and professional services.
Accession software		A computer software package designed to calculate the accessibility of local services.
Adoption		The stage at which the Council formally decides to adopt the final version of a Local Development Document to make it legally operative.
Allocated		The identification of a specific piece of land for a specific type of development in the Unitary Development Plan.
Allocation		The identification of a specific piece of land for a specific type of development in a Development Plan Document or the Unitary Development Plan.
Annual Monitoring Report	AMR	A written report, published by the Council towards the end of each calendar year, setting out progress on the delivery of the Local Development Scheme and the extent to which the policies set out in Local Development Documents are being achieved.
Appropriate Assessment	AA	A written report assessing the potential impact of the proposals to be contained within a Local Development Document on designated European Sites.
Area Action Plan	AAP	A Development Plan Document setting out detailed proposals for an identified part of the Borough.
B Class Uses		Uses of land falling within the categories of business, general industry and storage and distribution.
Building for Life		A Government endorsed standard method for assessing the quality of new housing development. Sites are scored against a series of twenty criteria which can be viewed at http://www.buildingforlife.org/
Business Enterprise and Regulatory Reform	BERR	The Government Department responsible for economic performance, trade promotion and energy.
Cabinet		A group of Local Councillors appointed by the Council to take executive decisions on behalf of the Council.
Commission for Architecture and the Built Environment	CABE	The Government's advisor on architecture, urban design and public space.
Communities and Local Government	CLG	The Government Department responsible for planning, building and the environment.

<i>Terminology</i>	<i>Abbreviation</i>	<i>Explanation</i>
Community Strategy		A strategy setting out the overall vision for the improvement of the area prepared under the Local Government Act 2000, now known as the Sustainable Community Strategy.
Conservation Area	CA	An identified area designated by the Council to allow the character and appearance of that area to be protected.
Core Output Indicators		A measure used to determine whether key national policies are being achieved. The Indicators are defined by the Secretary of State and set out in national advice.
Core Strategy		A Development Plan Document setting out the spatial vision and general strategy for the Borough
Corporate Plan		A public document prepared by the Council setting out the Council's main priorities for the future.
D Class Uses		Uses of land falling within the categories of non-residential institutions and assembly and leisure.
Department for Environment, Food and Rural Affairs	DEFRA	The Government Department responsible for sustainable development, environmental protection and rural policy.
Department for Trade and Industry	DTI	The Government Department previously responsible for economic performance, trade promotion and energy – now replaced by BERR.
Department for Work and Pensions	DWP	The Government Department responsible for distributing national benefits and allowances such as jobseekers allowance, child support and pensions.
Development Plan		The statutory Development Plan for the Borough, comprising the Regional Spatial Strategy and the Unitary Development Plan, until the Unitary Development Plan has been replaced by the Development Plan Documents in the Local Development Framework. Individual planning decisions must be made in accordance with the Development Plan unless material considerations indicate otherwise.
Development Plan Document	DPD	A Local Development Document with status as part of the Development Plan for the Borough.
Dock Estate		An area of land owned and operated by a port operator and set aside for port-related land uses in the Unitary Development Plan.
Eco Town		A planned new settlement, identified by the Government, which would be an example of “green development”
Examination in Public		The process undertaken to examine the content of a Regional Spatial Strategy before it is issued by the Secretary of State

<i>Terminology</i>	<i>Abbreviation</i>	<i>Explanation</i>
Executive Board		A group of Local Councillors appointed by the Council's Cabinet to take executive decisions on behalf of the Cabinet.
general development order		A nationally prepared statutory document setting out the classes of development that do and do not require planning permission.
Greater Merseyside		The land area covered by the local Councils of Liverpool, Wirral, Sefton, Knowsley, St Helen's and Halton.
Green Flag Award		An annual award based on a national standard for the maintenance of parks and open spaces
Growth Point		An area identified by the Government in which an accelerated level of housing delivery will be promoted
Housing Market Renewal Initiative Pathfinder Area	HMRI	The area of the Borough defined by the Secretary of State as the focus for public action to restructure the local housing market, also known as the Newheartlands Pathfinder, including parts of Birkenhead, Tranmere, Seacombe, Bidston and Liscard.
Independent Examination		The process undertaken by a Planning Inspector appointed by the Secretary of State to test the soundness of a Development Plan Document or Statement of Community Involvement.
Initial Consultation		The stage at which the scope and content of an emerging Development Plan Document or Supplementary Planning Document is decided in consultation with stakeholders.
Inspectors Report		The report prepared by the Inspector following an Independent Examination, the findings of which the Council must comply with before a Development Plan Document or Statement of Community Involvement can be adopted.
Interim Housing Policy Area	IHPA	The area of the Borough defined in the Council's Interim Planning Policy for New Housing Development (October 2005) as the target area for new housing development, focussed on New Brighton, Liscard, Seacombe, Leasowe, Birkenhead, Beechwood, Tranmere, Rock Ferry and parts of Bromborough.
Interim Planning Policy for New Housing Development (October 2005)		A policy document adopted by the Council, following public consultation, which sets out the Council's policies for the location of new housing development until an appropriate Development Plan Document is adopted.

<i>Terminology</i>	<i>Abbreviation</i>	<i>Explanation</i>
Issues and Options Report		A written report published by the Council to invite comments on the issues that need to be addressed in a Development Plan Document and the options that are available for dealing with them.
Limehouse software		An internet-based computer software package designed to aid the more efficient handling of public consultation and the design and publishing of policy documents
Listed structure		A building or structure listed by the Secretary of State on the basis of its historic or architectural importance.
Local Area Agreement	LAA	A formal agreement by the Council and other local service providers to meet a set of specific targets for the delivery of selected local services.
Local Development Document	LDD	A document prepared as part of the Local Development Framework for the Borough
Local Development Framework	LDF	The overall name for the collection of adopted Local Development Documents for the Borough.
Local Development Order		An Order made by the Council to enable a wider range of development to take place without the need to apply to the Council for planning permission.
Local Development Scheme	LDS	A document setting out the Council's proposals for the content of the Local Development Framework and the timetable for the preparation of individual Local Development Documents.
Local Transport Plan	LTP	A strategy for improving local transport services, including roads, public transport, walking and cycling.
LTP Partnership		The partnership responsible for preparing the Local Transport Plan.
Mersey Heartlands Growth Point		An area in Wirral, in and around the Birkenhead Dock Estate, for which national designation as a Growth Point is being sought
Merseyside		The land area covered by the local Councils of Liverpool, Wirral, Sefton, Knowsley and St Helen's.
Milestone		The date by which a stage or action in the preparation of a Local Development Document must be begun, as set out in the Local Development Scheme.
Mott McDonald MIS	MIS	Consultants providing a statistical collection and analysis service on behalf of the District Councils in Greater Merseyside.
Neighbourhood Renewal Fund	NRF	A national funding programme to support improvements in the most deprived areas in England.

<i>Terminology</i>	<i>Abbreviation</i>	<i>Explanation</i>
Nomis		A database of official labour market statistics, run on behalf of the Office for National Statistics.
North West Metropolitan Area	NWMA	The area where a significant proportion of development and urban renaissance resources should be focussed, defined in Policy SD1 of Regional Planning Guidance for the North West as Wirral, east of the M53, plus Woodchurch, Leasowe, Wallasey and New Brighton.
Office of National Statistics	ONS	The Government Department responsible for collecting and publishing official statistics about the UK's society and economy.
Office of the Deputy Prime Minister	ODPM	The Government Department previously responsible for planning, building and the environment – now replaced by CLG.
Permitted Development		Development that can be undertaken without the need to apply to the Council for planning permission.
Planning Inspector		A person appointed by the Secretary of State to carry out the Independent Examination of a Development Plan Document or Statement of Community Involvement.
Preferred Options		The stage at which the development options preferred by the Council, for inclusion in a Development Plan Document, are published, alongside an explanation of why they have been chosen.
Previously developed land		Land that is or was occupied by a permanent structure and associated fixed surface infrastructure. The full definition is set out in national advice published by the Secretary of State.
Primarily Industrial Area	PIA	An area of land set aside for primarily industrial land uses in the Unitary Development Plan.
Proposals Map		An annotated map showing the areas of land where the policies and proposals contained within the Unitary Development Plan or contained within in a Development Plan Document will apply.
Regional Planning Guidance for the North West	RPG13	An old-style document published by the Secretary of State to guide the preparation of local Development Plans. Regional Planning Guidance is to be replaced by the new-style Regional Spatial Strategy for the North West. Regional Planning Guidance has legal status as the Initial Regional Spatial Strategy until the new-style Regional Spatial Strategy has been issued.
Regional Spatial Strategy for the North West	RSS	A statutory document, issued by the Secretary of State, setting out the vision and priorities for future development within the North West Region, which has status as part of the Development Plan for the Borough.

<i>Terminology</i>	<i>Abbreviation</i>	<i>Explanation</i>
Registered Social Landlord	RSL	An organisation registered as a provider of housing to meet the needs of people unable to afford to own their own home.
Scheduled Ancient Monument	SAM	An identified area designated by the Secretary of State on the basis of its national importance for archaeology.
Secretary of State		The person appointed by the Prime Minister to have overall responsibility for the operation of the national planning system, currently the Secretary of State for Communities and Local Government.
Site of Biological Importance	SBI	A site designated in the Unitary Development Plan on the basis of its local importance for nature conservation.
Site of Special Scientific Interest	SSSI	A site designated by the Secretary of State on the basis of its scientific importance for nature conservation and/or earth science.
Soundness		The standard against which a Development Plan Document or Statement of Community Involvement will be tested at an Independent Examination. The tests of soundness are set out in national policy published by the Secretary of State.
Stakeholder		A person or organisation with an interest in the future planning and development of the Borough
Statement of Community Involvement	SCI	A Local Development Document setting out local standards for community involvement in planning decisions.
Statutory		A document or process which has a special legal status, as set out in national law.
Strategic Environmental Assessment	SEA	A written assessment of the potential of the proposals contained within a Development Plan Document or Supplementary Planning Document to have significant effects on the environment, undertaken as part of the Sustainability Appraisal process.
Strategic Regional Site	SRS	An area of land identified as a priority location for the promotion of the new business development needed by the North West Region.
Submission		The stage at which a Development Plan Document or Statement of Community Involvement is submitted to the Secretary of State for consideration at an Independent Examination
Super Output Area	SOA	A geographical unit containing about 1,500 people used as the basis for the collection and analysis of national statistics.

<i>Terminology</i>	<i>Abbreviation</i>	<i>Explanation</i>
Supplementary Planning Document	SPD	A Local Development Document which provides additional information to assist in the delivery of an adopted policy within a Development Plan Document (or an adopted policy in the Unitary Development Plan until that policy has been replaced).
Sustainability Appraisal	SA	A written appraisal of the likely social, economic and environmental impact of the proposals contained within a Development Plan Document or Supplementary Planning Document.
Sustainability Appraisal Framework for Wirral	SAF	A framework for the preparation of sustainability appraisals in Wirral adopted by the Council following public consultation.
Sustainability Appraisal Panel		A panel of local groups and experts invited to oversee the quality of the local sustainability appraisal process.
Sustainability Appraisal Scoping Report		A document published by the Council for public consultation to seek views on the content of the sustainability appraisal of a Local Development Document.
Sustainable Community Strategy		See "Community Strategy"
Sustainable Development		The idea of ensuring a better quality of life for everyone, now and for future generations.
SWOT Analysis		A simple method of identifying the main issues for the Borough by listing the strengths, weaknesses, opportunities and threats within the area.
The Mersey Partnership	TMP	The Sub Regional Partnership for Merseyside, responsible for the promotion of economic development, inward investment and tourism.
Unitary Development Plan	UDP	An old-style Development Plan, which will be progressively replaced by the new-style Development Plan Documents contained within the emerging Local Development Framework.
Use Class		A category of land use defined in national law.
Use Class A1	A1	Land uses falling within the category of shops.
Use Class A2	A2	Land uses falling within the category of financial and professional services.
Use Class B1 (a)	B1(a)	Land uses falling within the category of business, as an office which will not be used to provide services to the visiting public.

<i>Terminology</i>	<i>Abbreviation</i>	<i>Explanation</i>
Use Class B1 (b)	B1(b)	Land uses falling within the category of business, which will be used for research and development.
Use Class B1 (c)	B1(c)	Land uses falling within the category of business, for an industrial process that can be carried out with in a residential area without harming the amenity of that area.
Use Class B2	B2	Land uses falling within the category of general industry, which could not be carried out in a residential area without harming the amenity of that area.
Use Class B8	B8	Land uses falling within the category of storage and distribution.
Use Class D2	D2	Land uses falling within the category of assembly and leisure.
Wirral Biodiversity Action Plan	WBAP	A document setting out local measures to enhance and safeguard Wirral's most important habitats and species.
Workshops		A meeting used for the purpose of public consultation to seek peoples views on particular issues related to the preparation of a Local Development Document

Appendix 1

Unitary Development Plan for Wirral

Policies and Proposals No Longer in Force

Part One Policies:

Policy HSG1 – New Dwelling Requirement

Policy WMT1 – Landfill Provision

Part Two Policies and Proposals:

Policy EM10 – Birkenhead and Eastham Dock Estates

Policy EM11 – Bidston Observatory and the Proudman Oceanographic Laboratory

Proposal HS2 – Land at Noctorum Way, Noctorum

Proposal HS3 – Land to the East of Fender Farm, Moreton

Proposal RE3 – New Neighbourhood Indoor Sports Facilities

Proposal RE4 – New Neighbourhood Swimming Pool, Beechwood

Policy RE5 – Criteria for the Protection of Playing Fields

Policy RE7 – Criteria for the Protection of School Playing Fields

Proposal TL3 – Land for Tourism Development at Wirral Waterfront

Policy TL6 – The Control of Tourism in Port Sunlight

Proposal TL8 – Land at the Former Derby Pool, New Brighton

Proposal NC9 – Dibbinsdale Nature Centre

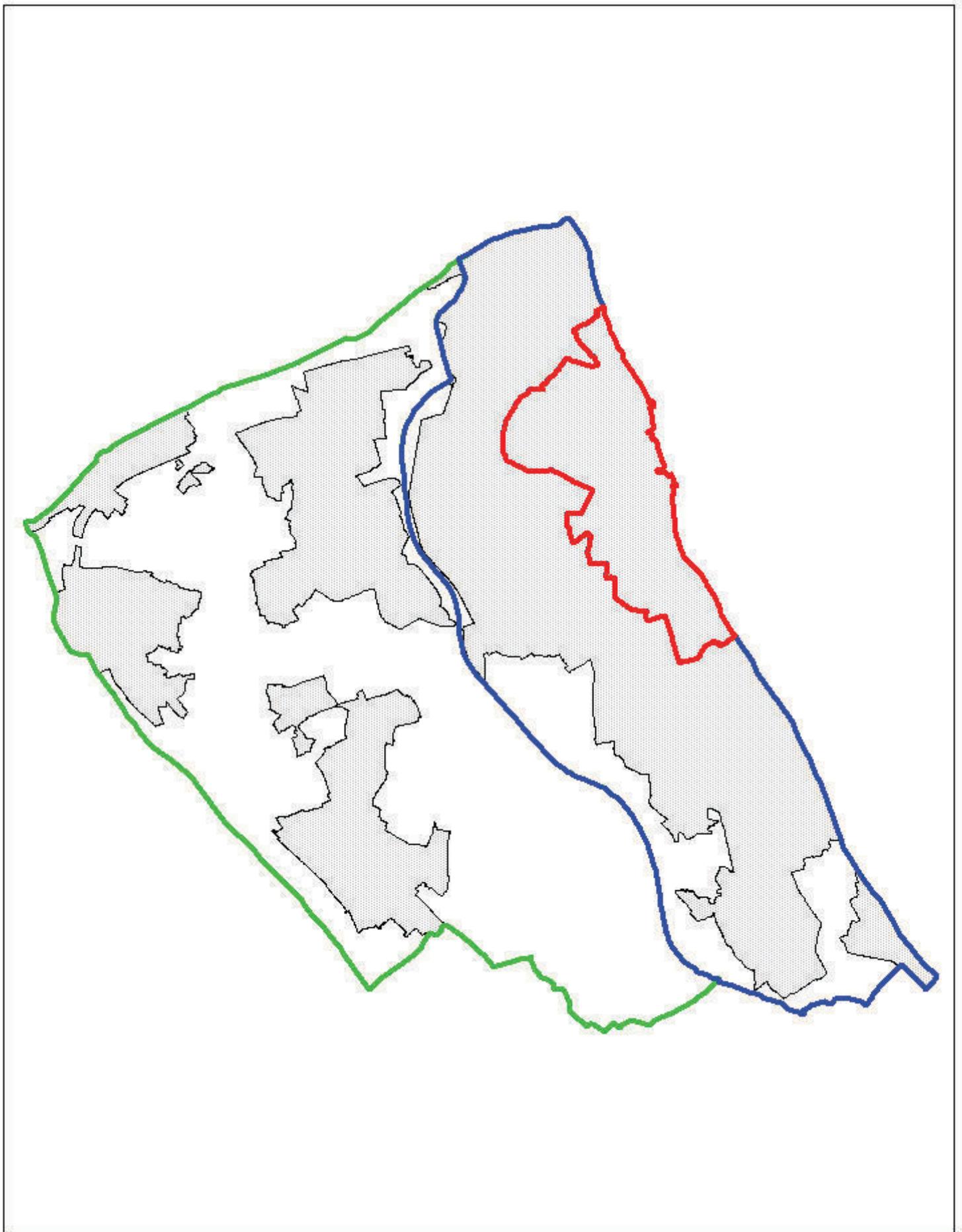
Proposal TR4 – Birkenhead Central Bus Facility

Policy WM10 – Requirements for the Environmental Assessment of Waste Disposal Facilities

Policy WA7 – Heswall Drainage Catchment Area

Policy CO3 – Tourism and Leisure in the Coastal Zone

This page is intentionally left blank



REGIONAL SPATIAL STRATEGY SPATIAL PRIORITY AREAS (SEPTEMBER 2008)

-  Inner Areas
-  Outer Areas
-  Rural Areas



This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. Crown Copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Licence number 100019803. Published 2008.

This page is intentionally left blank

Growth Point Bid Housing Trajectory 2007/2-2016/17		2007/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Wirral data																		
Growth Point area	Past Completions - Allocated sites	0	32	0	0	0	0	0	0	0	250	500	500	550	600	650	650	32
	Past Completions - Unallocated sites	-149	-215	-11	-211	-44	12	-67	209	183	-30	-40	-40	-40	-40	-40	-40	-685
	Projections - Allocated sites																	3700
	Projections - Unallocated sites																	122
Remainder City/District	Past Completions - Allocated sites	52	163	215	131	0	1	0	69	0	0	0	0	0	0	0	0	562
	Past Completions - Unallocated sites	286	228	239	182	264	493	587	372	411	381	351	321	291	286	281	281	2279
	Projections - Allocated sites																	69
	Projections - Unallocated sites																	2975
Total Past Completions		189	208	443	102	220	506	520	650	594	601	811	781	801	846	891	891	2188
Total Projected Completions									2838	3432	4033	4844	5625	6426	7272	8163	9054	6866
Cumulative Completions		189	397	840	942	1162	1668	2188	2838	3432	4033	4844	5625	6426	7272	8163	9054	
PLAN - Strategic Allocation (annualised)		160	160	500	500	500	500	500	600	600	600	600	600	600	600	600	600	8220
MONITOR - No. dwellings above or below cumulative line		29	77	20	-378	-658	-652	-632	-582	-588	-587	-376	-195	6	252	543	834	
MANAGE - Annual requirement taking account of past/projected completions		476	495	516	522	557	587	595	604	598	598	598	555	499	398	174	-543	

NB: (i) negative figures in unallocated sites represent the impact of demolitions.

(ii) Unallocated sites include windfalls and net gain from conversions

Growth Point Bid Housing Trajectory 2001/2-2016/17		2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Liverpool data																		
Growth Point area	Past Completions - Allocated sites	164	29	16	16	0	0	0	0	603	902	1110	1442	1484	1536	1431	981	225
	Past Completions - Unallocated sites	-128	-342	-97	-60	-396	159	143	-139	-205	-110	-193	-97	-99	-134	-75	-148	-721
	Projections - Allocated sites																	10010
	Projections - Unallocated sites																	-1200
Remainder City/District	Past Completions - Allocated sites	284	353	354	64	107	95	141	0	0	0	0	0	0	0	0	0	1398
	Past Completions - Unallocated sites	-151	240	1275	1205	1806	1850	1202	3466	2330	1796	1868	1394	1399	1279	1177	1199	7427
	Projections - Allocated sites																	0
	Projections - Unallocated sites																	15908
Total Past Completions		169	280	1548	1225	1517	2104	1486	3848	2728	2588	2785	2739	2784	2681	2533	2032	8329
Total Projected Completions		169	449	1997	3222	4739	6843	8329	12177	14905	17493	20278	23017	25801	28482	31015	33047	24718
Cumulative Completions		1110	1110	1950	1950	1950	1950	1950	2340	2340	2340	2340	2340	2340	2340	2340	2340	33030
PLAN - Strategic Allocation (annualised)		-941	-1771	-2173	-2898	-3331	-3177	-3641	-2133	-1745	-1497	-1052	-653	-209	132	325	17	0
MONITOR - No. dwellings above or below cumulative line		2064	2191	2327	2387	2484	2572	2619	2745	2607	2589	2590	2550	2503	2410	2274	2015	0
MANAGE - Annual requirement taking account of past/projected completions																		

NE: (i) negative figures in unallocated sites represent the impact of demolitions.
(ii) Unallocated sites include windfalls and net gain from conversions

Growth Point Bid Housing Trajectory 2001/2-2016/17		2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Mersey Heartlands combined data															
Growth Point area	Past Completions - Allocated sites	164	61	16	16	0	0	0							
	Past Completions - Unallocated sites	-277	-557	-108	-271	-440	171	76							
	Projections - Allocated sites								521	603	1152	1610	1942	2034	2136
	Projections - Unallocated sites								70	-22	-140	-233	-137	-139	-174
Remainder City/District	Past Completions - Allocated sites	336	516	569	195	107	96	141							
	Past Completions - Unallocated sites	135	468	1514	1387	2070	2343	1789							
	Projections - Allocated sites								69	0	0	0	0	0	0
	Projections - Unallocated sites								3838	2741	2177	2219	1715	1690	1565
Total Past Completions		358	488	1991	1327	1737	2610	2006							
Total Projected Completions									4498	3322	3189	3596	3520	3585	3527
Cumulative Completions		358	846	2837	4164	5901	8511	10517	15015	18337	21526	25122	28642	32227	35754
PLAN - Strategic Allocation (annualised)		1270	1270	2450	2450	2450	2450	2450	2940	2940	2940	2940	2940	2940	2940
MONITOR - No. dwellings above or below cumulative line		-912	-1694	-2153	-3276	-3989	-3829	-4273	-2715	-2333	-2084	-1428	-848	-203	384
MANAGE - Annual requirement taking account of past/project		2578	2726	2886	2955	3091	3214	3274	3415	3279	3273	3287	3226	3152	3008

NB: (i) negative figures in unallocated sites represent the impact of demolitions.
(ii) Unallocated sites include windfalls and net gain from conversions

Growth Point Bid Housing Trajectory 2001/2-2016/17 Draft RSS figures +20%	2015/16	2016/17	TOTAL
Mersey Heartlands combined data			
Growth Point area			
Past Completions - Allocated sites			257
Past Completions - Unallocated sites			-1406
Projections - Allocated sites	2081	1631	13710
Projections - Unallocated sites	-115	-188	-1078
Remainder City/District			
Past Completions - Allocated sites			1960
Past Completions - Unallocated sites			9706
Projections - Allocated sites	0	0	69
Projections - Unallocated sites	1458	1480	18883
Total Past Completions			10517
Total Projected Completions	3424	2923	31584
Cumulative Completions	39178	42101	
PLAN - Strategic Allocation (annualised)	2940	2940	41250
MONITOR - No. dwellings above or below cumulative line	868	851	
MANAGE - Annual requirement taking account of past/project	2748	2072	
NB: (i) negative figures in unallocated sites represent the impact of conversions (ii) Unallocated sites include windfalls and net gain from conversions			

Mersey Heartlands Growth Point Bid: Schedule of Major Housing Sites October 2008

Site	District	Status	Date of planning permission	Gross Capacity	Demolitions	Net Capacity	Delivery Target Date	Gross Delivery by 2016/17	Demolitions by 2016/17	Net Delivery by 2016/17
Stanley Dock	Liverpool	pp	Jun-08	1002	0	1002	2016	1002	0	1002
Via Verde, Lime Kilns, Leeds St	Liverpool	pp	Jul-08	356	0	356	2016	356	0	356
Former Ogdens Factory	Liverpool	app refused	2012	250	0	250	2016	250	0	250
Project Jennifer	Liverpool	pp	May-07	481	90	391	2013	481	90	391
Anfield/Breckfield	Liverpool	HMR pp (outline)	Jun-06	1300	1600	-300	2022	844	944	-100
Other permissions - Anfield Ward	Liverpool	pp	various pre-2008	212	0	212	various	212	0	212
Other permissions - County Ward	Liverpool	pp	various pre-2008	100	0	100	various	100	0	100
Other permissions - Everton Ward	Liverpool	pp	various pre-2008	550	0	550	various	550	0	550
Other permissions - Kirkdale Ward	Liverpool	pp	various pre-2008	718	0	718	various	718	0	718
Blackstock St	Liverpool	part pp	Apr-08	482	0	482	2016	482	0	482
Easby Estate	Liverpool	HMR Draft Priority Site	submission Dec 08	350	196	154	2016	350	196	154
Grosvenor/St Annes	Liverpool	HMR Draft Priority Site	submission Apr 09	150	45	105	2012	150	45	105
Netherfield Rd North	Liverpool	HMR Draft Priority Site	submission Jul 09	130	0	130	2012	130	0	130
Great Mersey St/Lancaster St	Liverpool	HMR Draft Priority Site	submission Nov 09	40	0	40	2011	40	0	40
Vauxhall Rd/Burlington St	Liverpool	HMR Draft Priority Site	submission Jan 10	80	0	80	2012	80	0	80
Vauxhall Rd/Kingsway Tunnel	Liverpool	HMR Draft Priority Site	submission Jul 10	55	0	55	2013	55	0	55
Stanley Rd/Lemon St	Liverpool	HMR Draft Priority Site	submission Oct 10	60	0	60	2014	60	0	60
Vauxhall Rd/Stanley Rd	Liverpool	HMR Draft Priority Site	submission Oct 13	100	0	100	2016	100	0	100
Vauxhall Rd/Barmouth Way	Liverpool	HMR Draft Priority Site	submission Jan 14	100	0	100	2016	100	0	100
Stanley Rd/Scotland Rd	Liverpool	HMR Draft Priority Site	submission Apr 11	40	0	40	2014	40	0	40
Lime Kilns, Scotland Rd	Liverpool	HMR Draft Priority Site	submission Jul 11	135	15	120	2015	135	15	120
Lime Kiln Lane/Bevington Hill	Liverpool	HMR Draft Priority Site	submission Oct 11	40	0	40	2014	40	0	40
Soho St	Liverpool	HMR Draft Priority Site	submission Jan 12	135	0	135	2016	135	0	135
Shaw St	Liverpool	HMR Draft Priority Site	submission Apr 10	40	0	40	2013	40	0	40
Everton Park (part)	Liverpool	HMR Draft Priority Site	submission Apr 12	250	0	250	2018	250	0	250
Liverpool Waters - Peel Holdings	Liverpool	part pp	Jul-03	25000	0	25000	2050	2000	0	2000
Other potential sites Liverpool	Liverpool	SHLAA	various post-2008	1400	0	1400	various	1400	0	1400
Rivers Streets	Wirral	Primarily Residential	December 2009	150	0	150	2016	150	0	150
Valley Road	Wirral	Primarily Residential	submission January 2026	100	0	100	2016	0	0	0
Milner/Carrington Streets	Wirral	HMRI Priority Site	June 2012	80	135	-55	2016	80	135	-55
Bray/Brassey Streets	Wirral	HMRI Priority Site	June 2012	80	60	20	2016	80	60	20
North Birkenhead	Wirral	HMRI Priority Site	June 2011	500	400	100	2016	500	400	100
Northbank East	Wirral	Wirral Waters	June 2009	1500	0	1500	2020	1000	0	1000
Woodside	Wirral	Draft Masterplan	July 2009	700	0	700	2020	350	0	350
Marina View/Four Bridges	Wirral	Wirral Waters	December 2009	500	0	500	2020	200	0	200
Northbank West	Wirral	Wirral Waters	December 2009	2500	0	2500	2030	500	0	500

WIRRAL COUNCIL

CABINET – 10 DECEMBER 2008

REPORT OF THE DEPUTY CHIEF EXECUTIVE AND DIRECTOR OF CORPORATE SERVICES

JOINT MERSEYSIDE WASTE DEVELOPMENT PLAN DOCUMENT – SPATIAL STRATEGY AND SITES REPORT – WIRRAL RESPONSE

EXECUTIVE SUMMARY

The Council is a partner in the preparation of a Joint Merseyside Waste Development Plan Document with the Councils for Liverpool, Knowsley, Sefton, St Helens and Halton. A Spatial Strategy and Sites Report has been published for public consultation. Comments must be submitted by 9 January 2009.

This report considers the Council's formal response to the emerging strategy, to the ten sites in Wirral which are being suggested as suitable for new waste management facilities and to the six sites that are identified as part of a list of sites to be investigated for their potential to accommodate landfill or landraising.

This report recommends that the suggested answers to the consultation questions, shown marked by a box and numbered under Recommendations 1 to 13, are endorsed as the Council's formal response to the Spatial Strategy and Sites Report.

1 Background

- 1.1 Cabinet on 30 June 2005 agreed to the preparation of a Merseyside Waste Joint Local Development Document in partnership with the Councils for Liverpool, St Helens, Knowsley and Sefton (Minute 80 refers). Cabinet on 19 October 2006 agreed for the partnership to be extended to include Halton Council (Minute 126 refers).
- 1.2 The preparation of the joint Waste DPD is managed on behalf of the six districts by a specialist unit within the Merseyside Environmental Advisory Service (MEAS), the Council's retained environmental advisors. The reason for producing a Waste DPD on a joint basis is to provide a consistent approach for dealing with waste-related planning applications across the six local authorities to achieve economies in the use of specialist staff and reduce the length and number of formal Examinations of the final document.
- 1.3 Public consultation on an Issues and Options Report for the joint Waste DPD was approved by Cabinet on 14 December 2006 (Minute 185 refers) and was undertaken during March and April 2007. The Council's response to the Issues and Options Report was considered by Cabinet on 28 March 2007 (Minute 316 refers).
- 1.4 The next stage in the preparation of the joint Waste DPD is consultation on a Spatial Strategy and Sites Report. Consultation on the Spatial Strategy and Sites

Report was approved by Cabinet on 16 October 2008 subject to the following resolution (Minute 236 refers):

(1) That Cabinet agrees to the commencement of an eight-week public consultation process on the Waste DPD Spatial Strategy and Sites Report in order to meet project deadlines and those set by the Secretary of State for the completion of the Regional Spatial Strategy.

(2) That Cabinet's agreement to the commencement of public consultation should not be taken as an endorsement of the sites or strategy set out in the consultation report and that the Council's formal comments on these will be the subject of a further report and decision during the consultation period. The Council's Investment Strategy requires that the most effective use is made of key development sites to provide for uses in accordance with the vision and aspirations of the Investment Strategy.

1.5 This report has been prepared to address the second recommendation.

1.6 A copy of the Spatial Strategy and Sites Report (the SSS Report) can be viewed at <http://merseysideeas-consult.limehouse.co.uk/portal>. The closing date for comments is 9 January 2009.

2 Spatial Strategy and Sites Report

2.1 Previous consultation on the Waste DPD Issues and Options Report sought to obtain views on matters related to waste minimisation; self-sufficiency; the method for identifying potential sites; the distribution of waste facilities; treatment and disposal options; hazardous wastes; transport; the layout and design of facilities; and the need for criteria based policies for development control (SSS Report, paragraph 6.1, page 26). A review of these issues is provided at Appendix A (SSS Report, page 136).

2.2 The SSS Report now seeks to further develop the vision, objectives and overall strategy for the emerging Waste DPD and concentrates on the spatial pattern of future facilities; the need to respond to climate change and energy security; the assessment of potential sites for new collection and treatment facilities and for landfill; and the need to safeguard suitable sites to protect them from being lost or compromised by other uses. The SSS Report also seeks to respond to the findings of the sustainability appraisal of the emerging Waste DPD.

2.3 The emerging DPD is based on an extensive evidence base including a sustainability appraisal (SSS Report, Section 5, page 25 refers). Copies of the relevant documents can be viewed at http://merseysideeas-consult.limehouse.co.uk/portal/public_sss/public_sss

3 Context

3.1 The SSS Report begins by providing an overview of the main waste management issues facing the Merseyside and Halton sub-region.

3.2 The policy context for the emerging DPD is set by EC Directives, national policy set out in PPS10 and the Waste Strategy 2007, the Regional Spatial Strategy and the Joint Municipal Waste Management Strategy prepared by the Merseyside Waste Disposal Authority.

- 3.3 The national Waste Strategy sets targets for diverting waste from landfill by 2010, which increase further by 2020 (SSS Report, Table 4.1 refers). There are severe financial penalties for authorities that exceed them. National policy also expects communities to take more responsibility for their own waste and to direct it to the nearest appropriate facilities (PPS10, paragraph 3, Key Planning Objectives).
- 3.4 The requirements of the new Regional Spatial Strategy were considered by Cabinet on 6 November 2008 (Minute 257 refers). Principles established by RSS should not be re-opened in a Local Development Document (PPS10, paragraph 13).
- 3.5 The Merseyside sub-region is the third largest producer of waste in the North West behind Lancashire and Greater Manchester, generating up to 7 million tonnes of waste each year. A large proportion is exported outside the area. Despite increased levels of recycling, there is still a high dependency on landfill, which is now considered to be the waste management option of last resort. This is financially and environmentally unsustainable.
- 3.6 The SSS Report states that there is an urgent need for alternative treatment facilities. There is a lack of capacity for sorting and separation, recycling and reprocessing and of facilities for both primary and secondary treatment. There is also a shortage of landfill capacity across the North West and North Wales. The Merseyside Waste Disposal Authority has specific facility requirements. An appropriate response to these issues will require a step change in facility provision.
- 3.7 The SSS Report is the first time that individual sites have been identified for public consultation as part of the emerging Waste DPD.
- 3.8 The requirement to openly identify and evaluate a long-list of candidate sites, alongside the comments of the public and other stakeholders, at an early stage of the plan making process, is an essential component of the new development plans system introduced by the Planning and Compulsory Purchase Act 2004. Authorities are now required to demonstrate that every possible opportunity has been identified and robustly evaluated before concluding that no alternative reasonable options are available.

4 Proposed Vision

- 4.1 The Council, in responding to the previous Issues and Options Report, supported the stated aims of the Waste DPD (Cabinet, 28 March 2007, Minute 316, Recommendation 1, paragraph 4.5 refers). These aims have now been re-cast to provide a vision statement.
- 4.2 The proposed vision for the Waste DPD seeks to set out where the Merseyside and Halton sub-region wants to be by the end of the plan period in 2025 (SSS Report Statement 7.1, page 33 refers):

By 2025, the Waste DPD will have facilitated the development of a network of sustainable and modern waste management facilities which serve the needs of the local communities of Merseyside and Halton, enabling them to be as sustainable and self sufficient as possible in terms of waste management. The communities of Merseyside and Halton will have taken responsibility for their waste and through

effective resource management create economic prosperity by transforming waste into a resource and moving waste up the waste hierarchy. This network of facilities will be sited to minimise negative impact on health and the natural environment, with site allocations being appropriate to the scale and type of waste management facility, and where possible enabling waste management in Merseyside to support mitigation and adaption to climate change.

- 4.3 References to climate change and to the national waste hierarchy which seeks to shift the balance in the way waste is managed (SSS Report, Figure 7.1, page 30 refers) have been added in response to the findings of the sustainability appraisal (SSS Report, Statement 7.2, page 32).

Recommendation 1

Question 7.1 – Do you agree with the proposed vision we have outlined? If not, how can it be amended?

Answer – The vision is acceptable but the reference to site allocations being appropriate should be extended to ensure that they are also appropriate in terms of the character of the surrounding area. The text should be amended to read “...appropriate to the scale and type of waste management facility and to the character and setting of the location...” The reference to Merseyside in the last line should read “Merseyside and Halton” for the avoidance of doubt.

5 Proposed Strategic Objectives

- 5.1 The proposed objectives included in the original Issues and Options Report received wide support, gaining the agreement of 89% of respondents (SSS Report, Statement 7.4, page 33). A number of minor changes have, however, been proposed.
- 5.2 The proposed objectives have been re-titled “Strategic Objectives”. Objective 1 has been amended to better reflect regional waste issues. Objective 4 has been amended to include social gain and Objective 6 to include protecting human health to reflect the findings of the sustainability appraisal. A new Objective (8) has been added to reflect the contribution of improved waste management to climate change.
- 5.3 The Strategic Objectives are now (with additions underlined):

SO1 *To plan for sufficient waste management facilities to meet Merseyside and Halton’s identified waste management needs and to accommodate the sub-regional apportionment of waste arisings as set out in the Regional Spatial Strategy.*

SO2 *To promote waste minimisation and optimise re-use and recycling of waste materials for both waste specific and non-waste planning applications.*

SO3 *To encourage waste management facilities which increase re-use, recycling and value/energy recovery of all waste type, including through the use of new waste management technologies where appropriate, and minimise final*

disposal, in order to meet national, regional and Merseyside and Halton's waste targets.

- SO4 *For Merseyside and Halton, as one of the North West's City Regions, to be a leader in promoting transformation of waste to resource to encourage social, economic, environmental and employment gain from sustainable waste management.*
- SO5 *To raise awareness in sustainable waste management amongst the people and business communities of Merseyside and Halton to reduce waste arisings and increase recycling rates, in particular given the low starting point for the sub-region in terms of recycling.*
- SO6 *To minimise the adverse effects of waste management development (including transportation) on human health, local amenity and the natural and urban environment of Merseyside and Halton.*
- SO7 *To promote high quality development for waste management facilities, particularly given the urban nature of the sub-region.*
- SO8 *For all new waste management facilities on Merseyside and Halton to take account of and contribute to reductions in greenhouse gas emissions and mitigate the effects of climate change.*

5.4 The Council supported the initial spatial planning objectives set out in the Issues and Options Report (Cabinet, 28 March 2007, Minute 316, Recommendation 2, paragraph 4.7). The nature of the changes now proposed would not alter this support.

Recommendation 2

Question 7.2 – Do you agree with the amended Strategic Objectives to minimise waste, recycle and reuse while minimising adverse effects and greenhouse gas releases? If not, how can they be amended to reflect your concerns?

Answer – The revised Strategic Objectives are supported.

6 Proposed Strategic Approach

- 6.1 The Waste DPD team have concluded that the need to increase the amount of waste diverted from landfill, mitigate climate change, provide for energy security and address the severe lack of operational landfill capacity means that the only realistic strategic option for the long term for Merseyside and Halton is a resource recovery-led strategy (SSS Report, Section 8, page 36).
- 6.2 A resource recovery-led strategy will have the following objectives (SSS Report, Statement 8.1, page 37):
- *To seek to minimise waste arisings in the first place*
 - *To maximise recycling, resource recovery and re-processing*

- *To ensure that secondary waste is minimised and processed in a way to provide feedstock for heat and power generation thereby:*
- *Minimising export of residual wastes for landfill disposal*
- *Minimising the need for new landfill/landraise and reserving capacity for the greatest disposal needs*
- *Balancing any export of landfill tonnages with import of equivalent material for secondary treatment to ensure that Merseyside and Halton are net self-sufficient in waste management capacity.*

6.3 This would support the strategy being promoted by the Merseyside Waste Disposal Authority (SSS Report, paragraph 8.8, page 37).

6.4 The Council, at Issues and Options stage, supported the objectives of waste minimisation across all sectors (Cabinet, 28 March 2007, Minute 316, Recommendation 3, Issue 1, paragraph 4.14) and sub-regional self sufficiency, other than for wastes requiring more specialised facilities such as hazardous or low-level radioactive wastes (Cabinet, 28 March 2007, Minute 316, Recommendation 4, Issue 2, paragraphs 4.20 and 4.21). The endorsement of a resource recovery-led approach would be consistent within these earlier resolutions.

Recommendation 3

Question 8.1 – Do you agree with the proposed strategy to meet Merseyside and Halton’s waste management needs? If not, please indicate what else Merseyside and Halton can do to address its waste management needs.

Answer – The promotion of a resource recovery-led strategy is supported.

7 Proposed Spatial Strategy

7.1 A spatial strategy is needed to address the priorities identified by the strategic objectives and by a resource recovery-led approach. The key criteria so far identified include (SSS Report, paragraph 9.14, page 41):

- **sources of main waste arisings** – to reflect the distribution of residential areas, industrial parks and town centres
- **current waste movements** – to strive to be sub-regionally self-sufficient to ensure that communities take more responsibility for their own waste
- **minimising transport impacts** – to reduce the number of lorry journeys by road and promote alternative transport options
- **the location of existing facilities** – to reflect the pattern of strategic centralised facilities which are already mainly located within existing industrial areas or within the port estates

- **climate change and energy security** – to reduce the environmental impact of landfill and identify alternative fuel sources
- **the site selection methodology** – to identify the most suitable locations close to the main sources of arisings

7.2 The resolution of Cabinet on 16 October 2008 (Minute 236 refers) refers to the need to secure the most effective use of key development sites in accordance with the vision and aspirations of the Council’s Investment Strategy.

7.3 National policy states that waste management should be considered alongside other spatial planning concerns (PPS10, paragraph 4). The Companion Guide to PPS10 states that waste should not be considered in isolation from other planning concerns, even when addressed through a thematic Local Development Document, like a Waste DPD (Companion Guide, paragraph 7.3). These wider concerns are not currently reflected in the list of key criteria.

Recommendation 4

Question 9.1 – Do you agree with the key criteria used for defining the spatial strategy? If not, what alternative or additional criteria should we consider?

Answer – An additional criterion should be included to refer to the need to reflect and support identified regeneration priorities and to ensure that any new facilities are designed and located to contribute positively to urban regeneration and renaissance in line with the wider requirement of PPS10 to consider waste management alongside other spatial planning concerns (PPS10, paragraph 4 refers) including the impact on the well-being of the local community (PPS10, paragraph 21(i)). An additional criterion should also be included to refer to the need to minimise the impact on residential areas, including from transport.

8 Spatial Strategy Options

8.1 Three Options are presented:

Option 1 – Sub-Regional Site Approach

8.2 This Option would take account of sub-regional needs by identifying an appropriate number of major sites suitable for sub-regionally significant facilities, based around existing clusters of activity. Sites would also be identified for smaller scale local needs. The clusters would be defined as Areas of Opportunity. Sub-regionally significant sites may also be identified outside Areas of Opportunity where they can be shown to be sustainable and in single ownership.

8.3 The “Pros and Cons” of Option 1 are set out in Table 9.3 (SSS Report, page 48). Option 1 offers the greatest flexibility and best reflects the earlier responses to the Issues and Options Report by allowing sites to be identified at the appropriate spatial level. It provides an objective approach but could lead to cumulative impacts. The illustrative map shows a series of sites clustered around Areas of Opportunity in the east of the Borough, in and around Tranmere and the Wirral docklands at Birkenhead (SSS Report, Figure 9.2, page 49).

- 8.4 The sustainability appraisal concludes that Option 1 is the most sustainable option because it is both robust and flexible (Statement 9.2, page 48). The Waste DPD Team believes that this is the most suitable option in terms of delivering the vision, strategic objectives and a resource recovery-led strategy (SSS Report, paragraph 9.49, page 57).

Option 2 – Waste Arisings Approach

- 8.5 This Option would be based on apportioning the volume of waste arising from each district and then identifying enough sites to treat it within each district's boundaries. This Option is likely to lead to a more dispersed pattern of provision across Merseyside and Halton, with a larger number of smaller facilities of all types being provided within each district.
- 8.6 The "Pros and Cons" of Option 2 are set out in Table 9.4 (SSS Report, page 51). While Option 2 is equitable and would meet the national objective of communities taking responsibility for their own waste, it is less likely to make the most efficient use of the best sites in the sub-region. More sites would be needed in each district, which may not comply with the site selection criteria. It may also be more difficult to finance and operate. The illustrative map shows that similar types of facility would need to be provided within each district (SSS Report, Figure 9.3, page 53).
- 8.7 The sustainability appraisal concludes that Option 2 would not be sustainable. The provision of facilities in each district in isolation is likely to lead to more movements of waste and conflict with climate change objectives. The fragmentation of capacity could reduce the ability to exploit economies of scale and could deter industry investment in the necessary facilities (Statement 9.3, page 52).

Option 3 – Resource Recovery Park Approach

- 8.8 Option 3 focuses on the co-location of facilities on larger sites or groups of smaller nearby sites. Small local sites would not be allocated but could be determined by a criteria based policy or included with other co-located facilities.
- 8.9 The "Pros and Cons" of Option 3 are set out in Table 9.5 (SSS Report, page 55). Clustering could maximise reprocessing synergies. This could limit the wider impact of waste across the sub-region but could also lead to over-concentration and place more pressure on local infrastructure. It would be less flexible for industry, could be more difficult to deliver and could increase the risk of speculative applications on non-identified sites. There may not be enough acceptable large sites to fully accommodate this Option. The illustrative map shows a fewer number of larger sites in the east of the Borough, in and around Tranmere and the Wirral docklands in Birkenhead (SSS Report, Figure 9.4, page 56).
- 8.10 The sustainability appraisal concludes that Option 3 could be too focussed on the delivery of large scale facilities which is more likely to lead to cumulative effects. It does not reflect the need to provide smaller sites and may, therefore, be less effective in facilitating a range of sites of different sizes (Statement 9.4, page 55).
- 8.11 The Council, at Issues and Options stage, supported a combination of diffuse, centralised and clustered facilities, as deemed appropriate (Cabinet, 28 March

2007, Minute 316, Recommendation 6, Issue 4, Question 14 refers). Support for Option 1 would be most consistent with this resolution. Option 2 would only provide for centralised facilities in a Borough wide context.

Recommendation 5

Question 9.2 – Do you agree with the preferred spatial strategy? If not, please tell us if you consider one of the alternative options described is preferable. If there is some other spatial approach (not described in the SSS Report) that you think would address Merseyside and Halton’s waste management requirements better, please tell us what it is.

Answer – The three options presented for the spatial strategy provide a comprehensive summary of the reasonable alternatives available to the Authorities for the future pattern of waste management facilities.

Option 1 – The Sub-Regional Sites Approach is supported as this option appears to provide the most flexible approach, is likely to be most viable in terms of the provision of new facilities and will ensure that the most suitable sites within the sub-region are used to best advantage.

The impact of the limited connections between Wirral and the rest of the sub-region, at the road tunnels across the Mersey and the potential impacts on the surrounding transport networks may, however, also need to be considered in terms of the most optimal future patterns of movement of waste into and out of Wirral, which may indicate that elements of Option 2 may also have some relevance for Wirral.

9 Climate Change and Energy Security

9.1 Climate change is a key driver behind many recent Government initiatives. Moving waste away from landfill will reduce greenhouse gas emissions. The treatment of waste can also provide renewable energy, contributing to energy security as the cost of oil and gas continues to rise.

9.2 The majority of respondents to the Issues and Options Report indicated that other industries were likely to be interested in some form of energy from waste (SSS Report, Statement 10.1, page 59). The production of a refuse derived fuel could form part of the Merseyside Waste Partnership PFI (SSS Report, paragraph 10.8, page 60).

9.3 Two Options are suggested:

Option 1 would **encourage energy from waste as part of all new major developments** including housing development – this option would ensure that waste played a key role in the overall sustainability of all new developments (SSS Report, paragraph 10.14, page 61).

Option 2 would **only encourage energy from waste as part of non-residential developments** – this option would still implement key principles but would not maximise the contribution to energy security (SSS Report, paragraph 10.15, page 61).

- 9.4 The sustainability appraisal was quite critical of the approach presented by these Options but the Waste DPD Team have retained them to allow more general responses to be received before further work is completed.
- 9.5 The sustainability appraisal, for example, found that the Options did not take into account the scale, type and location of development and did not present a full range of options on how waste can be managed to mitigate against or adapt to climate change. The appraisal also suggested that a robust assessment of sub-regional potential for zero or low-carbon energy sources was needed and that energy security may best be delivered through individual authority Local Development Frameworks (SSS Report, Statement 10.2, page 62).
- 9.6 The Waste DPD would be technology neutral (SSS Report, paragraph 10.10, page 60) to respond to the national requirement to avoid stifling innovation (PPS10, paragraph 18).
- 9.7 The next generation of new major development schemes, such as Wirral Waters, are increasingly likely to consider these types of facility as part of their wider proposals. Consultants have already been appointed by the promoters of Wirral Waters to ensure the area wide sustainability of the project, including the consideration of energy, waste and water. Detailed proposals are not yet available. The acceptability of individual schemes will, however, be highly dependent on local conditions and will need to be subject to the preservation of residential amenity.

Recommendation 6

Question 10.1 – Do you agree with encouraging energy from waste in all major new developments? Is there an alternative option that we have not considered? If so please tell us about it with a justification.

Answer – While the principle of sustainable waste management should be considered as part of every major new development proposal, the Council would not wish to see a blanket requirement imposed which may not be suitable in every case. The practicality of delivery will highly depend on detailed site conditions and on the design and layout of new development proposed. Environmental impacts and the impact on local residential amenity would need to take precedence. The definition of major would be crucial. Acceptance would need to be subject to an agreed set of local site-based criteria which may be best promoted as part of Local Development Frameworks.

Question 10.2 – Do you agree with encouraging energy from waste in non-residential developments only? Is there an alternative option that we have not considered? If so please tell us about it with a justification.

Answer – There may be more scope to provide acceptable schemes as part of the wider setting of industrial or commercial based schemes. The Council would not wish to see a blanket requirement imposed which may not be suitable in every case. The practicality of delivery will highly depend on detailed site conditions and on the design and layout of new development proposed. The scale and setting of the proposal would be crucial considerations. Environmental impacts and the impact on local residential amenity would need to take precedence. Acceptance would need to be subject to an agreed set of local

site-based criteria which may be best promoted as part of Local Development Frameworks.

10 Site Selection Methodology

- 10.1 The site selection methodology was the subject of earlier consultation as part of the Issues and Options Report. The background to the methodology, which ensures that a broad range of site characteristics is taken into account, is presented in section 11 (page 63) and in Appendix B (page 143) of the SSS Report.
- 10.2 The Council supported the need for a robust evidence-based method for identifying sites for waste management facilities at the previous Issues and Options stage (Cabinet, 28 March 2007, Minute 316, Additional Recommendation 4a, Question 7 refers).
- 10.3 The Council commented on minimum buffer distances from a wide range of sensitive receptors, such residential areas, schools, hospitals, food processing plants and nature conservation sites &c. (Cabinet, 28 March 2007, Minute 316, Recommendation 5, Issue 3, Question 11 refers) and indicated that the most critical environmental constraints included air quality, flood plains and the vulnerability of groundwater and controlled waters such as rivers streams and lakes; followed by Green Belts, nature conservation interests, the adequacy of the highway network and the sterilisation of mineral deposits (Cabinet, 28 March 2007, Minute 316, Recommendation 5, Issue 3, Question 12).
- 10.4 Rather than establish a rigid minimum buffer distance for each of the 40 separate criteria, the methodology now provides for a range of scores for a range of distances from each receptor. Thirteen of the criteria, such as proximity to railways, canals, docks and strategic highway, provide positive scores. The remaining twenty-seven, such as proximity to residential areas, schools and hospitals, provide negative scores (SSS Report, Table 11.1, page 65).
- 10.5 Appendix B explains why it would not be feasible to apply an absolute rule for the separation of waste uses from residential areas (SSS Report, Figure B.1 and paragraph B.5 and following, page 144).

Recommendation 7

Question 11.1 – Do you agree with the approach we have taken to site selection? If not, tell us how you would change the methodology and why your proposed changes would give better results.

Answer – The site selection methodology does not reflect wider policy priorities such as existing and emerging strategies for regeneration and renaissance, including housing market renewal. The Waste DPD also needs to make clear that some types of facility are more suitable than others, even on top-scoring sites, given the proximity of other more sensitive land uses.

11 Potential Areas of Opportunity

- 11.1 The majority of respondents to the earlier Issues and Options Report believed that a combined approach to the identification of potential sites should be considered, with specific sites being selected alongside generic areas of opportunity (SSR Report, Statement 9.1, page 41). The Council also supported a flexible approach to the identification of sites and areas of opportunity, dependent on the characteristics of the facilities and the findings of a full sustainability appraisal (Cabinet, 28 March 2007, Minute 316, Additional Recommendation 4b, Question 8 refers).
- 11.2 The assessment of individual sites, using the site selection criteria considered in section 10 above, has identified a number of distinct clusters of highly scoring potential sites, which have now been identified as Areas of Opportunity. These mixed industrial areas are close to strategic transport networks, contain a number of existing waste management facilities and would provide jobs close to areas of greatest need. They are identified in the SSS Report as Areas of Opportunity on the basis that other sites that may become available within them are also likely to obtain a similarly high score (SSS Report, paragraph 12.2, page 68).
- 11.3 Two potential Areas of Opportunity have been identified in Wirral: in Tranmere, between the coast and the A41, in the area associated with the former Cammell Lairds shipyard; and in the Birkenhead and Wallasey Docks hinterland, between Seacombe and the former Bidston Dock, including Bidston Moss (SSS Report, Figure 12.2, page 76). The former falls within an area which is still being considered as a potential deep water berth. The latter area falls within the area now associated with Wirral Waters and the proposed Mersey Heartlands Growth Point.
- 11.4 The operational dock estates throughout Merseyside and Halton are also considered to be further areas of opportunity (SSS Report, paragraph 12.6, page 68).

Recommendation 8

Question 12.1 – Do you agree with the Areas of Opportunity which we have defined? If there are other areas that should be considered, where are they and what are their characteristics which make them suitable for waste developments?

Answer – The formal inclusion of Areas of Opportunity in the Waste DPD should be considered alongside other matters of strategic planning importance such as the need for economic regeneration and housing growth at the heart of the urban area, where there is also a limited supply of viable alternatives.

The Areas of Opportunity appear to have been assessed on the basis of current conditions and do not take account of emerging commitments. Both of the Areas of Opportunity in Wirral coincide with conflicting proposals at an advanced stage of preparation.

The Area of Opportunity between Seacombe and Bidston Dock is subject to the Wirral Waters proposals. The delivery of Wirral Waters is a key objective of the Council's Investment Strategy. While sustainable waste management will be considered as part of the wider sustainability of the Wirral Waters/Mersey Heartlands Growth Point proposals, it would not be appropriate to identify, allocate and safeguard sites within this area for waste

management uses that were not a fully integrated part of the proposals for a large scale, mixed use development, with the aim of promoting urban renaissance, economic revitalisation and housing growth at the heart of the urban area.

The Area of Opportunity at Tranmere is subject to wider proposals for the future use of the former Cammell Lairds shipyard, which has been identified as a potential deep water berth and inter-modal freight terminal and may also be needed to accommodate the re-location of uses to facilitate Wirral Waters.

The Area of Opportunity at Tranmere is also subject to major transport concerns, related to the capacity of the highway network, both within the immediate area and along surrounding routes, the impact on local air quality and the impact on other regeneration proposals within the surrounding area.

The identification of Areas of Opportunity in these locations would not be consistent with the Council's wider aspirations for the future use and development of these prominent waterfront areas at the heart of the urban area.

12 Top-Scoring Sites

- 12.1 The needs assessment underpinning the emerging Waste DPD suggests that sites to accommodate up to 27 new facilities may be required across the sub-region to 2025, assuming that a recovery-led strategy is adopted (SSS Report, Table 9.1). The baseline position, for meeting diversion targets but continuing to rely on landfill for residual disposal, would suggest that 29 new facilities would be required (SSS Report, Table 9.1, page 38).
- 12.2 Both these assessments are based on estimates of future waste arisings, the capacity of existing facilities and estimates of the typical sizes of the different types of facility required for each waste stream. While the number of sites needed could be reduced if individual facilities could be co-located, a larger site would be required to accommodate them (SSS Report, paragraph 9.3, page 39). The construction of alternative facilities in the period before the Waste DPD was submitted for public examination could also reduce the number of sites that the DPD would need to identify.
- 12.3 A list of 45 potential sites across Merseyside and Halton has been identified for public consultation. These represent the sites which score best against the site selection criteria considered in section 10 above. A greater number of sites have been identified at this stage to allow flexibility and choice and to provide an element of contingency for sites that may yet still prove to be unsuitable or undeliverable.
- 12.4 The 45 sites have been identified from an original long-list of over 800 individually scored sites (SSS Report, paragraph 11.11, page 64). The full list of the sites considered and their relative scores can be viewed at http://merseysideeas-consult.limehouse.co.uk/portal/public_sss/public_sss (SSS Report, paragraph 12.13, page 72). A site specific sustainability appraisal has been undertaken for each of the short-listed sites identified.
- 12.5 The sites have been classified under two categories, based on their size:

(i) Sites Identified as Suitable for Sub-Regional Scale Facilities

- 12.6 Large sites above 4.5 hectares have been identified for single, larger capacity facilities which could handle a significant proportion of the waste streams generated from Merseyside and Halton (excluding landfill and/or land-raising, which is dealt with in section 14 below). The relative shortage of high-scoring large sites means that only three of the ten identified are within the top 10% of site scores. Two of the three large sites identified in Wirral fall within the top 10% of site scores (SSS Report, Table 12.3, page 170).
- 12.7 The reference case for the procurement process for the management and treatment of municipal waste, being considered by the Merseyside Waste Disposal Authority, includes two sites of at least 8 hectares in size to enable the co-location of a mechanical biological treatment plant with an energy recovery facility (SSS Report, paragraph 12.16, page 73).
- 12.8 Comments on the background evaluation of each of the large sites identified within Wirral are set out below. The suggested formal response on each of the large sites is set out in Table 1, under Recommendation 9 below:
- Former Graving Docks, Beaufort Road (W0808) – Bidston and St James Ward – 11.0 ha*
- 12.9 This site is part of a collection of four sites (three are small sites) identified in North Birkenhead, two of which are existing waste management facilities.
- 12.10 The site comprises vacant dockside facilities, including former graving docks backfilled with waste by the former Docks and Harbour Company. The site lies between the ship repair yard operated by North Western Ship Repairers and the port transit facilities at Cavendish Wharf. Parts of the site have been subject to previous consents for waste transfer and the mechanical processing of scrap metal.
- 12.11 The site was previously shown as part of the Dock Estate subject to UDP Policy EM10, which permitted business, industrial and storage uses. Policy EM10 is no longer in force, following a Direction by the Secretary of State in September 2007. The site is now identified as part of Wirral Waters.
- 12.12 The masterplanning for Wirral Waters shows the Corporation Road/Beaufort Road corridor as a City Boulevard, a greatly enhanced high quality transport corridor with intensive landscaping, to improve local environmental conditions, introduce green infrastructure and provide improved east-west accessibility with further links through to north and west Wirral as part of the wider regeneration of the area. A major waste project on this site would, therefore, harm aspirations for the wider regeneration and environmental improvement of this area.
- 12.13 The site is also being assessed as part of proposals to reinstate the docks rail freight link as part of continued operation of the port and for the relocation of existing port uses from East Float to West Float to facilitate the development of Wirral Waters.

12.14 Major waste facilities are already provided within the vicinity of the site at Wallasey Bridge Road. The site is owned by Peel Holdings.

12.15 This site does not appear to have been subject to a site-specific sustainability appraisal.

Former Southern Car Park, Cammell Lairds (W0360) – Rock Ferry Ward – 4.7 ha

12.16 This is the highest scoring site appearing in the published short-list of large sites within the sub-region.

12.17 This is one of two large sites (and two small sites) associated with the former Cammell Laird shipyard. The site is a prominent riverside site at the heart of the urban area, which comprises part of the wider area allocated as an Employment Development Site at Cammell Lairds, identified in the UDP as one of two centrally located special development opportunity sites in Birkenhead. Together with site W0343 below, it is one of a limited number of sites with potential to meet the regional need for deep water berths as identified by the North West Development Agency in its October 2005 Ports Study. The site may also be required to accommodate uses relocated from Wirral Waters. The site is owned by Peel Holdings.

12.18 Out of the thirty-one sustainability objectives identified in the site-specific sustainability appraisal this site scored three positives, one uncertain positive, four negatives and two uncertain negatives.

Old Workshops, Cammell Lairds (W0343) – Rock Ferry Ward – 9.1 ha

12.19 This is the only short-listed larger site falling outside the top 10% of site scores.

12.20 This is one of two large sites (and two small sites) associated with the former Cammell Laird shipyard. The site is a prominent riverside site at the heart of the urban area, which comprises part of the wider area allocated as an Employment Development Site at Cammell Lairds, identified in the UDP as one of two centrally located special development opportunity sites in Birkenhead. Together with site W0360 above, it is one of a limited number of sites with potential to meet the regional need for deep water berths. The site may also be required to accommodate uses relocated from Wirral Waters. The site is owned by Peel Holdings.

12.21 Out of the thirty-one sustainability objectives identified in the site-specific sustainability appraisal this site scored one double positive, four positives, two uncertain positives and four uncertain negatives.

(ii) Sites Identified as Suitable for District Scale Facilities

12.22 A series of smaller sites have also been identified that would be suitable for a wide range of more local scale facilities (again, excluding landfill and/or landraising, which is dealt with in section 14 below). All of the smaller sites identified in Wirral, with the exception of the site at Old Gorse Lane, Seacombe (Site W0240), fall within the top 10% of site scores (SSS Report, Table 12.4, page 70).

12.23 Comments on the background evaluation of each of the smaller sites identified within Wirral are set out below. The suggested formal response on each of the smaller sites is set out in Table 2, under Recommendation 9 below:

Mersey Waste Holdings, Wallasey Bridge Road (W2215) – Bidston & St James Ward

12.24 This site is part of a collection of three small sites (and one large site) identified in North Birkenhead, two of which are existing waste management facilities.

12.25 The site contains an existing, recently constructed waste management facility operated by the Merseyside Waste Disposal Authority. The site currently contains an integrated waste management centre, including a household waste reception centre, a materials recycling facility and an in-vessel composting facility. The site also has permission for a compost maturation building which has not yet been constructed. The site currently accepts waste from four Merseyside districts and may offer additional capacity if similar replacement facilities are provided elsewhere within the sub-region (SSS Report, paragraph 4.50, page 21).

12.26 The site is shown as part of a Waste Disposal Site for illustrative purposes on the UDP and as part of an Area Requiring Landscape Renewal. The site would be adjacent to the Wirral Waters proposals at the former Bidston Dock and is acceptable as an existing, modern waste management facility.

12.27 Out of the thirty-one sustainability objectives identified in the site-specific sustainability appraisal this site scored five positives, one uncertain positive and two negatives.

George Major, Wallasey Bridge Road (W0180) – Bidston & St James Ward

12.28 This site is part of a collection of three small sites (and one large site) identified in North Birkenhead, two of which are existing waste management facilities.

12.29 The site is an existing waste management facility, operated by a private contractor since the late 1990s. The site has consent for the recycling of non-hazardous waste, the external storage of reclaimed building/excavation material and a building for enclosed screening and sorting. Planning permission was granted for industrial units on a small part of the site in December 2006. The site was identified as an Employment Development Site falling within an Area Requiring Landscape Renewal in the UDP and now forms part of the wider hinterland to Wirral Waters. The site is acceptable as an existing waste management facility.

12.30 Out of the thirty-one sustainability objectives identified in the site-specific sustainability appraisal this site scored one double positive, four positives, two uncertain positives, one negative and two uncertain negatives.

Cleared site, Tees Street, Beaufort Road (W0191) – Bidston and St James Ward

12.31 This site is part of a collection of three small sites (and one large site) identified in North Birkenhead, two of which are existing waste management facilities.

- 12.32 The site forms the western part of the site of the former River Streets housing estate which was cleared during the late 1990s, to the south of the former Mobil Oil works and the dockland facilities to the north of Beaufort Road. The land to the immediate east is being considered for a new Police Command Centre.
- 12.33 The site is shown as part of a Primarily Residential Area in the UDP but was put forward for consideration as an Employment Development Site in the Employment Land and Premises Study, which is still to report. The site was shown for industrial uses on the initial master plan prepared for the Housing Market Renewal Pathfinder.
- 12.34 The masterplanning for Wirral Waters shows the Corporation Road/Beaufort Road corridor as a City Boulevard, a greatly enhanced high quality transport corridor with intensive landscaping, to improve local environmental conditions, introduce green infrastructure and provide improved east-west accessibility with further links through to north and west Wirral as part of the wider regeneration of the area. A major waste project on this site would, therefore, harm aspirations for the wider regeneration and environmental improvement of this area.
- 12.35 Major waste facilities are already provided within the vicinity of the site at Wallasey Bridge Road. The majority of the site, together with land to the east towards Lincoln Street, is Council owned.
- 12.36 Out of the thirty-one sustainability objectives identified in the site-specific sustainability appraisal this site scored six positives, one uncertain positive and two uncertain negatives.

Old Joiners Shop, Cammell Lairds (W0339) – Rock Ferry Ward

- 12.37 This is one of two small sites (and two large sites) associated with the former Cammell Laird shipyard. The site comprises part of the wider area allocated as an Employment Development Site at Cammell Lairds, identified in the UDP as one of two centrally located special development opportunity sites in Birkenhead. The site comprises a large brick built building on Campbeltown Road to the west of the construction hall and basin.
- 12.38 Out of the thirty-one sustainability objectives identified in the site-specific sustainability appraisal this site scored one double positive, four positives, two uncertain positives, one negative and two uncertain negatives.

Global Environmental Recycling, Campbeltown Road (W0322) – Rock Ferry Ward

- 12.39 This is one of two small sites (and two large sites) previously associated with the former Cammell Laird shipyard. The site comprises an existing unit in the Maritime Business Park off Campbeltown Road, which is already used for the treatment and recycling of electrical equipment. The site is shown as part of the Primarily Industrial Area adjoining the A41 frontage to the wider Cammell Lairds complex. The site is privately owned and operated.
- 12.40 Out of the thirty-one sustainability objectives identified in the site-specific sustainability appraisal this site scored one double positive, four positives, one uncertain positive, one negative and two uncertain negatives.

Former Tip, Oakdale Road (W0270) – Seacombe Ward

- 12.41 This site lies within the Primarily Industrial Area to the north of the Wallasey docks and is part of the wider hinterland to Wirral Waters.
- 12.42 The north of the site, adjacent to the Kingsway Tunnel Approach Road, includes the site of the former British Leather tannery landfill. This part of the site was acquired by the Council in the early 1990s for treatment with landscaping as open space. The site has been capped with a membrane which cannot be pierced or built upon. This part of the site is overlooked by residential development along the opposite site of Oakdale Road.
- 12.43 The south of the site, to the rear of the New Way Business Centre, outside the boundary of the former landfill site, is allocated as an Employment Development Site. This area of the site is privately owned and is currently being considered for a grant aided industrial development by a local developer. Permission for a motorcycle showroom was granted in December 2005 but not implemented. The development of industrial units would be appropriate in the context of recent nearby development.
- 12.44 Out of the thirty-one sustainability objectives identified in the site-specific sustainability appraisal this site scored two uncertain double positives, two positives, three uncertain positives, one uncertain double negative and two uncertain negatives.

Land North West of Old Gorse Lane (W0240) – Seacombe Ward

- 12.45 This is the only short-listed smaller site in Wirral to fall outside the top 10% of site scores. The site is part of the Primarily Industrial Area to the north of the Wallasey docklands on the UDP and is part of the wider hinterland to Wirral Waters. The land to the south accommodates a number of existing waste management facilities.
- 12.46 The site itself is a long-vacant, backland area of cleared hardstanding left over from the demolition of the previous town gas works. The site lies adjacent to the Wallasey gas holders and contains the vent for the mid-Wirral high pressure gas main, both of which are major hazards. It is unlikely that the site would even be appropriate for waste management uses. The land is privately owned.
- 12.47 Out of the thirty-one sustainability objectives identified in the site-specific sustainability appraisal this site scored two uncertain double positives, two positives, three uncertain positives and three uncertain negatives.

Comments of the Directors of Regeneration and Technical Services

- 12.48 The Director of Regeneration is unable to comment on the suitability or otherwise of the large or small sites proposed without knowing the exact nature of the operations proposed. The site at Oakdale Road (W0270) has the greatest potential to cause harm, given the proximity of existing residential properties.
- 12.49 The Director of Technical Services notes that all the potential large and small sites are located in proximity to the strategic highway network.

12.50 Proposals located on the collection of sites in and around Cammell Lairds would cause concern and would require very careful consideration for the following reasons:

- (1) a significant increase in emissions from heavy vehicle activity in the vicinity of the A41 could have a serious impact on air quality, which could require additional constraints on vehicle movements to be imposed;
- (2) a significant increase in large vehicles using the A41 from the south, through Bromborough and Eastham, would be detrimental to flows currently operating at about capacity along this corridor;
- (3) access to the west from the M53 may need to be limited. Woodchurch Road is identified as a congestion corridor in the Local Transport Plan, where traffic flows need to be managed to reduce journey times along the section east of the M53 as part of the Council's Local Area Agreement;
- (4) access from the north, from the M53 through Woodside, could have implications for other major regeneration projects, along dockland routes and the Kingsway Tunnel.

12.51 The site at Tees Street (W0191) may be needed to accommodate a potential park and ride development, as part of the transport strategy to support Wirral Waters.

12.52 The large dockland site at Beaufort Road (W0808) may be needed to provide the terminus for a re-opened rail freight line from Bidston, as part of the relocated dockland facilities associated with the Wirral Waters proposals.

Recommendation 9

Question 12.2 – Do you agree with the shortlist of top-scoring sites shown in Tables 12.3 and 12.4? Are there in your opinion any overriding reasons why any of the sites listed in Tables 12.3 and 12.4 are unsuitable for waste management uses? Are there other sites you would prefer to see used for development of waste management facilities – where are they and why would they be more suitable than the sites listed in Tables 12.3 and 12.4?

Answer – Comments on the suitability of each individual site are set out in Table 1 (large sites) and Table 2 (small sites) below.

There are no other sites that the Council would currently wish to see used for the development of waste management facilities, beyond those where planning permission has already been granted.

The accompanying site-specific sustainability appraisal does not appear to have taken into account the potential implications on air quality for developments proposed at the four sites in and around the A41 at Tranmere (Sites W0322, W0339, W0343 and W360), which are close to trigger levels for the designation of an Air Quality Management Area.

The evaluation of proximity to a railway line does not appear to take into account whether the rail line concerned is capable of carrying freight or is only used to provide passenger services.

Site W0808 – Graving Dock, Wirral, does not appear to have been subject to a site-specific sustainability appraisal.

The sustainability appraisal for Site W0240 – Old Gorse Lane, Wallasey appears to be based on the incorrect assumption that the site is between 250 to 500 metres away from residential property, when there is a substantial area of housing within 250 metres of the boundary to the site.

The sustainability appraisal for Site W0322 – Unit D, Maritime Business Park, appears to be based on the incorrect assumption that there is no residential property within 250 metres of the site, when there is a substantial area of housing within 250 metres of the boundary to the site.

Table 1 – Large Sites (above 4.5 hectares)

Site Reference	Suitability	Reasons
W0808 - Graving Docks	Not suitable	<p>The development of this site for high intensity waste management would be contrary to the Council's wider aspirations for the regeneration and renaissance of the area.</p> <p>This site is owned by a port operator and is being reserved to assist the relocation of port activities to facilitate the delivery of Wirral Waters and the Mersey Heartlands Growth Point.</p> <p>The site is also being assessed as part of proposals to reinstate the docks rail freight link as part of Wirral Waters.</p> <p>The masterplanning for Wirral Waters shows the Corporation Road/Beaufort Road corridor as a new City Boulevard, a greatly enhanced high quality transport corridor with intensive landscaping, to improve local environmental conditions, introduce green infrastructure and provide improved east-west accessibility.</p> <p>Major waste facilities are already provided within the vicinity.</p>

Site Reference	Suitability	Reasons
W0360 - Cammell Lairds (Southern Car Park)	Not suitable	<p>The site is part of a special development opportunity at the heart of Birkenhead, which is identified in the Regional Spatial Strategy as a priority for renewal and economic revitalisation.</p> <p>The site has recently been purchased by a port operator. There is a regional need for additional deep water port facilities. The area has been identified in the Regional Spatial Strategy as an area of search for an inter-modal freight facility.</p> <p>The site includes made ground towards the coast and lies adjacent to the Tranmere Oil Terminal (a major hazard).</p> <p>The development of this site for high intensity waste management could have significant transport impacts in terms of air quality, congestion and highway capacity in the immediate vicinity and on routes to and from the M53 to from the north, south and west.</p> <p>The proposal could harm prospects for economic regeneration and urban renaissance within the surrounding areas and would be contrary to the Council's wider aspirations for the area.</p>
W0343 - Cammell Lairds (Old Workshops)	Not suitable	<p>The site is part of a special development opportunity at the heart of Birkenhead, which is identified in the Regional Spatial Strategy as a priority for renewal and economic revitalisation.</p> <p>The site has recently been purchased by a port operator. There is a regional need for additional deep water port facilities. The area has been identified in the Regional Spatial Strategy as an area of search for an inter-modal freight facility.</p> <p>The development of this site for high intensity waste management could have significant transport impacts in terms of air quality, congestion and highway capacity in the immediate vicinity and on routes to and from the M53 to from the north, south and west.</p> <p>The Council would oppose the use of this site for secondary treatment.</p> <p>The proposal could harm prospects for economic regeneration and urban renaissance within the surrounding areas and would be contrary to the Council's wider aspirations for the area.</p>

Table 2 – Small Sites (below 4.5 hectares)

Site Reference	Suitability	Reasons
W2215 – Mersey Waste Holdings, Wallasey Bridge Road	Suitable	The site is suitable as an existing waste management facility for materials recycling, household waste reception and in-vessel composting.
W0180 – George Major, Wallasey Bridge Road	Suitable	The site is suitable as an existing waste management facility for the recycling of non-hazardous materials including covered sorting and the storage of reclaimed building materials.
W0191 – Former Tees Street	Not Suitable	<p>The site is Council owned. The development of this site for waste management would be contrary to the Council's wider aspirations for the regeneration and renaissance of the area.</p> <p>The masterplanning for Wirral Waters shows the Corporation Road/Beaufort Road corridor as a new City Boulevard, a greatly enhanced high quality transport corridor with intensive landscaping, to improve local environmental conditions, introduce green infrastructure and provide improved east-west accessibility.</p> <p>Major waste facilities are already provided within the vicinity.</p>
W0339 - Cammell Lairds (Joiners Shop)	Not suitable	<p>The site is part of a special development opportunity at the heart of Birkenhead, which is identified in the Regional Spatial Strategy as a priority for renewal and economic revitalisation.</p> <p>Any proposal on this site would need to be considered in the context of the wider proposals for economic regeneration and urban renaissance on the adjacent sites within the surrounding area. It would not be appropriate to allocate the site for waste management uses in isolation from these wider proposals.</p>
W0322 - Cammell Lairds (Global Recycling)	Suitable	The site is suitable as an existing waste management facility for the recycling of electrical equipment.
W0270 - Oakdale Road	Not suitable.	<p>The majority of the site adjacent to the tunnel approach road was a former tannery landfill. The site was acquired by the Council for treatment and has been secured by the installation of a membrane. Any building or reuse that could damage the underlying membrane would not be permitted. The site is overlooked by residential property.</p> <p>The part of the site to rear of the New Way Business Centre is privately owned and is being promoted for the development of industrial units, which would be consistent with the character of the surrounding area..</p>
W0240 – Old Gorsey Lane	Not suitable	The site contains the vent to the mid-Wirral high pressure gas main and lies adjacent to gas holders (both major hazards) and is unlikely to be suitable for an alternative use. The site is not in the top 20% of site scores.

13 Site Maps and Profiles

- 13.1 A site profile for each of the short-listed potential sites, showing the site boundary and describing the surrounding context, is provided in section 12 of the SSS Report. Site profiles for the large sites in Wirral can be found on pages 85 to 87 and for the small sites on pages 122 to 128.
- 13.2 Part of each profile refers to the broad type of waste management uses likely to be suggested for each site, taking account of the likely impacts of different types of uses (Appendix B, table following paragraph B.23, page 150), the size and shape of the site, proximity to housing and other environmental constraints, transport links, potential synergies with other adjacent sites and other policy constraints (SSS Report, Appendix B, paragraph B.24, page 151). Each site specific recommendation is technology neutral, leaving the choice of technology to the site developer and operator (SSS Report, Statement B.6, page 151) in line with national policy (PPS10, paragraph 18).
- 13.3 The nature of the types of use being suggested for each site is summarised in Table 12.5 (SSS Report, page 74). Only one of the short-listed potential sites in Wirral, at Cammell Lairds, has been identified within the SSS Report as suitable for secondary treatment, such as energy from waste or combined heat and power (W0343, page 87). The collection of four sites at Cammell Lairds (W0322, page 123; W0339, page 122; W0343, page 87; and W0360, page 85) has also been identified, alongside the sites at Wallasey Bridge Road (W0180, page 125; W0191, page 127; and W2215, page 124) and at Beaufort Road (W0808, page 86), as suitable for a resource recovery park, where the co-location of a number of different uses could maximise the potential for re-processing and treatment.
- 13.4 The Council, at Issues and Options stage, indicated that the most appropriate locations for waste treatment facilities would include business parks and light industrial areas; industrial areas containing heavy or specialised uses; contaminated land, brownfield land including derelict land, redundant sites and existing sites or buildings; and sites previously occupied by other types of waste management facilities. While household waste reception centres were also considered acceptable within urban areas in general, waste to energy developments were only considered acceptable in industrial areas containing heavy or specialised uses. The Council also indicated that any decision, on any site, for any type of facility, should be subject to a full sustainability appraisal (Cabinet, 28 March 2007, Minute 316, Recommendation 5, Issue 3, Question 10, (i)-(iii) refer).

Recommendation 10

Question 12.3(a) – Do you agree with the sites and the waste management uses which we have described in the site profiles? If you disagree with specific sites, please tell us which sites you object to. If you believe there are inaccuracies in the profiles, please tell us where you think these are.

Answer – The Council’s response to the suitability of individual sites is set out in the response to Question 12.2 (Recommendation 9 above).

The Council does not accept that site W0343 – Old Workshops, former Shipyard, Campbeltown Road, would be suitable for secondary treatment, given its location at the heart of the urban area, which is a priority for economic revitalisation and urban renaissance and where potential air quality management issues have already been identified.

14 Landfill or Landraise Sites

- 14.1 There will always be a need to landfill residual wastes that cannot be disposed of in any other way and more landfill sites will be needed to accommodate the sub-region's residual waste, even if Government targets to reduce the amount of waste going to landfill are met (SSS Report, paragraph 12.31, page 129).
- 14.2 A list of existing authorised sites is provided (SSS Report, Table 12.6, page 129). The only site on Merseyside still accepting waste will close before the Waste DPD is adopted (SSS Report, paragraph 12.32, page 129).
- 14.3 The needs assessment suggests a potential need for up to eleven new landfill sites over the plan period to 2025 to accommodate the sub-region's residual waste (SSS Report, Table 9.1, page 38) or six new sites, if a recovery-led strategy is adopted (SSS Report, Table 9.2, page 39). The final capacity required will, however, depend on the success of waste minimisation initiatives and on the amount of waste that can be dealt with by alternative recycling, reprocessing and treatment facilities.
- 14.4 The SSS Report recognises that the options for landfill of Merseyside's residual waste are severely limited (SSS Report, paragraph 12.35, page 130).
- 14.5 A list of thirty-one potential sites within the sub-region has been identified for public consultation (SSS Report, Appendix D, Table D.1, page 157) from an initial long-list of 104 existing or historic landfill and mineral sites (SSS Report, paragraph 12.43, page 131). These sites represent the top 30% best-scoring sites. All the sites identified score negatively. A full list of the sites considered and their relative scores can be viewed at http://merseysideeas-consult.limehouse.co.uk/portal/public_sss/public_sss
- 14.6 Unlike the previous "short-list" of sites the list of thirty-one potential landfill sites is still to go through a technical assessment process including detailed discussions with the Environment Agency, and no site profiles or site boundaries have been provided (SSS Report, paragraph 12.44, page 131). A site-specific sustainability appraisal has also not yet been carried out on any of these sites.
- 14.7 The SSS Report list identifies six sites in Wirral. The two sites at Moreton (referenced MIN027 and EAS0018) and one at Prenton (referenced MIN030) fall within the upper half of scores. The sites at Irby (referenced MIN031) and Bromborough Dock (EAS0020) score worst (Appendix D, Table D.1, page 157).
- 14.8 At Issues and Options stage, the Council indicated as a general principle across Merseyside and Halton that landfill would be acceptable at working quarries and borrow pits and at existing and former landfill sites and that countryside and Green Belt areas should only be used by exception. Former mineral sites were specifically

excluded (Cabinet, 28 March 2007, Minute 316, Recommendation 5, Issue 3, Question 10 (iv) refers).

- 14.9 Comments on the background evaluation of each site are set out below. The suggested formal response on each of these sites is set out in Table 3, under Recommendation 11 below:

Bromborough Dock North Landfill, Dock Road South (EAS0020) - Bromborough Ward

- 14.10 Bromborough Dock was the last active landfill site in Wirral, located to the north of the former port estate at Bromborough but close to the residential areas to the east of New Ferry Bypass. The site was shown as a Waste Disposal Site for illustrative purposes in the UDP. The adjoining coastal areas are now recognised as having international value for nature conservation. The site has finished receiving waste and is undergoing an agreed programme of restoration. The site has already been subject to significant landraising.

Irby Quarry, Irby Mill (MIN031) – Greasby Frankby and Irby Ward

- 14.11 This site is a small, long-disused, former quarry for local sandstone. The site is owned by the Council and maintained as part of Royden Country Park for countryside recreation and rock climbing. The site is in the Green Belt, in an Area of Special Landscape Value. It is also designated as a Countryside Recreation Site, a Site of Biological Importance and a Site of Local Importance for Earth Science in the UDP.

North Wirral Brickworks, Carr Lane, Moreton (MIN027) – Hoylake and Meols Ward

- 14.12 This site forms part of a mineral working with permission for clay extraction. The site is in the Green Belt and is shown for illustrative purposes as a Mineral Reserve in the UDP. There is a Site of Special Scientific Interest adjacent to the north east corner of the site. The site also lies within the flat, low-lying North Wirral coastal plain and is identified as part of an Area Requiring Landscape Renewal on the UDP.

- 14.13 New conditions for the mineral site were approved in 2002. The restoration conditions do not allow the use of any imported controlled waste. An application for the extension of clay extraction, landfilling and restoration to agriculture, installation of boreholes and landfill gas extraction system and associated plant including flare stack was dismissed at appeal in 1991.

- 14.14 There is a history of enforcement action including action against the illegal tipping of waste above adjoining land levels. An enforcement notice requiring its removal remains extant. The tipped area is now vested in the Crown. Housing is in close proximity, particularly along the eastern boundary.

Moreton Landfill, Old Brickworks, Tarran Way, Moreton (EAS0018) – Moreton West & Saughall Massie Ward

- 14.15 This site forms part of a former mineral site for clay extraction which has been backfilled with inert material and is undergoing the final phases of restoration. The site has consent for a golf course. Earlier phases of restoration now form part of the

Moreton Hills Golf Centre. Permission to extend the period allowed for the crushing and screening of imported inert material on the later phases of restoration was refused in 2008.

- 14.16 The site lies in the Green Belt to the north of the railway line with access from Tarran Industrial Estate and is shown as a Waste Disposal Site for illustrative purposes on the UDP. The site also lies within the flat, low-lying North Wirral coastal plain and is identified as part of an Area Requiring Landscape Renewal. An area of washland adjoins the site to the north west. The site is in close proximity to housing along the southern boundary.

Prenton Quarry, Prenton Dell (MIN030) – Prenton Ward

- 14.17 This site is a former mineral works for clay extraction in the Green Belt, located to the south of Prenton Dell Road, between the electricity substation and Prenton Golf Course.

- 14.18 An application for the determination of new conditions for the mineral site was approved in July 2000. The site was not shown as a Mineral Reserve in the UDP. Access would involve the use of local residential roads. A vehicle weight restriction order was placed on Melford Drive in 2005. The site is in close proximity to housing along the north western boundary. The potential for designation as a Site of Biological Importance has been confirmed by the Wirral Local Wildlife Sites Partnership.

Lower Farm, Roman Road/Prenton Dell Road, Prenton (EAS0282) – Prenton Ward

- 14.19 This site is a completed former landfill in the Green Belt to the rear of Prenton Dell Road and Roman Road. Access would involve the use of local residential roads. The site is in close proximity to housing along the northern and eastern boundaries.

Comments of the Directors of Regeneration and Technical Services

- 14.20 The Director of Regeneration has expressed concern with regard to the close proximity to residential premises of the areas identified for landfill and the potential for nuisance from noise, odours, flies and lighting, on the basis of experience from previous facilities within the Borough, particularly at the existing Bromborough Dock landfill site.

- 14.21 The Director of Technical Services considers that:

(1) access to the potential sites in Moreton would put further pressure on Moreton Cross, where the highway network is already over-stretched, causing further harm to the environment of the Key Town Centre. An increase in HGVs through Hoylake and Meols would also be unwelcome, given the Council's wider proposals for the regeneration of the coastal resorts.

(2) access to the potential sites in Prenton could only be provided from roads served by the A552, which is identified as a congestion corridor in the Local Transport Plan, where traffic flows need to be managed to reduce journey times along the section east of the M53 as part of the Council's Local Area Agreement.

(3) access to the potential site at Irby Quarry is very poor and would require heavy vehicles to penetrate local residential roads.

(4) access to Bromborough Dock could only be served from the A41 corridor which is already operating at or near capacity at peak times. Increased traffic would impact negatively on residents both in the vicinity of the site and along the transport corridor.

Recommendation 11

Question 12.4(a) – Do you agree with the list of sites to be assessed for potential as landfill/landraise? Are there any sites listed in Appendix D which you feel would be unsuitable for development as a landfill? If so, please tell us why.

Answer – None of the sites identified in Wirral are considered to be an acceptable location for future landfill or land raising operations for the reasons set out in Table 3 below.

Question 12.4(b) – Are you aware of any other sites which may be suitable for development of additional landfill or landraise capacity for Merseyside and Halton? If so please tell us.

Answer – The Council is not aware of any other site within the Borough that would be suitable for the development of additional landfill or landraise capacity.

Table 3 – Landfill Sites

Site Reference	Suitability	Reasons
EAS0020 – Bromborough Dock North	Not suitable	<p>This site is an existing former landfill which has already been subject to significant landraising, has now ceased receiving waste and is actively under going an agreed programme of restoration. The height of previous landraising and the proximity of new and proposed residential property makes this site unsuitable for further landfill or landraising operations, especially given the prolonged impact on local residents during the previous operation of site.</p> <p>The site could only be served from the A41 corridor which is already operating at or near capacity at peak times. Increased traffic would impact negatively on residents both in the vicinity of the site and along the transport corridor.</p>
MIN031 - Irby Quarry	Not suitable	<p>This site is a small, long extinct former quarry for local sandstone. The site is now owned by the Council and managed as public open space for countryside recreation as part of Royden Country Park. The site lies in an inaccessible location and would require heavy vehicles to penetrate local residential and rural roads. The proximity of residential property would also make this site unsuitable for any landfill operation.</p>

Site Reference	Suitability	Reasons
MIN027 - Carr Lane Brickworks	Not suitable	<p>The site is a mineral site in the Green Belt. Restoration conditions do not permit the use of imported controlled wastes. An application for the extension of clay extraction, landfilling and restoration to agriculture, installation of boreholes and landfill gas extraction system and associated plant including flare stack was dismissed at appeal in 1991.</p> <p>Landraising would be incompatible with the surrounding landscape of a flat, low lying coastal plain. Part of the site, which has been subject to illegal tipping above surrounding land levels, is subject to an extant enforcement notice requiring its removal.</p> <p>The import of materials would involve increased levels of heavy goods vehicles along residential roads. Access through Moreton Cross would have serious implications for congestion on the surrounding strategic highway network and would cause further harm to the environment of the Key Town Centre. Access from Hoylake and Meols would conflict with the Council's wider strategy for the regeneration of the coastal resorts for tourism and coastal recreation.</p> <p>The proximity of residential property would also make this site unsuitable for landfill or landraising operations and the addition of waste management operations would have an unacceptable cumulative impact on the well being of the local community.</p>
EAS0018 - Tarran Way Brickworks	Not suitable	<p>The site comprises the final phases of the restoration of a former clay extraction site in the Green Belt. The site is undergoing final restoration and has consent for a golf course. Previous phases are already in active use as a golf facility.</p> <p>Permission for additional imported material was refused in 2008. Landraising would be incompatible with the surrounding landscape of a flat, low lying coastal plain.</p> <p>Access through Moreton Cross would have serious implications for congestion on the surrounding strategic highway network and would cause further harm to the environment of the Key Town Centre.</p> <p>The proximity of existing residential property would also make this site unsuitable for landfill or landraising operations, particularly given the cumulative effect on the community of previous activities.</p>
MIN030 - Prenton Quarry	Not suitable	<p>The site is a former mineral site in the Green Belt. Access to the site is poor and would involve the use of local residential roads. Vehicle weight restrictions are in place along Melford Drive. Access would also have serious implications for congestion on the surrounding strategic highway network. Qualification for formal designation as a Site of Biological Importance has been confirmed by the Wirral Local Wildlife Sites Partnership. The proximity of residential property also makes this site unsuitable for landfill or landraising operations.</p>

Site Reference	Suitability	Reasons
EAS0282 - Roman Road, Prenton	Not suitable	The site is a long-closed landfill in the Green Belt, which has already been subject to landraising. Vehicular access would be required through local residential roads. Access would also have serious implications for congestion on the surrounding strategic highway network. The proximity of residential property would also make this site unsuitable for landfill or landraising operations.

15 Safeguarding Approach

- 15.1 The strategic importance and controversial nature of waste management facilities means that acceptable sites, once identified, may need to be safeguarded to ensure their continued availability for waste-related uses. This could also affect the use of adjacent sites. National policy suggests that proposals which could prejudice the implementation of the waste strategy should be refused (PPS10 paragraph 33).
- 15.2 The majority of respondents to the previous Issues and Options Report agreed that sites should be safeguarded to ensure their continued availability (SSS Report, Statement 12.1, page 132).
- 15.3 Three Options have been suggested:
- Option 1 – **Safeguard all the large sites**, with the potential for accommodating sub-regional facilities, with a periodic review after five years.
- Option 2 – **Safeguard all the identified sites**, large or small, with a periodic review after five years.
- Option 3 – **Safeguard all the identified large sites alongside a selection of smaller sites**, with a periodic review after five years.
- 15.4 The sustainability appraisal indicates that the difficulty in identifying sites suitable for waste management means that safeguarding should be applied to a range of sizes of site (SSS Report, Statement 12.2, page 133) and that safeguarding without any means of review would be too inflexible (SSS Report, Statement 12.3, page 134). The appraisal has, therefore, concluded that Option 3 would provide the most flexible approach (SSS Report, Statement 12.4, page 134).
- 15.5 The need for a formal review of allocations, at least every five years, is set out in national policy (PPS10, paragraph 19).
- 15.6 The Council supported the principle of safeguarding identified sites for new waste management facilities, at the Issues and Options stage, subject to a clear programme for the delivery of the facilities required (Cabinet, 28 March 2007, Minute 316, Additional Recommendation 4c, Question 9 refers). This caveat should be retained, to balance the need to provide additional waste facilities against the Council's wider aspirations for regeneration and renaissance and to prevent key sites from being needlessly sterilised from other beneficial uses.

Recommendation 12

Question 12.5 – Do you agree with Option 3 as the most flexible option for safeguarding sites? If not do you favour either Option 1 or Option 2 or is there a safeguarding option that we have not considered? If so please tell us what it is.

Answer – It is not clear how the “safeguarding” proposed would differ from the normal effect of allocating a site for a specific use in a Development Plan.

If additional safeguarding is to occur, the principle of safeguarding both large and small sites under Option 3 alongside a formal periodic review would be supported. The safeguarding of sites should, however, be clearly linked to an identified programme for the delivery of facilities to meet the essential needs of the sub-region.

Any safeguarding approach will need to differentiate both between essential and non-essential large sites as well as essential and non-essential small sites, non-essential sites having been identified to provide an element of choice and flexibility in line with wider Areas of Opportunity.

Option 3 appears to indicate that the safeguarding of small sites will be more selective than under Option 2 but does not indicate how those small sites will be selected. The criteria for selecting sites for safeguarding should be clearly set out.

The extent of safeguarding with respect to the future use of adjacent sites should be more clearly defined, as this is likely to have an impact on the acceptability or otherwise of some of the sites selected in terms of the impact on the delivery of wider strategies and objectives.

Overall Appraisal of the Spatial Strategy and Sites Report

15.7 A final consultation question allows respondents to submit any additional comments about the content of the SSS Report (page 135).

Recommendation 13

Question 12.6 - Finally, please tell us if you agree with the overall approach taken and conclusions reached in this report on the spatial strategy and sites for the Waste DPD. If not, please tell us what we should change.

Given the concerns of the Director of Regeneration about the proximity of waste management facilities to residential property, the criteria and scores for facilities that are likely to generate nuisance including noise, odours, flies and lighting, which have been experienced by residents living near existing waste management facilities, such as landfills, should be reconsidered.

With respect to the sites identified for potential landfill and landraising, the Council is concerned that sites with little realistic prospect of progressing have been presented in a public report without adequate prior assessment, causing needless concern to the public.

The Waste DPD should make more explicit reference to the capacity of existing facilities throughout the sub-region with consent to accommodate identified needs.

The Council does not agree that that the emerging plan proposals are unlikely to have a detrimental equality impact on individual residents or groups of residents within the plan area. The Equality Impact Assessment demonstrates a disproportionate impact on areas displaying the highest levels of deprivation within the sub-region, particularly in Wirral, and does not appear to consider the potential impact of waste facilities on the image and perception of these areas and on housing market renewal in particular, which is a strategic priority for east Wirral.

16 Next Steps

16.1 The next stage in the preparation of the joint Waste DPD, following the consideration of the comments received on the Spatial Strategy and Sites Report, will be the publication of Preferred Options, currently scheduled for June 2009. The publication of Preferred Options will require the approval of Full Council. The target date for adoption following submission to the Secretary of State and public examination is currently April 2011.

17 Financial Implications

17.1 There are no financial implications arising from this report.

17.2 The acquisition of sites is integral to the MWDA Private Finance Initiative (PFI) scheme. The Merseyside authorities will meet any costs through the annual MWDA levy. A report on the issues highlighted by the MWDA around the additional costs associated with delays in the acquisition of sites was presented to Cabinet on 4 September 2008. There are severe financial penalties for authorities that exceed targets for landfill diversion.

18 Staffing Implications

18.1 There are no staffing implications arising directly out of this report.

19 Equal Opportunities Implications

19.1 The Equality Impact Assessment accompanying the SSS Report concludes that the main impact on equal opportunities is likely to arise from the effectiveness of the consultation process for the SSS Report. Measures have been put in place to minimise these impacts.

20 Community Safety Implications

20.1 The identification of sites for waste management uses can have community safety implications. The Council's proposed responses under Recommendations 1 to 13 include the consideration of these matters, where it is possible to make an assessment.

20.2 The Health Impact Assessment accompanying the SSS Report concludes that there is no consensus on how to demonstrate the health impacts of waste facilities. Although studies have found some significant statistical differences in recorded and reported illness in populations close to waste facilities, there is no conclusive evidence of a direct causal link. Many of these studies do not reflect the changing

nature of waste streams and the move to residual waste management. The assessment concludes that all waste management facilities carry an element of risk to health which needs to be mitigated by applying good planning practice combined with effective regulation. Reliance on well-managed and regulated sites that demonstrate compliance with regulatory requirements should ensure minimal risk. Available evidence suggests that the distance of any impact is unlikely to extend beyond 1km from a waste management facility and may be below 500 metres. For incineration, there is some consistency that distances above 5km can be considered as distant.

- 20.3 The Health Effects of Waste Management, September 2008 can be viewed at http://merseysideeas-consult.limehouse.co.uk/portal/public_sss/public_sss

21 Local Agenda 21 Implications

- 21.1 Increased vehicular traffic will contribute to additional emissions and air quality standards that are contrary to LA21, which promotes sustainable modes of transport. The provision of the facilities necessary to secure sustainable waste management is a key objective of the joint Waste DPD and national policy. The emerging joint Waste DPD has been subject to an ongoing statutory sustainability appraisal, which has been used to inform the content of the Spatial Strategy and Sites Report.

22 Planning Implications

- 22.1 The joint Waste DPD, when adopted in April 2011, will form part of the statutory Development Plan for the Borough. In the meantime, the evidence base for the emerging joint Waste DPD will be capable of being a material consideration in the determination of individual planning applications.

23 Anti-Poverty Implications

- 23.1 There are no anti-poverty implications arising from this report.

24 Human Rights Implications

- 24.1 There are no human rights implications arising from this report.

25 Social Inclusion Implications

- 25.1 The Equality Impact Assessment accompanying the SSS Report concludes that the system used for scoring sites results in a clustering of sites around areas which coincide largely with areas experiencing high levels of deprivation. While high-scoring sites are not found exclusively in the most deprived areas, more than half of them can be found in the 20% most deprived areas (Table 2.1, page 7). This is particularly apparent in Wirral, where the overall ranking for the areas falling within the identified Areas of Opportunity fall within the top 5% most deprived areas in England, the lowest average rank of any of the Areas of Opportunity identified across the sub-region (Table A6, page 14).
- 25.2 Table 2.2 (page 9) considers the likely impact on factors considered within the English Index of Multiple Deprivation. Positive impacts include additional jobs, new

facilities designed and operated to modern standards, general improvements in townscape and the regeneration and reuse of currently unattractive and derelict sites. The heavy industrial and port-related character of the two Areas of Opportunity in Wirral is also considered to be relevant. No impact is, however, recorded for housing, which appears to fail to consider the potential impact on the image and perception of the area and on housing market renewal in particular, which is a strategic priority for east Wirral.

25.3 The Assessment, nevertheless, concludes that that the emerging plan proposals are unlikely to have a detrimental equality impact on individual residents or groups of residents within the plan area (page 1) and that there is little likelihood that any elements which make up the Index of Multiple Deprivation will be negatively impacted (page 9).

25.4 The Equality Impact Assessment can be viewed at http://merseysideeas-consult.limehouse.co.uk/portal/public_sss/public_sss

26 Local Member Support Implications

26.1 The Spatial Strategy and Sites Report will be of interest to all Ward Members. The sites listed in the Spatial Strategy and Sites Report and considered elsewhere within this report fall within the following Wards:

Site Ref	Site Name	Ward
W0808	Former Graving Docks, Beaufort Road	Bidston & St James
W2215	Mersey Waste Holdings, Wallasey Bridge Road	Bidston & St James
W0180	George Major, Wallasey Bridge Road	Bidston & St James
W0191	Cleared site, Tees Street, Beaufort Road	Bidston & St James
EAS0020	Bromborough Dock North Landfill, Dock Road South	Bromborough
MIN031	Irby Quarry, Irby Mill	Greasby Frankby and Irby
MIN027	North Wirral Brickworks, Carr Lane, Moreton	Hoylake and Meols
EAS0018	Moreton Landfill, Old Brickworks, Tarran Way, Moreton	Moreton West & Saughall Massie
MIN030	Prenton Quarry, Prenton Dell	Prenton
EAS0282	Lower Farm, Roman Road/Prenton Dell Road, Prenton	Prenton
W0360	Former Southern Car Park, Cammell Lairds	Rock Ferry
W0343	Old Workshops, Cammell Lairds	Rock Ferry
W0339	Old Joiners Shop, Cammell Lairds	Rock Ferry

Site Ref	Site Name	Ward
W0322	Global Environmental Recycling, Maritime Business Park, Campbeltown Road	Rock Ferry
W0270	Former Tip, Oakdale Road	Seacombe
W0240	North West of Old Gorse Lane	Seacombe

27 Background Papers

- 27.1 Cabinet 28 March 2007 - Merseyside Joint Waste Development Plan Document – Issues and Options Report for Public Consultation – Wirral Response, can be viewed at http://www.wirral.gov.uk/minute/public/cabcs070328rep1_23553.pdf
- 27.2 Cabinet 16 October 2008 – Joint Merseyside Waste Development Plan Document – Spatial Strategy and Sites Report – Approval of Public Consultation, can be viewed at [http://democracy.wirral.gov.uk/Published/C00000121/M00000350/AI00000890/\\$WasteDPDConsultRptCab16Oct08.docA.ps.pdf](http://democracy.wirral.gov.uk/Published/C00000121/M00000350/AI00000890/$WasteDPDConsultRptCab16Oct08.docA.ps.pdf)
- 27.3 Merseyside Joint Waste Development Plan Document – Spatial Strategy and Sites Report – can be viewed at <http://www.wasteplanningmerseyside.gov.uk/site.do>
- 27.4 Planning Policy Statement 10 - Planning for Sustainable Waste Management (ODPM, July 2005) can be viewed at <http://www.communities.gov.uk/documents/planningandbuilding/pdf/147411.pdf>
- 27.5 Planning for Sustainable Waste Management - A Companion Guide to PPS10 (CLG, June 2006) can be viewed at <http://www.communities.gov.uk/documents/planningandbuilding/pdf/150805.pdf>
- 27.6 The National Waste Strategy (2007) can be viewed at <http://www.defra.gov.uk/environment/waste/strategy/strategy07/pdf/waste07-strategy.pdf>
- 27.7 The Regional Spatial Strategy – The North West of England Plan (September 2008) can be viewed at <http://www.gos.gov.uk/497468/docs/248821/476846/NorthWestEnglandRSS>
- 27.8 Cabinet 6 November 2008 - Regional Spatial Strategy for the North West – Implications for Wirral, can be viewed at [http://democracy.wirral.gov.uk/Published/C00000121/M00000351/AI00002030/\\$CABCS081106REP1.docA.ps.pdf](http://democracy.wirral.gov.uk/Published/C00000121/M00000351/AI00002030/$CABCS081106REP1.docA.ps.pdf)
- 27.9 The Joint Municipal Waste Management Strategy for Merseyside (June 2005) can be viewed at <http://www.merseysidewda.gov.uk/documents/MASTER%20COPY%20-%20STRATEGY%20version%202.pdf>
- 27.10 North West Ports – Economic Trends and Land Use Study (NWDA, October 2005) can be viewed at <http://www.nwda.co.uk/pdf/NorthWestPorts.pdf>

RECOMMENDATIONS

That Recommendations 1 to 13 be endorsed as the Council's formal response to the Spatial Strategy and Sites Report.

J. Wilkie
Deputy Chief Executive/Director of Corporate Services

This report has been prepared by the Forward Planning Section who can be contacted on 691 8218.

This page is intentionally left blank

WIRRAL COUNCIL

CABINET – 10 DECEMBER 2008

REPORT OF THE DIRECTOR OF REGENERATION

FINANCIAL RECOMMENDATIONS OF THE MERSEY WATERFRONT REGIONAL PARK (MWRP) BOARD

1.0 EXECUTIVE SUMMARY

1.1 This report seeks approval of the financial recommendations of the MWRP Board.

2.0 REPORT

2.1 The MWRP Board, some months ago, approved a project called Liverpool Riverlands. This project would have seen developers Langtree Maclean Limited build 1,400 homes on part of the former garden festival site on the Liverpool waterfront and transform the rest of the site into a public waterfront park.

2.2 The total cost of the project was £6.715m with £5.180m coming from Langtree Maclean Limited and £1.535m coming from MWRP funding. The expenditure profile for the MWRP funding was £300,000 in 2008/09 and £1.235m in 2009/10.

2.3 In October 2007 the David Maclean Group went into administration which put the Riverlands project in jeopardy. The developers Langtree have confirmed that they wish to proceed with the scheme but the timescales for its implementation are likely to be outside the Mersey Waterfront funding timescales. Mersey Waterfront funding ends in March 2010.

2.4 Langtree are still discussing the project with the North West Development Agency and the MWRP Board will take a final decision on funding this project at its board meeting in January 2009.

2.5 In the meantime the NWDA have made it clear that they are not expecting the MWRP to underspend in 2008/09 and therefore the £300,000 earmarked for the Liverpool Riverlands project will have to be reallocated to other projects which can spend the resources by the end of March 2009 or else they will be lost.

2.6 The MWRP Board at its meeting on 19 November 2008 therefore, agreed a number of "Quick Win" projects which could achieve the required spend. These projects, which are appended to this report, fit the strategic objectives of the MWRP and are additions to larger projects which have already been funded by the MWRP.

2.7 Further detailed work is required on these projects and this will be completed by the middle of December 2008. A decision on which ones go forward will then be needed so that they can commence on site in the first week of January and achieve the spend by March 2009.

2.8 Given the funding timescales being required by the NWDA, Cabinet is requested to approve the "Quick Win" projects as set out in this report so that those which are finally chosen to proceed can be implemented rapidly thereby ensuring that financial resources are not lost.

- 2.9 The final decision on which projects proceed will be taken by the Chair of the MWRP Board in conjunction with the Cabinet Member for Regeneration representing the Accountable Body.
- 3.0 FINANCIAL IMPLICATIONS**
- 3.1 MWRP is funded by a grant which is made available by the North West Regional Development Agency. Wirral Council is the Accountable Body for the MWRP.
- 3.2 If the MWRP underspends in 2008-09 then the NWDA has advised that the underspent amount will be lost to the MWRP.
- 4.0 STAFFING IMPLICATIONS**
- 4.1 There are none arising from this report.
- 5.0 EQUAL OPPORTUNITIES IMPLICATIONS**
- 5.1 Mersey Waterfront promotes equal opportunities for all.
- 6.0 COMMUNITY SAFETY IMPLICATIONS**
- 6.1 The projects outlined in this report will improve security in the areas of the promenade and canal corridor.
- 7.0 LOCAL AGENDA 21 IMPLICATIONS**
- 7.1 All the projects will be implemented in keeping with the principles of Agenda 21. In particular, they will seek to address:
- Efficient use of resources and energy
 - Minimisation of waste
 - Reduction of pollution
 - Promotion of accessibility and sustainable transport
 - Enrichment of local identity
- 8.0 PLANNING IMPLICATIONS**
- 8.1 There are no known Planning implications arising directly from this report.
- 9.0 ANTI-POVERTY IMPLICATIONS**
- 9.1 There are none arising directly from this report.
- 10.0 SOCIAL INCLUSION IMPLICATIONS**
- 10.1 MWRP seeks to promote social inclusion by opening up to access for all Members of the community the waterfront areas of the MWRP area.
- 11.0 LOCAL MEMBER SUPPORT IMPLICATIONS**
- 11.1 This report will be of interest to all Members of the Council as Wirral is the Accountable Body for the MWRP.

12.0 **BACKGROUND PAPERS**

12.1 Mersey Waterfront papers were used in the preparation of this report and these are held in the Regeneration Department at Wallasey Town Hall.

13.0 **RECOMMENDATIONS**

13.1 It is recommended that:

(1) the "Quick Win" projects are approved by Cabinet so that decisions can be made before the end of December on which ones should be implemented to expend the £300,000 projected shortfall from the Riverlands Project in 2008-09;

(2) "call in" is waived to enable the timescales and expenditure profile required by the NWDA to be met and the Council be informed accordingly; and

(3) the Cabinet Member for Regeneration on behalf of the Accountable Body for the MWRP agrees the projects to be implemented with the Chair of the MWRP Board.

Alan Stennard
Director of Regeneration

This report was prepared by David Ball who can be contacted on 691-8395.

MW QUICK WINS

Project Title	Summary	Funding - £'000			Timescale	MWRP linkages to projects already approved
		MW	Other	Total		
Egremont Promenade Railings	Restoration of a section of original railings adjacent to Wallasey Town Hall that WMBC are unable to refurbish as part of the Pride in Our Proms programme	70	0	70	Complete by 31/03/09	Part of Pride in our Promenades Programme
Liverpool Sailing Club	The purchase of equipment and materials to complete the equipping and fit out of the new sailing club building	40	0	40	Complete by 31/03/09	- Ditto -
Leeds & Liverpool Canal Interpretation Project	Production and installation of Gateway features, way markers and mile posts	80	0	80	Complete by 31/03/09	- Ditto -
St Helens Canal	To restore the St Helens Canal to navigable state for water going recreational vehicles accessing Spike Island	100	500	600	Additional works complete by 31/03/09	- Ditto -
Pool of Light	To secure the legacy from the 'Pool of Light' programme and retain the successful lighting feature currently installed on the Royal Daffodil	22	0	22	Completed by 31/03/09	Pool of Light Project
Speke & Garston Coastal Reserve Phase C	Improvements to the coastal reserve to create better access for the local and wider community and provide enhanced views of the Mersey estuary from the site	136	0	136	Work complete by 31/03/09	Part of Sefton Coastal Park
Hightown Dune Health	Project to purchase parcels of land from a private landowner and manage to a higher standard, improve access, link to Sefton coastal path	250	0	250	Uncertain of completion by March because of acquisition negotiations	- Ditto -
Crosby Coastal Park	Implementation of new seating, signage and general street furniture along Crosby promenade	100	0	100	Complete by 31/03/09	- Ditto -
Appraisals	Funding needs to be set aside to fund the appraisals of the prioritised projects	10	0	10	Complete by 31/03/09	
TOTAL		738	500	1298		

This page is intentionally left blank

WIRRAL COUNCIL

CABINET – 10th DECEMBER 2008

REPORT OF DEPUTY CHIEF EXECUTIVE /DIRECTOR OF CORPORATE SERVICES

WORKING WIRRAL - WORKING NEIGHBOURHOODS FUND

1.0 EXECUTIVE SUMMARY

1.1 This report provides an update on the progress of the Working Wirral programme.

1.2 Cabinet is requested to:

- Approve the Wirral Economic Development and Skills Partnership (WEDS) recommendation to allocate Working Wirral resources to the following organisations to deliver Working Wirral outcomes: Arch Initiatives, Wirral PCT and Wirral Change;
- Note the Government's consultation that is taking place with regards to confirmation of the allocation of Working Neighbourhoods Funds (WNF) for 2009/10 and 2010/11;
- Approve the allocation of resources to activity recommended by the Investment Strategy Board and the continuation of funding to activities that support investment and business growth activity;
- Agree the use of Working Wirral funds to enable ERDF resources to be drawn down to deliver activity to increase employer engagement.

2.0 BACKGROUND

2.1 Cabinet on 13 March (Item 26 Minute 553 refers) agreed that the Working Wirral resources (including Working Neighbourhoods Fund (WNF), Deprived Areas Fund and the European Social Fund's Complementary Strand) should be used to commission activity to deliver the Investment Strategy priorities of tackling worklessness, improving skills levels and increasing enterprise, business growth and investment. It was further agreed that the commissioning process would be overseen by Wirral's Economic Development and Skills (WEDS) Partnership in respect of employment and skills, with the Investment Strategy Board advising on the priorities for investment and business growth.

2.2 The first round of Working Wirral commissioning identified that a maximum of £5 million would be available to allocate to activity to increase employment, skills levels and enterprise that can take place up to 31st March 2011. This figure reflects the fact that the allocations made for WNF for 2009/10 and 2010/11 have yet to be confirmed by the Department for Communities and Local Government.

3.0 WORKING WIRRAL ROUND 1 COMMISSIONING

3.1 The WEDS Partnership meetings of 21st October and 1st December 2008 considered and agreed the recommendations from the WEDS Commissioning Group that the following projects should be recommended for approval since they met the aims and outcomes outlined in the Working Wirral commissioning brief:

3.2 **Arch Initiatives – Mentoring into Employment**

This project aims to provide ex-drug users with employer-based training and training-related opportunities in the health and social care sector and to provide support into mainstream education, training and work.

- 3.3 The project will recruit trainees who have attended ARCH's Aftercare Service and who have been drug free or abstinent for a minimum of 12 months. The trainees are employed as mentors to support current service users of the Aftercare Service who are likely to require additional support in order to avoid relapse.
- 3.4 The project will engage 25 mentors per year and will run from early 2009 until the end of March 2011. From each cohort of 25, six Wirral residents will progress onto training or voluntary work, 10 will gain job specific qualifications at NVQ level 2 or above, and 16 will gain employment within 6 months of the intervention.
- 3.5 The WEDS Partnership recommends that this project is funded from early 2009 to 31st March 2011 up to a maximum of £179,896 subject to detailed contracting.

3.6 **Wirral PCT - Working 4 Health**

The project will support people on working age benefits and employees on sickness absence back to work, through combining existing health services, additional specialist health support and appropriate employability programmes, combining bio-psychosocial rehabilitation services with employment services. Activities will include:

- One-to-one intensive case management support
- Increased support to health professionals to link employment to health benefits through development and delivery of a bespoke training package
- Awareness-raising about management of long-term health conditions for service providers supporting clients to return to work.

The project will produce 120 employment outcomes for working aged benefit claimants; 200 employees returning to work; 200 employers engaged; and 800 people attending Link Info seminars, the majority of whom will be healthcare professionals.

- 3.7 It is proposed by the WEDS Partnership that this project is funded from 1st April 2009 to the end of March 2011 up to a maximum of £561,592 subject to detailed contracting.

3.8 **Wirral Change – BRM Employment Outreach**

The project will encourage and engage progression of Wirral's BRM workless communities into employment, training or education through the provision of outreach and support services within the community and by working with employers and existing agencies to be sensitive to the needs of these communities. The organisation has evidenced that it is able to respond and quickly design or re-design appropriate services to meet the target communities' needs. The project will deliver 120 clients gaining sustainable employment lasting more than 26 weeks; 80 clients gaining 'stepping stone' short-term employment; and 80 clients undertaking training at level 2 or above.

- 3.9 It is proposed by the WEDS Partnership that this project is funded from 1st April 2009 to 31st March 2011 up to a maximum of £540,883 subject to detailed contracting.

4.0 **WORKING WIRRAL FUNDING**

- 4.1 As reported to Cabinet on 23 July 2008 (Item 11 Minute No 149 refers), the first commissioning round now has available £6,760,000. This includes an allocation of £5 million of WNF together with the recently approved £1.67 million of ESF resources.

Subject to the agreement of the recommendations in this report allocations against this sum to date are as follows:

Commissioned Projects	£
Wirralbiz	1,069,000
Connexions – Nextstep Plus	385,822
Involve NW – Reachout and Reachout Plus	1,685,079
Arch Initiatives – Mentoring into Employment	179,896
Wirral PCT – Working 4 Health	561,592
Wirral Change – BRM Employment Outreach	540,883
Total committed to date (subject to detailed contracting)	4,422,272

5.0 WORKING NEIGHBOURHOODS FUND – ALLOCATIONS FOR 2009/10 AND 2010/11

5.1 Wirral has been allocated £28,267,778 of WNF from 2008 – 2011 through the Area Based Grant. However, only the first year's allocation was confirmed by Government due to an error that had been made in the original calculation relating to how the funding should be allocated nationally across the local authorities.

5.2 The Government has now announced that following a review of the way in which eligibility for WNF was calculated they have drawn up proposals for revising the criteria and how it will be applied in respect of allocating WNF for 2009/10 and 2010/11. The Government are now intending to consult on these proposals and responses are required by the 9th January. They then anticipate that they will confirm allocations for 2009/10 by the end of January 2009.

5.3 The proposed changes would mean that Wirral would receive an increased allocation of WNF and benefit by some £144,581 as follows:

2009/10

Original allocation: £9,841,046 Revised allocation £9,879,492

2010/11

Original allocation: £10,238,708 Revised allocation £10,344,843

6.0 INVESTMENT AND BUSINESS GROWTH ACTIVITY

6.1 Cabinet on 13 March (Item 26 Minute 553 refers) noted that activity relating to investment and business growth would be progressed in consultation with the Investment Strategy Board.

6.2 The Investment Strategy Board on 7 November 2008 identified a number of areas of activity that could be developed further through Working Wirral funding and this included marketing and International Links. The Investment Strategy identified “image” as one of its five key areas of activity and there is no doubt that the marketing activity undertaken to date has greatly improved Wirral's position. However, it is equally clear that this improvement needs to be built upon to help place Wirral where it should be in the Investment market. An annual allocation of £100,000 for 2009/10 and 2010/11 would support the marketing of Wirral to Investors.

6.3 In addition to issues considered by the Investment Strategy Board there are currently a number of activities that address issues such as removing barriers to business investment by reducing business crime, including Community Support Officers, for which continuation of funding would ensure that outcomes relating this priority area would be

retained. It is therefore proposed that a maximum of £250,000 is allocated from Working Wirral for 2009/10 and 2010/11 together with £140,000 for each of the two years for The Mersey Partnership to support its inward investment work for Wirral. This funding would be contingent upon the Government's confirmation of the allocation of WNF for 2009/10 and 2010/11.

7.0 EMPLOYER ENGAGEMENT – ERDF RESOURCES

7.1 Members are informed of progress on the Merseyside City Employment Strategy (CES). Knowsley Council, as CES facilitator, has been asked by the NWDA to act as an Accountable Body for, and lead on the development of, an Investment Framework for Action Area 4.2 of the ERDF Programme for Merseyside which includes activity aimed at linking people to employers. Initially, some £6 million ERDF is available in Merseyside to fund activity between January 2009 and December 2010.

7.2 As part of this, Wirral are currently working up a proposal in order to access a share of the Merseyside ERDF allocation. Wirral's project aims to co-ordinate and manage a partnership approach to provision of a first class service for employers, with the overarching aims of both meeting indigenous and inward investment employers' recruitment and training requirements and also tackling issues of worklessness and low skills.

7.3 In order for Wirral to access this additional ERDF resource, we need to identify match funding. Total costs for Wirral's proposed project are £882,647, of which ERDF can contribute a maximum of 50%. Members are therefore asked to approve match funding of £441,324 from Working Neighbourhoods Fund allocation.

8.0 FINANCIAL IMPLICATIONS

8.1 Wirral has been allocated £28.3 million of Working Neighbourhoods Fund resources (including the DAF resources and subject to confirmation of the exact allocations for 2009/10 and 2010/11) and this covers the period 1st April 2008 to 31st March 2011. The allocation is paid through the LAA's Area Based Grant.

9.0 STAFFING IMPLICATIONS

9.1 There are none arising directly from this report

10.0 EQUAL OPPORTUNITIES IMPLICATIONS

10.1 The implementation of Working Wirral will reflect the Council's commitment to equal opportunities.

11.0 COMMUNITY SAFETY IMPLICATIONS

11.1 Projects proposed to be funded through Working Wirral are likely to have positive community safety benefits.

12.0 LOCAL AGENDA 21 IMPLICATIONS

12.1 There are no specific implications arising directly from this report.

13.0 PLANNING IMPLICATIONS

13.1 There are none arising from this report.

14.0 **ANTI-POVERTY IMPLICATIONS**

14.1 Working Wirral will have significant future benefits for this area.

15.0 **SOCIAL INCLUSION IMPLICATIONS**

15.1 Working Wirral will have significant future benefits for this area.

16.0 **LOCAL MEMBER SUPPORT IMPLICATIONS**

16.1 This report will be of interest to all Members of the Council.

17.0 **BACKGROUND PAPERS**

- 17.1 The Working Neighbourhoods Fund Statement – DCLG and DWP Paper November 2007
Sub National Review of Economic Development – Report to Cabinet 6.09.07
Indices of Multiple Deprivation 2007 – DCLG December 2007
Area Based Grant 2008/09 to 2010/11 – Report to Cabinet 10.01.08
Working Neighbourhoods Fund – Report to Cabinet 23.01.08
European Social Fund Complementary Strand – Report to Cabinet 07.02.08
Working Neighbourhoods Fund – Report to Cabinet 13.03.08
Working Neighbourhoods Fund – Report to Cabinet 09.07.08
Working Neighbourhoods Fund – Report to Cabinet 16.10.08

18.0 **RECOMMENDATIONS**

That

(1) Cabinet as accountable body agrees the recommendations of the WEDS Partnership and approves Working Wirral expenditure for:

- Arch Initiatives – Mentoring into employment project to a maximum of £179,896 for the period 2009 to 2011;
- Wirral PCT – Working 4 Health project to a maximum of £561,592 for the period 2009 to 2011;
- Wirral Change – BRM Employment outreach project to a maximum of £540,883 for the period 2009 to 2011.

(2) the Government's consultation that is taking place with regard to confirmation of the allocation of Working Neighbourhoods Funds (WNF) for 2009/10 and 2010/11 be noted;

(3) the allocation of a maximum of £100,000 each year for 2009/10 and 2010/11 for marketing activity as recommended by the Investment Strategy Board be approved;

(4) WW resources be allocated to activities to support business investment and business growth outcomes to a maximum of £390,000 each year for 2009/10 and 2010/11; and

(5) the use of Working Wirral funds to a maximum of £441,324 to enable ERDF resources to be drawn down to deliver activity to increase employer engagement be agreed.

Jim Wilkie

Deputy Chief Executive and Director of Corporate Services

This report was prepared by Sally Keating who can be contacted on 0151 691 8125

This page is intentionally left blank

WIRRAL COUNCIL

CABINET – 10th December 2008

REPORT OF THE DEPUTY CHIEF EXECUTIVE/DIRECTOR OF CORPORATE SERVICES

ELLESMERE PORT WATERFRONT DEVELOPMENT BRIEF – WIRRAL COUNCIL RESPONSE

1. EXECUTIVE SUMMARY

- 1.1 Ellesmere Port and Neston Council has prepared a development brief for the redevelopment of Ellesmere Port docks, which is a key site in the West Cheshire New Growth Point bid and the largest potential housing site in West Cheshire. Ellesmere Port and Neston Council expects to receive a planning application for a phased housing development of up to 7,550 new dwellings, in blocks of apartments from 6 to 20 storeys and 4/5 storey double unit houses. This proposal is of importance for Wirral in its potential impact on the Wirral Waters scheme (including cumulative transport impacts on the M53 Motorway) and in the impact of any relocated port facilities (which the brief proposes to relocate in Wirral).
- 1.2 This report asks Members to agree to representations seeking a limited redevelopment of the Ellesmere Port Docks being conditional on an acceptable phased relocation of port facilities to Wirral. As responses were required by 5th December 2008, this report recommends that Cabinet endorse the comments set out in Section 3 of this report which have formed the basis of the representations made by the Deputy Chief Executive/Director of Corporate Services. In particular, Wirral Council supports the principle of regeneration of Ellesmere Port waterfront. However, this should not harm the priorities in RSS policies LCR1 and LCR2, nor be achieved at the expense of the environmental conditions experienced by Wirral residents, or through any relocated port facilities having an adverse impact on internationally important habitats.

2. The Brief Described

- 2.1 Ellesmere Port and Neston Council have been in negotiation with Peel Holdings about the mixed use redevelopment of a 28.4 hectare site on the waterfront, which is predominantly in current use for open storage, transit sheds and wharves on the Manchester Ship Canal. The site is to the north west of the National Waterways Museum and to the north east of the M53 Motorway, south east of the Bridgwater Paper Mill. The area is therefore predominantly industrial and commercial in nature. Port activity has been relatively static in recent years. Ellesmere Port and Neston Borough Council has issued a draft development brief for public consultation between 3rd November and 5th December 2008.
- 2.2 The development brief has been prepared in the context of national planning advice, the new Regional Spatial Strategy (North West of England Plan Regional Spatial Strategy to 2021, RSS) and Cheshire 2016: Structure Plan Alteration. Ellesmere Port and Neston Council has saved policies from the Ellesmere Port and Neston Borough Local Plan (adopted 2002). The Ellesmere Port Waterfront site is not allocated for any use in the Local Plan as it was, at the time of adoption expected to continue in dock-related use to 2011.

- 2.3 The potential of the Ellesmere Port Waterfront site was recognised in the Ellesmere Port and Neston Borough Council Core Strategy Issues and Options 2008, which identified it as a Strategic Site. Wirral Council's Cabinet considered the Issues and Options report at its meeting on 16th April 2008 (Minute 610 refers) and raised serious concerns at the potential impact of the Ellesmere Port Waterfront on the delivery of Housing Market Renewal and Wirral Waters in Wirral. Wirral's Cabinet further sought that a full impact assessment of the scheme should be carried out, including an assessment of the acceptability of the location of the re-located port activity. Wirral Council supported the general spatial strategy of the Issues and Options report, which was to concentrate regeneration and development in Ellesmere Port.
- 2.4 Neither impact assessment has been carried out, although revised RSS, now includes a housing requirement for Ellesmere Port and Neston Borough of 400 net new dwellings pa (7,200 for the period 2003-2021), which could be increased to 500 net pa with the New Growth Point proposals. The increase to 400 pa from the Cheshire Structure Plan Alteration requirement of 220 net pa can be supported by sites put forward in Ellesmere Port and Neston Borough Council's Strategic Housing Land Availability Study (SHLAA), although 3,327 of the net 7,131 units identified in the SHLAA are from the Ellesmere Port Waterfront site.
- 2.5 The development brief shows how the development of the Waterfront could be phased, with Phase 1 at the southern end of the site, adjacent to an existing mixed use area at the northern boundary of the National Waterways Museum. Phase 4 would be at the northern end of the site, adjacent to the North Road Industrial Estate and Manisty Quay. Access to the development site can be achieved from Junction 8 and Junction 9 of the M53, although highway capacity is the subject of ongoing negotiation with the Highways Agency. The brief notes the potential to open an existing freight railway line for passenger use, or if retained in freight use, the need to screen the line from new housing.
- 2.6 The brief sets out a SWOT (Strengths, Weaknesses, Opportunities and Threats) for the development, comparing the opportunity for a major waterfront regeneration in Ellesmere Port with the constraints brought about by the separation from the town centre caused by the M53 Motorway, the continued operation of dock uses preventing commencement of Phase 1 and the risk of the Port Wirral proposals to move port-related uses into Wirral not going ahead.

3. Implications for Wirral

- 3.1 The brief recognises that housing development, in accordance with the brief requires the relocation of existing port uses from the Waterfront site further down the Manchester Ship Canal towards Eastham. This is a separate proposal by the Peel Group for a new Port Wirral. The brief states that:

'The frontage of the Manchester Ship Canal between Eastham and Manisty provides a substantial opportunity to meet the need for relocation and expansion of capacity and modernisation of the existing port operation facilities. The development concept at Eastham is of a linear port facility with a range of landside supporting developments situated between North Road, the Oil Terminal and the Ship Canal. Road access will be provided from North Road and rail access can be provided from the reconstructed freight line alignment. A possible new connection into the QEII Dock would improve manoeuvrability for vessels.'

- 3.2 Members will be concerned that the proposals for Port Wirral, whilst identified in outline by Peel Holdings, have not been considered by Wirral Members, yet are now being included in an Ellesmere Port and Neston Borough Council planning document, which will have weight in the determination of planning applications within Ellesmere Port and Neston. It is clear that the Ellesmere Port Waterfront proposals cannot be delivered without the relocation of port uses to the area described as Port Wirral, yet that area is entirely within Wirral. The area owned by Peel in Wirral at Eastham is either without notation (following the deletion of Policy EM10 in September 2007) or within employment allocations subject to Policy EM3 of the Wirral Unitary Development Plan.
- 3.3 Development at Port Wirral falling outside the scope of the permitted development rights of the port operator would require planning permission. Those elements within Wirral's boundary would have to be the subject of a separate planning application to Wirral Council. Irrespective of the permitted development rights of the port operator, if the development requires Environmental Impact Assessment or Habitats Regulations Assessment, proposals would need to be carefully assessed for their impacts on residents' amenity, natural ecology and the transport network. It is premature for an Ellesmere Port and Neston Borough Council document to state that road access will be provided from North Road (unless the intention is that all traffic from the Port Wirral proposal would be directed into Ellesmere Port).
- 3.4 The brief would have no legal status within Wirral without a separate Wirral Cabinet or Council resolution that those aspects with implications for land within Wirral were adopted for development control purposes, following a separate process of public consultation in Wirral. Although Peel first announced their intentions for development at Port Wirral early this year and in July 2008 were asked to present their proposals to local Members and residents in Eastham Ward, a limited presentation is only now proposed for 4th December 2008.
- 3.5 Development of the waterfront site, in accordance with the brief, would regenerate this area of Ellesmere Port. Wirral Council's Cabinet, in its response to the Ellesmere Port and Neston Core Strategy, has already supported regeneration of Ellesmere Port town in principle. Whilst there may be impacts upon traffic flows on the M53 Motorway, discussions are under way with the Highways Agency, in the context of the West Cheshire and Mersey Heartlands New Growth Point bids (Mersey Heartlands was considered by Cabinet at its meeting on 16th October 2008, Minute 234 refers).
- 3.6 Development of the Mersey Heartlands New Growth Point is sequentially preferable to sites in Ellesmere Port, in accordance with RSS Policy LCR2 and the priority given to HMRI set out in RSS Policy LCR1, which seeks to focus a sufficient proportion of new housing development and renewal within the inner areas. Development in the outer areas (RSS Policy LCR3) should be complementary to the programmes within the Liverpool Regional Centre and Inner Areas. The new RSS places a high priority on the support to be given to HMRI and Members may be concerned that development of this amount of housing in Ellesmere Port will undermine HMRI, particularly as it is understood that the Ellesmere Port Waterfront development will be brought forward at the same time as the Wirral Waters proposals. There should be a careful phased release of housing land to avoid harming the RSS spatial strategy. In the Council's response to the Ellesmere Port LDF Core Strategy Issues and Options report (Cabinet 16th April 2008 Minute 610 refers), it was similarly noted that housing development of the scale proposed on the Ellesmere Port Waterfront should not proceed until an assessment had been undertaken of the full impact of the scale of

the housing proposed on housing markets and regeneration in the wider sub-region and shown not to impact adversely on the HMRI and Wirral Waters.

- 3.7 Policy LCR3 deals with the 'outer part' of the Liverpool City Region, which excludes Birkenhead and its hinterland, and the Borough of Ellesmere Port and Neston. Ellesmere Port falls within the West Cheshire – North East Wales sub-region, which has: '*...close links with the outer areas...*' and '*...shares many of the issues and characteristics of these areas*' (paragraph 11.14 of the RSS). The West Cheshire - North East Wales sub-region is covered by Policy LCR5, where the emphasis for Ellesmere Port is in support of regeneration projects which help to develop its reputation for hi-tech manufacturing and improving the image, quality of life and perception of Ellesmere Port. Whilst the regeneration of the Ellesmere Port Waterfront would improve the perception of Ellesmere Port, this should not be at the expense of regeneration in the Inner Areas of the Liverpool City Region.

4. Financial implications

- 4.1 There are no financial implications arising from this report.

5. Staffing implications

- 5.1 There are no implications arising directly from this report.

6. Equal Opportunities implications

- 6.1 There are no implications arising directly from this report.

7. Community Safety implications

- 7.1 There are no implications arising directly from this report.

8. Local Agenda 21 implications

- 8.1 Whilst there are no direct Local Agenda 21 implications arising directly from this report, development of Port Wirral may impact on the environment and quality of life of residents in Eastham Ward.

9. Planning implications

- 9.1 These are highlighted in the main text of the report.

10. Anti-poverty implications

- 10.1 There are no implications arising directly from this report.

11. Human Rights implications

- 11.1 There are no implications arising directly from this report.

12. Social Inclusion implications

- 12.1 There are no implications arising directly from this report.

13. Local Member Support implications

13.1 This report will be of interest to ward members in Eastham.

14. Background Papers

14.1 The following background paper has been used in the preparation of this report:

Ellesmere Port Waterfront Development Brief, November 2008, Ellesmere Port and Neston Borough Council

<http://www.epnbc.gov.uk/planning/ppp/epwaterfrontdevelopmentbrief.htm>

RECOMMENDATION

That the comments set out in Section 3 of this report which have formed the basis of the representations made by the Deputy Chief Executive/Director of Corporate Services, be endorsed. In particular, Wirral Council supports the principle of regeneration of Ellesmere Port waterfront. However, this should not harm the priorities in RSS policies LCR1 and LCR2, nor be achieved at the expense of the environmental conditions experienced by Wirral residents, or through any relocated port facilities having an adverse impact on internationally important habitats.

J. WILKIE

Deputy Chief Executive/Director of Corporate Services

This report was written by Richard Lewis in the Strategic Development Division of Corporate Services, who can be contacted on 0151 691 8222.

This page is intentionally left blank

**CHILDREN'S SERVICES AND LIFELONG LEARNING
OVERVIEW AND SCRUTINY COMMITTEE**

**SCRUTINY OF THE OUTCOMES
FOR CHILDREN IN FOSTER CARE**

Acknowledgements

The Committee would like to thank all of those people that readily agreed to be interviewed in the course of this study, who made the members welcome and were frank in giving their views. It would particularly wish to thank Julia Hassall, Head of Children's Social Care, for her help and guidance in arranging the interviews and providing the various background documents; Fiona O'Shaughnessy, Children's Involvement Officer, who acted as a vital link in the interviews with children in foster care; and Councillors Sheila Clarke and Tom Harney, who kindly agreed to continue to take the lead with the study following changes in the Committee's membership.

Councillor Frank Doyle

Chair of the Children's Services and Lifelong Learning
Overview and Scrutiny Committee

April 2008

SCRUTINY OF THE OUTCOMES FOR CHILDREN IN FOSTER CARE

Background

In September 2006 the Children's Services and Lifelong Learning Overview and Scrutiny Committee agreed as a topic for scrutiny "to investigate the outcomes for children in foster care and to make recommendations for improvement". The impetus for this study arose out of concerns about the numbers of looked-after children, their educational achievements and the need to ensure that they were being given every chance of a fulfilling life, particularly in terms of the five outcomes identified in the Government's "Every Child Matters" (ECM) programme.

At the time the study began Wirral had a significantly higher number than the national average of children in the care of the authority (approximately 50% more than the average for Wirral's statistical neighbour authorities). At the same time, the level of educational achievement of looked-after children, as a group, fell far below the average for Wirral and was in line with the national trend – a problem that the Government was already seeking to address.

"Every Child Matters: Change for Children" was a new approach to the well-being of children and young people from birth to age 19. The Government's aim was for every child, whatever their background or their circumstances, to have the support they needed in order to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

That meant that the organisations involved with providing services to children, from hospitals and schools to police and voluntary groups, would be teaming up in new ways, sharing information and working together, to protect children and young people from harm and to help them achieve what they wanted in life. It was also intended that children and young people would have far more say about issues that affected them as individuals and collectively.

The Government followed that up with the document "Care Matters", which set out a radical package of proposals for transforming the lives of children in care. Although outcomes for these children had improved, they had not kept pace with other children, a situation regarded as unacceptable: children in care were entitled to receive no less than what one would expect for one's own children. It included proposals to strengthen the 'corporate parenting' role of local authorities; create high quality placements that met children's

needs; ensure a first class education; a positive life outside school; and support for transition into adulthood.

Methodology

The scrutiny study commenced in Autumn 2006, but was suspended while what was felt to be a more urgent study, into the support given to schools before and after Ofsted inspections, was undertaken in 2007. A further delay occurred as a result of changes in the membership of the Overview and Scrutiny committee in May 2007.

This study was conducted by a panel of members of the Children's Services and Lifelong Learning Overview and Scrutiny Committee, the membership of which varied according to availability. The panel undertook a series of interviews involving young people, foster carers and social care and education professionals. It was also provided with a number of documents. Lists of those interviewed and of the documents taken into consideration are included as appendices.

The Panel has noted that a number of improvements have been implemented over the period of this study, many of which have come about as a result of the major restructuring that has taken place in the Children and Young People Department. After a period of upheaval, benefits are being realised. Hence, each section includes, in addition to recommendations, reference to those items that have recently been introduced or which already existed as examples of good practice.

In January 2007 Wirral's Fostering Service was inspected by the Commission for Social Care Inspection, which found no major shortfalls in the service but which identified five statutory requirements to be complied with and made 14 good practice recommendations. An action plan to address those issues was submitted to the Committee in May 2007. A further inspection took place in February 2008, the detailed results of which are awaited.

Children in foster care

The Panel felt that the best point from which to start was by interviewing young people in care. Members agreed a protocol for the interviews and met with two groups, the second comprising those in the process of leaving care. The Panel accepted that those young people did not necessarily represent all foster children – those with whom it was difficult to engage were unlikely to have been willing to be interviewed.

The first group consisted of four children that were participating in the Virtual Classroom, an arrangement supervised by the Children's Involvement Officer, through which they could become involved with a variety of extra-curricular activities, the most notable of which was the production of a video "My Ideal

Foster Family". The 'top ten' points identified in the video by the young people formed the basis of the discussion (see Appendix 1).

Although on balance their experience of foster care had been positive, they did have concerns, including occasions of short notice about placements, their entitlement to pocket money and Christmas and birthday allowances, the bureaucracy surrounding police checks and permissions for activities. Generally they felt that they were not treated any differently by teachers at school and had been well supported in terms of careers advice.

The second group, of five young people in the process of leaving care, had had more chequered experiences, in terms of the number of foster placements and the circumstances in which placements began and ended; feelings of not really belonging to the foster family; educational support - a lack of awareness at school about their family circumstances and a sense of missed opportunities; frequent changes of social worker; problems with police checks. What they most wanted were:

- to be supported, both inside and out of school by someone who was aware of, and sensitive to, their personal circumstances;
- to have a suitable placement with a foster family, where they were liked and could feel they were matched with them;
- to be sure that one was in a definite, as opposed to temporary, placement, with a suitable time for introduction and, if necessary, social worker support to assist in developing the relationship;
- to be placed where one felt confident that the relationship was going to work (being confident enough to call the carers "mum" and "dad" was a good indication of that);
- to get equal time and treatment from foster parents as they gave to their own children, even if they had misbehaved;
- to have their opinions taken into account.

The Panel welcomed:

- the work of the Children's Involvement Officer and the Cultural Inclusion Officer with children in foster care;
- the videos "My Ideal Social Worker" and "My Ideal Foster Family", produced by young people in care and proposals for further development of the young people's involvement;
- young people's participation and guidance about 'what works' at a training event for designated teachers
- the continuing reduction in the number of looked-after children;
- the specific support offered by the Connexions service to looked-after children

Recommendations:

(i) The Authority should continue to try to improve the stability of placements. This will be achieved by better matching of children and

carers, which in turn is made possible by increased recruitment of foster carers.

(ii) Ensure that foster children have ready access to their social worker (e.g. via mobile phone, text or email), and are able to maintain good communications, so that they are aware when the social worker might not be available and will know how to contact any alternatives.

(iii) Encourage social workers to be more proactive in their dealings with looked-after children. Looked-after children perceive them as the statutory decision makers, but they should also be able to look on them as a friend.

(iv) Give as much flexibility as possible to foster carers in relation to permissions for the involvement of looked-after children in extra-curricular and social activities.

(v) Ensure that looked-after children are aware of their financial entitlement.

Foster carers

The Panel met a large number of foster carers in the drop-in group that meets at the Seacombe Children's Centre, and subsequently met a group of members of the Foster Care Association, at the home of Bill and Jean Shackleton (who themselves had been foster carers for 30 years).

The carers raised several issues, including:

- Delays in the payment of allowances
- A lack of crèche facilities when carers are invited to events such as training days
- Other instances where there appeared to be a lack of awareness of the difficulties that might face carers
- Delays in the allocation of social workers to foster children and, whilst family placement workers could be readily contacted, difficulties in getting in touch with social workers
- Carers were often not given all of the necessary information when a placement commenced (sometimes information had been inaccurate)
- Whilst foster carers were offered places on training courses, such places were limited, the content was often aimed more at professionals and the timing of courses (for example, 9.30am to 4.30pm) was not convenient to many carers.
- Carers were having to deal with an increasing number of children damaged from their early experiences in life, and whilst support from the CAMH service was felt to be good, there was a waiting list; carers therefore often had to rely on their own mutual support.

- Carers felt that professionals sometimes did not trust them to have all of the available information about a child, for example, any history of sexual abuse.
- There were invariably emotional upheavals when placements came to an end.
- There were often delays in obtaining the necessary authorisation for foster children to participate in activities or go on holiday; that problem also existed in relation to medical treatments, such as administering basic medicines.

With regard to recruitment, the recruitment process was felt to be too protracted, in that it could take 12 months from application to approval, and it was often difficult for working husbands to fit in the required four day period of training. Other issues, felt likely to deter applicants were the additional costs that carers would face, such as the need for a larger car, a larger house, transport to drop-in sessions and special items such as prams, sports equipment and participation in out-of-school activities.

The Wirral Foster Care Association had its own website and newsletter. However, not all carers were members of the Association. The Department issued an official handbook for carers, but carers complained that it was out of date.

The Panel noted that the majority of foster carers live in the areas of Birkenhead and Wallasey. One factor influencing that appeared to be the availability of larger (four bedrooms or more) houses that were affordable. However, that meant that foster children from other parts of the borough would be removed from their environment and might therefore have either to travel further to school or to change schools.

The Panel welcomed:

- the results of the Department's latest recruitment drive, which has led to an additional 70 carers in the past year;
- the work of the Foster Carers' Association;
- Wirral's participation in the Children's Workforce Development Council's piloting of National Induction Standards for foster carers; the recent updating of the Foster Carers Handbook.

Recommendations:

(i) The authority should aim to widen the geographical area from which foster carers are recruited and ensure that the necessary network of support is in place to achieve that aim (and consider providing financial support for house extensions).

(ii) Foster carers should be treated and accepted as fellow professionals. That would involve showing more trust in terms of the information that is shared with them – within legal limits they should

have all information necessary to ensure the welfare of the foster child, especially medical information.

(iii) Also, they should be made to feel valued, possibly by means of an annual awards ceremony or mayoral reception.

(iv) Access to training for foster carers should be improved, with courses specific to their requirements (via an individual improvement plan) and convenient in terms of times, location and crèche facilities.

(v) Training should include health issues, as they affect both the child and the carer.

(vi) The Foster Carers' Handbook should be updated on a regular basis

(vii) Ensure that payments to foster carers, in particular Christmas allowances, are paid promptly.

(viii) There should be strong encouragement for foster carers to attend schools' Parents Evenings and PEP meetings and provide the means for doing so though additional childcare arrangements. Carers should have regular contact with the Designated Teacher

(ix) Whilst it is accepted that they may be necessary in an emergency, in which case additional support should be provided, exemption placements should be avoided.

(x) Provide departmental support for the Foster Carers Association in order to help it to represent all carers in the Borough, including taking over production of their newsletter.

(xi) Measures should be put in place to ensure that an individual 'contract' (Placement Agreement) is always signed and in place in respect of each new placement'.

(xii) The position of kinship carers should be clarified to ensure the correct level of support is provided for the child.

(xiii) Foster carers should attend hearings of the Fostering Panel where appropriate.

Professional staff

The Panel interviewed a wide range of professional staff. Whilst some of the issues raised under this section fell outside of the remit of the study, recommendations aimed at improving the position of social care staff have been made in the expectation that they will also benefit children in foster care. Workload and competing demands on social workers' time led, for example,

to their being less available to respond to the needs of foster children or to attend hearings of the Fostering Panel.

Amongst the points raised by foster carers and foster children were that it was often difficult to get hold of social workers and that there appeared to be a lack of communication amongst the various professionals that were dealing with them. Whilst members of the Family Placement Team could be contacted via their mobile phones, that was not possible in the case of social workers. Another point made was that social workers, particularly new ones, did not fully appreciate the problems faced by foster carers; nor, on some occasions, the difficult role of the family placement officers.

The Panel met with members of the Birkenhead South Planned Word Team No. 2. Their area office was the busiest in the Borough, and dealt with some of the most difficult cases, but what immediately struck the members of the Panel was the fact that the team had little or no access to computers. That was felt to be a major barrier to communications. The introduction of IT equipment had been delayed, to the extent that the staff felt the training they had undergone would have to be repeated.

Another key problem was workload, which was higher than the national average in terms of the number of cases assigned to each social worker, and cases could vary widely in complexity. Until recently, the complement of social work staff across the borough had been well below establishment. That situation has been rectified to the extent that there are currently only a few vacancies. However, the staff that were interviewed at the time referred to a significant turnover. There were financial inducements to assist in recruiting new social workers, but they only operated for two years. There was a feeling that other local authorities offered better rates of pay and smaller workloads. Other points raised were the question of administrative and clerical support, disruption to telephones connections between offices and a lack of office mobile phones.

Reference was made by various staff to the issue of placing children with relatives. Some felt that 37%, as it was then, was too high a proportion of the total. It was often the most expedient option in an emergency, but it could be the case that the family background provided the reasons for the child having to be taken into care. It could also be more difficult to get the appointed carer to conform to the requirements of a fostering placement. A recent Ombudsman case highlighted some confusion over such placements, but had resulted in an action plan to clarify procedures.

The Panel welcomed:

- the reduction in the number of vacant posts, though the number of social workers in post in the Fostering Service, still falls short of the establishment, with long-term temporary contracts and unqualified staff;
- moves to provide proper IT facilities;

- the Central Advice and Duty Team working more effectively; through the new process of providing social work consultation, clarifying thresholds at the point of referral, and consequently reducing the number of inappropriate referrals from other agencies;
- the action proposed, as a result of the recent Ombudsman case, to clarify the support to be given to kinship carers;
- recent improvements in the support for the Fostering Panel, led by the recently appointed independent Chair;
- progress in the working relationship with the Court service.

Recommendations:

(i) The staffing complement for social workers should be kept under review.

(ii) The effectiveness of financial incentives should be reviewed, in terms of both attracting staff (“golden hellos”) and retaining them, taking account of comparisons with other local authorities.

(iii) Social workers’ concerns about the adequacy of administrative support should be addressed in a review of respective duties. The findings could be reported to the Overview and Scrutiny Committee.

(iv) Consideration should be given to reviewing the system for weighting of social workers’ caseloads.

(v) Full availability of information technology, as a key element of communications and for effective case management, should be a priority for social work staff.

(vi) Improve communications between the Family Placement Team and social work teams, including a better understanding of each team’s role.

(vii) Social workers’ relationships with foster carers and looked-after children should be a key element of their training.

(viii) Social workers should be contactable by mobile phone in the same way as Family Placement Team members.

(ix) Consideration should be given to combining, to a greater or lesser extent, joint care meetings – LAC reviews and PEP meetings – in order to make more effective use of professionals’ time.

(x) Every effort should be made to reduce the time taken for assessments of foster carers.

(xi) The Team Manager for Family Placement should not have to carry an individual caseload, in order that she can have a proper overview of the service and be able to ensure that assessment deadlines are met.

(xii) There should be no reason why the social worker or family placement worker does not attend hearings of the Fostering Panel, or, if they are not available, are represented by a senior or fellow professional who has a full understanding of the case in question.

(xiii) Every effort should be made to continue the improvement in the quality of reports to the Fostering Panel.

(xiv) The Family Placement team should provide a regular report to the Panel that brings its attention to any breakdowns on placements, in a format that is acceptable to the Panel.

Educational achievement of looked-after children

A major concern has been the low level of academic achievement among looked-after children. That was in part due to low expectations amongst professionals, a view that has, it is hoped, now been banished. Additional support has been targeted on pupils in Year 11, and it should be noted that the proportion achieving five or more A* to C grades at GCSE improved substantially in 2007.

Additional support for looked-after children in school is provided through the LACES Team. The role of the Team has evolved from providing direct teaching support to one where a substantial amount of their time is spent in preparing Personal Education Plans (PEPs) for looked-after children. The panel queried whether it might be more appropriate for other professionals to undertake that task, but on balance it was thought that LACES staff were currently best placed to continue with that task. However, it was reported at the most recent meeting of the Virtual School Governors that, following discussions with a range of professionals, there is broad agreement that schools are best placed to manage the Personal Education Planning process and will undertake this task. This recognition coincides with the allocation to schools of an extra £500 for each looked after child and also provision in the Children and Young Person's Bill which will make the role of the Designated Teacher a statutory requirement.

Social workers will have to initiate the Personal Education Plan by informing schools as soon as a child is received into care and attend a meeting with the school and carer at which arrangements and plans for each looked-after learner's education are established, Social workers already have a statutory responsibility to ensure that the Personal Education Plan is completed and is fully integrated into the care planning and that it is reviewed with the care plan.

The LACES team will cease to write PEPs (except where the child/young person is not on the roll of a school) but will continue to monitor the attainments and achievements of looked-after children in order to identify under-achievement and to support strategies to address this. They will

monitor PEPs for completion and quality on behalf of the local authority, will support and advise schools with when requested to do so and will support schools' Designated Teachers by organising and supporting cluster group meetings for Designated Teachers.

Foster Carers will take part in the planning process, where the specific tasks that they are to undertake to promote the attainments and achievements of their 'charges' are identified and discussed. Training will be offered to carers to support this through CWDC Standards, skills banding, supported by Lifelong Learning. The young person will be involved in the PEP process to the fullest extent possible, given their age and level of understanding

A particular issue for looked-after children is the level of attendance. Poor attendance inevitably leads to poor academic performance. A view often heard among looked-after children, as they leave care, is that they wished they had been made to attend school. The Governors of the Virtual School receive regular statistics on attendance, which show the average to be equivalent to that for a below average secondary school. The latest figures showed a clear trend of attendance falling off from Year 7 (94.95%) to year 11 (79.92%). Attendance in Years 10 and 11 are of particular concern. It was not reported what percentage of the pupils in question were in foster care.

The Panel welcomed:

- the revised procedures in respect of responsibilities for preparing Personal Education Plans;
- the new statutory role to be accorded to Designated teachers;
- the evidence of regular contact and the working relationship between members of the LACES Team and Designated Teachers in schools;
- the inclusion of the Head of the LACES Team in the ECM Enjoy and Achievement Group;
- the allocation of an Educational Welfare Officer with direct responsibility for LACs' attendance;
- the additional funding provided for schools to assist with looked-after children, which recognises the additional workload;
- the significant improvement between 2006 and 2007 in the proportion of care leavers achieving five or more A* to C grades at GCSE.

Recommendations:

(i) There should be tighter and more robust controls on school attendance of LACs, supported by timely and accurate information.

(ii) Emphasis should be given to identifying what skills looked-after children might have in relation to extra-curricular activities such as sport and music.

The Virtual School

In January 2004, the Council's Cabinet agreed to establish a Virtual School, in order to strengthen the role of elected members as "corporate parents" and to establish robust arrangements for the management of the education of looked-after children. Looked-after children would already be on roll at an actual school, and all schools would have identified a 'designated teacher', whose responsibility would be to keep their educational progress under review. However, that was felt to fragment the arrangements, and the establishment of a "Virtual School" could, it was hoped, overcome that difficulty and enable elected members to see how the education of looked-after children collectively was progressing. The school roll would consist of all looked-after children of school age.

The School has a headteacher, who is also Head of the LACES Team, and a governing body, which first met in April 2004. It has the responsibility for the conduct of the arrangements for the education of looked-after children. Although it has no powers, for example to set targets or reinstate excluded pupils, it is able to make recommendations with respect to the education and welfare of looked-after children.

The Panel welcomed:

The establishment of the Virtual School.

Recommendations:

(i) The profile of the Virtual School should be raised in order to ensure that all members of the Council are aware of their role of corporate parents.

(ii) The Governors should continue to act as the driving force in improving standards for looked-after children.

(iii) The additional support being given to looked-after children in Year 11 should be extended as soon as possible to earlier years.

Welfare

The Panel interviewed the two 'Named Nurses', who are employed by the Primary Care Trust and are part of the Safeguarding Team. They are responsible for the welfare of all looked-after children in Wirral, and at the time of interview the total was 658, which included 187 children from other area placed within the Borough. They explained their working methods, which included undertaking a statutory examination within 28 days of each child coming into care and responsibility for the preparation of a health care plan

and regular assessments – every six months up to the age of five and every 12 months after that.

They explained that the assessments were holistic and took into account the child's emotional health; for older children a screening tool was used to try to identify drug or alcohol abuse; and note was taken of issues of sexual health or obesity. The work of the nurses involved regular contact with GPs, health visitors, school nurses and other agencies such as the Child and Adolescent Mental Health Service. The health care plan was made available to those professional that had regular contact with the children, including the Independent Review Officer.

The nurses had some concerns about the numbers of children to be dealt with, which made adherence to statutory deadlines difficult, delays in their receiving medical records and the varying approach of carers to health issues. They stressed the importance of work to ensure that children were involved in exercise and leisure activities.

The Panel welcomed:

- The work of the Named Nurses.
- Partnership working with the Primary Care Trust.

Recommendation:

That procedures for the provision of all necessary medical information to Named Nurses, and other appropriate professionals and foster carers, be reviewed.

Leaving care

The Panel became aware that a number of serious issues face looked-after children as they leave care, for example they might have problems in finding suitable accommodation; the fact that a disproportionate number fall into the NEET category (neither in employment, education or training); that they are subject to different criteria for eligibility for services as they move into adulthood; and there is a danger of their becoming disengaged from those services that exist to support them.

Recommendation:

That the subject of leaving care be deferred for consideration in the wider context of services to assist in the transition to adulthood.

Appendix 1 - “My Ideal Foster Family”

According to Wirral’s looked-after young people, an ideal foster family comprises all of these things:

- 10** A good cook providing a balanced diet
- 9** Helpful with homework and other things ... approachable.
(we may want to talk about personal things which are making us unhappy)
- 8** Understands fashion and keeps with the times *(we like to be clean and take pride in ourselves)*
- 7** Understands who and what we are
- 6** Doesn’t shove us aside and be selfish, thinks of us as part of the family
- 5** Provides fun and family nights in ... so we know we can have a laugh. Doesn’t shout a lot
- 4** Respects us in all cases *(we need you to listen)*
- 3** Doesn’t invade our privacy when we need it, gives us space and trusts us
- 2** Cares, is there, and cares for our things *(there are times when we will need you to lean on)*
- 1** Doesn’t try to replace our Mum and Dad, but is there for us, through the good and bad.

Appendix 2: List of interviewees* (in chronological order)

Young people in care (Rob, Craig, Paul and Martin, accompanied by Fiona O'Shaughnessy, Children's Involvement Officer, and Ruth Harper, LACES Learning Mentor)

Young people in process of leaving care (Cherie, Katie, Lorraine, Sarah and Andrew, accompanied by Fiona O'Shaughnessy)

Foster carers (14 present at regular Drop-in Centre meeting)

Wirral Foster Carers Association (seven representatives)

Marie Stacey (Head of Learning and Achievement Branch)

David MacKinnon (Head of LACES Team and Virtual School Headteacher) and Mark Winnington, Gaynor O'Donnell, Phil Wilson (LACES Team)

Julia Hassall (Head of Children's Social Care)

Simon Fisher (LAC Services Manager) and Sheena Doyle

Sheila Khan (Team Leader, Family Placement Team)
Tracey Coffey (Service Manager, Quality Assurance)

Family Placement Officers (Norma Cohen, Heather Holbrook, Sue Kerry and Rachel Harrison)

Named Nurses (Anne Powell and Bernie Chapman)

Julian Dowling (Independent Review Officer, Children's reviews)

Rose Rogers (Independent Review Officer, Foster Carers' reviews);

Huw Wilkie (Staff Development Team Manager) and Suzanne Cottrell (Staff Development Officer).

Peter Tomlin (District Manager, Birkenhead).

Ann Gainer (Team Manager, Birkenhead South Planned Work Team 2)

Birkenhead South Social Work Team (ten members)

Ian Rush (Chair of the Fostering Panel)

Councillor Jean Quinn and Dave Boddison (members of the Fostering Panel)

Caroline McKenna, Principal Safeguarding Manager

Philip Cooper (Deputy Headteacher and Designated Teacher, Park High School)

** Note: some job titles may have changed over the course of this study.*

WIRRAL COUNCIL

CHILDREN'S SERVICES AND LIFELONG LEARNING OVERVIEW AND SCRUTINY COMMITTEE: 11th NOVEMBER 2008

REPORT OF THE DIRECTOR OF CHILDREN'S SERVICES

INSPECTION OF WIRRAL METROPOLITAN BOROUGH COUNCIL FOSTERING SERVICE FEBRUARY 2008 AND JULY 2008

EXECUTIVE SUMMARY

This report outlines the findings of two inspections of Wirral Fostering Service undertaken in February 2008 and July 2008 by Ofsted, in accordance with the Care Standards Act 2000, and updates Elected Members on the outcome of these Inspections.

This report also updates Elected Members on action taken to implement the findings of the Committees Scrutiny of Outcomes for Children in Foster Care.

1. Background and Overview

1.1 The Wirral fostering service has been inspected by Ofsted on two occasions during 2008; the second inspection was at the request of the local authority. The service is assessed against 32 standards, the majority of which are grouped under the five Every Child Matters outcomes, with an additional set of standards for Organisation. The Inspection judgements are made on the following basis:

- Outstanding: this aspect of the provision is of exceptionally high quality
- Good: this aspect of the provision is strong
- Satisfactory: this aspect of the provision is sound
- Inadequate: this aspect of the provision is not good enough

The judgement for the whole service is also made on this basis.

1.2 The inspector met with a number of professionals and foster carers for the February inspection however, for the July inspection the inspector's main focus was on the core work of the service. Consequently, the inspector did not wish to meet with a range of professionals again.

1.3 In terms of findings, the inspector can make Statutory Requirements and Recommendations. Statutory Requirements are actions specified by the Inspectorate which the responsible authority is required to implement and the Inspectorate also specifies the date by which the actions must be taken. Recommendations are suggestions from the Inspectorate, which the responsible authority may wish to consider, but is not obligated to do so.

FEBRUARY 2008 INSPECTION

2. Summary Findings from the Inspection

2.1 The inspection was undertaken during the week 11th-15th February 2008. Overall, the Inspectorate judged the quality of the service as satisfactory, making three Statutory Requirements and six Recommendations.

2.2 In summary the inspector found that foster carers are well supported by supervising social workers, the service is working to improve management systems, functioning and strategic direction. The information provided to foster carers including consent to medical treatment for children is not consistent and the role of the supervising social worker could be more robust. The foster panel performs well and has effective gate keeping procedures to monitor quality. Supervising social workers have received training in assessments.

3. Being Healthy

3.1 This outcome was judged as Satisfactory. While carers were supported by supervising social workers and health professionals which includes receiving individual health plans, foster carers were not consistently provided with full information about the health needs of children and procedures governing consent to medical treatment were not always implemented. As a result, one statutory requirement was made.

4. Staying Safe

4.1 This outcome was judged to be Inadequate. This was primarily due to the inconsistencies around information provided to foster carers therefore, there was potential for the support provided to some children being compromised (although the inspector found no evidence of outcomes being affected during the inspection). This did not result in a statutory requirement.

4.2 Two statutory requirements were made; one regarding staff recruitment and employment checks and the second to ensure that the placement of a child matched the foster carers approval status.

4.3 The Inspector found that the fostering panel demonstrated good outcomes for children, was well-managed and had effective membership and was also able to maintain independent scrutiny of the fostering service and challenge where appropriate. The Inspector noted that the quality and consistency of information being presented to panel had improved. The appointment of an Independent Chair to the fostering panel was a significant factor in these improvements.

5. Enjoying and Achieving

5.1 The quality of service in this outcome area was judged to be Good. The inspector found that the fostering service values and promotes children's diversity, tries to ensure that all children have equal opportunity to access activities, and promotes children's social development. The work of the Cultural Inclusion Officer was highlighted for developing a range of leisure activities made available to children and their carers. Specialist resources were found to be available to promote the educational achievement of children, reflected in the awareness that carers have and the range of policies and procedures in place. This was further evidenced by the Virtual School and the Enjoy and Achieve strategy group. He found that fewer children in foster care had missed significant periods of education than the national average of all children.

6. Making a Positive Contribution

- 6.1 This outcome was judged to be Satisfactory. It was noted that maintaining contact between children and their families was integral to the fostering service and reflected in the training provided to foster carers. A good range of methods for consulting with children who are fostered was found, notably around contact. He found that the fostering service works in partnership with parents. The only issue highlighted, was that foster carers do not always have copies of legal orders, for instance, in relation to contact arrangements. This was the first time this issue had been highlighted during an inspection.

7. Achieving Economic Well-Being

- 7.1 This outcome was judged to be Satisfactory. The support foster carers give to young people in preparation for independent living was noted. He found that the local authority worked in partnership with other agencies and young people have the opportunity to participate in work based learning experiences.
- 7.2 The new and improved payment procedure to foster carers was seen as a positive improvement including foster carers being able to progress through the bands. The benefits of piloting the CWDC foster carer standards were also noted. The only issue highlighted by the inspector was that the fostering service had not yet implemented the national minimum allowances for foster carer payments.

8. Organisation

- 8.1 This outcome area was judged to be Satisfactory and there were no statutory requirements. While the inspector commented on the good leadership of the service, support provided to foster carers, staff training and a clear programme of service development, the fact that foster carers do not always receive appropriate documentation from placing social workers prevented this outcome area from being judged as good. The inspector commented that the role of the supervising social worker could be more robust.

9. Summary

- 9.1 The issue of information to foster carers and arrangements for delegating consent to medical treatment has been a consistent theme in recent inspections and resulted in the judgement of inadequate for Staying Safe. The other findings under Staying Safe relating to personnel files and placing children outside the foster carers registration, whilst significant, were relatively simple to rectify. Another key theme from this inspection is that the role of the supervising social worker could be more robust.

JULY 2008 INSPECTION

10. Preparation for the Fostering Inspection

- 10.1 A re-inspection was undertaken between: 21st – 25th July 2008, and focused on standards and regulations. This inspection was at our request.
- 10.2 Following the inspection of the service in February, a decision was made to invite the inspector back within 6 months in order to demonstrate the progress made to address the previous findings.

- 10.3 A Service Improvement Team was established using aspects of the School Improvement approach, overseen by the Head of Branch and chaired by the Strategic Service Manager, Resources. Through an independent officer, an approach of service monitoring, supporting, challenging and intervening was deployed, to deliver the required changes. The team met regularly to plan each stage of the improvement trajectory with a key focus on communicating the need for change each step of the way; assisting social workers with producing and updating documentation and also checking documentation for quality. This involved writing to all staff in the localities, presentations at management meetings and visits to every locality team on a weekly basis.
- 10.4 Supervising social workers visited every foster carer over the space of 2/3 months and a database was produced and updated on a weekly basis as the visits increased and which outlined for every child what information was outstanding. The data base was forwarded to the social work teams on a weekly basis for the placing social workers to address the gaps in information and report this back to the fostering service when complete.
- 10.5 Over the weeks, relationships were built with the locality teams and the visits rather than being seen as critical were in fact valued and there was much evidence of activity to update information. Relationships between the social work teams and the fostering service improved, and through the process there was an increasing sense of common purpose.
- 10.6 The policy on LAC documentation was updated and re-circulated and alongside this each team was given a folder which contained filled in good examples of each document and this was used as part of the service manager visits.
- 10.7 The fostering service also produced and sent a standard letter to foster carers delegating consent to routine and emergency medical treatment for every child placed subject to an Order. The letter also provided information on the common-law powers of medical professionals when dealing with consent and also when children and young people themselves can consent to medical treatment.
- 10.8 The service also wrote to foster carers delegating consent for non-hazardous activities, such as routine school trips and also giving advice on what amounts to a hazardous activity and what to do in this situation. Placement Agreement forms were checked to ensure they had been appropriately signed either by a parent or a District/Service Manager delegating consent to routine and emergency medical treatment to the foster carer.
- 10.9 All personnel files and panel members' files were also checked and updated accordingly.
- 10.10 The fostering service also checked foster carer agreements were up to date for all carers to ensure children were not placed outside the carers registration.

11 Summary Findings from the Inspection

- 11.1 Overall, the Inspector judged the quality of the service as Good, with no Statutory Requirements and only one Recommendation.
- 11.2 The inspector highlighted that children are well cared for by the fostering service and that significant changes had been made to a number of aspects of practice and

procedure including, the role of the supervising social worker was clearer and more robust and the quality and quantity of information to foster carers on children placed had improved. Outcomes for children are demonstrably good and children in placements are able to develop with security and in accordance with their identified care plans. Carers were found to be well supported by supervising social workers and were aware of their responsibilities.

12. Improvements since the last inspection

- 12.1 Foster carers now have all the available information on children placed with them and procedures for ensuring that this practice becomes consistently applied are in place. Carers now also have clear and effective delegated consent to medical treatment. Children are placed with carers who are approved to meet their needs and reflected in the registration status of each carer through the foster care agreement.
- 12.2 Information held on staff has been strengthened and the service is able to demonstrate that all staff members are suitable to work with children. The role of the supervising social worker is clearer and more robust both in relation to monitoring foster carers practice and in representing the fostering service within Children's Services as a whole.

13. Being Healthy

- 13.1 This outcome was judged as Good. The quality of information on children in placement had improved significantly since the last inspection. The inspector commented that foster carers feel part of a team and the support provided by foster carers ensures that a high priority is given to meeting children's health care needs.

14. Staying Safe

- 14.1 This outcome was judged Good. The inspector commented that children are cared for safely by the fostering service. Over the past 12 months there have been changes to the strategic management and leadership of the service due to better designation of roles and a greater emphasis on performance management. The inspector commented that there is a clearer sense of direction and an improved ability to identify and prioritise areas where improvement is needed.
- 14.2 Safe caring practices are robust and implemented consistently. Management systems are in place to collate and evaluate allegations of neglect or abuse of a child in foster care. The fostering panel is organised effectively and efficiently and is able to make good quality decisions about approval of foster carers.

15. Enjoying and Achieving

- 15.1 This outcome area was judged to be Good. The education and development of children is given a high priority within the service. There was evidence to confirm that children are given to support with their schooling and education and that carers talk to children and young people and involve them in their educational development.
- 15.2 A wide range of leisure activities are available and help provide children with opportunities to develop skills and experiences that promote self-confidence and develop self-esteem.

16. Making a Positive Contribution

16.1 This outcome area was judged to be Good. Contact arrangements are set out in placement plans and carers are aware of their responsibilities in this area. The opinions of children are obtained regularly and there are systems for encouraging children's participation in discussion and decision making.

17. Achieving Economic Well-Being

17.1 This outcome area was judged to be Satisfactory. Young people receive assistance and support to help them prepare for leaving care and adult life. The service can demonstrate how it has supported young people to develop and mature and how a variety of staff work together to ensure positive outcomes for them.

17.2 Financial support is available to foster carers and the efficiency of the payment system ensures that carers obtain the amount to which they are entitled at the right time. The fact that the council had not yet implemented the national minimum allowance for foster care payments prevented this outcome area from being judged as Good.

17.3 Progress has since been made with this, and in September 2008, Cabinet agreed to the incremental increase in the fostering allowance commencing 1st October and to implement the full National Minimum Allowance from the 1st April 2009.

18. Organisation

18.1 This outcome area was judged to be Good. It was judged that the fostering service is well managed and a significant number of improvements have been made to ensure that children are placed appropriately with capable carers who are able to meet their identified needs, in secure placements. Managers have identified and prioritise a range of relevant areas to the operation of the fostering service in order to improve outcomes for children. Significantly, an improvement plan has been successfully implemented and built into future and ongoing practice

19. Summary

19.1 The outcome of this inspection shows a number of improvements made since February 2008 following the successful implementation of the improvement action plan. The overall judgement of the service has improved from satisfactory to good and all outcome areas except for Achieving Economic Well-being have been judged as good, including Staying Safe, which was previously judged as inadequate. The inspector did not make any Statutory Requirements and made only one recommendation, that is, to ensure that carers understand what information they are expected to keep and what information needs to be passed on to the fostering service (NMS 24). To put this issue into context, the inspector found that one foster carer had kept the documentation for a young person who had since left their care. While the issue of documentation is covered in the revised foster care handbook, the service will write to all foster carers reminding them of the policy and what information they should return when a child or young person moves on.

19.2 In a relatively short space of time, the service in conjunction with the locality social work teams has been able to bring about significant improvements in the information supplied to foster carers on children placed including the quality of this information. This includes making it clear in every case the delegation of consent to routine and emergency medical treatment. These were the most significant issues from the last

inspection and which had been a consistent theme in previous inspections. The issues of placing children outside the foster carers registration and recruitment processes have been addressed and systems are in place to ensure the improvements are sustained.

- 19.3 The Service Improvement Team with its focus on, monitoring, support, challenge and intervention in the locality teams in conjunction with the commitment of supervising social workers and managers in the fostering service have been key factors in making the necessary improvements.

20. Overview and Scrutiny Committee – Scrutiny of the Fostering Service

- 20.1 Below is an update for Members about the progress in implementing the recommendations from their review.

21. Recommendations for children in foster care:

- 1 The authority should continue to try to improve the stability of placements. This will be achieved by better matching of children and carers, which in turn is made possible by increased recruitment of foster carers: -**

As highlighted in this report, significant progress has been made in recruiting foster carers, leading to increased placement choice. The stability of placements has also been improved by ensuring that the foster carer agreements reflect foster carers registration thereby, ensuring that children and young people are appropriately matched.

- 2 Ensure that foster children have ready access to their social workers and are able to maintain good communications, so that they are aware when the social worker might not be available and will know how to contact any alternatives**

Implementing this action has been significantly assisted by the fact that the Department has been able to recruit social workers and through the completion of training by 10 trainees in July 2008, is now up to its full complement of social workers. Social workers are aware of the importance of maintaining good communication with children and both social workers and team managers are aware of their roles in ensuring that young people are able to speak to another social worker if the allocated social worker is not available. It will be important to monitor how well systems are working through the Children in Care Council.

- 3 Encourage social workers to be more proactive in their dealings with looked after children. Looked after children perceive them as the statutory decision makers, but they should also be able to look on them as a friend.**

All social workers now have mobile phones and e-mail so they can be contacted by children more directly. We continue to have a high number of children who are supported to give their views to their reviews and via the complaints process.

- 4 Give as much flexibility as possible to foster carers in relation to permission's for the involvement of looked after children in extra-curricular and social activities.**

All foster carers have been sent a letter delegating consent to non-hazardous activities such as school trips. Foster carers have also been given advice on what is a

hazardous activity and what they need to do in order to obtain consent for a young person to take part in such an activity. This has freed foster carers up to make decisions on children who they know well. Further work will continue on ensuring these types of issue are discussed and agreed at Placement Agreement meetings.

5 Ensure that looked after children are aware of their financial entitlement.

Foster carers are able to advise children and young people on their financial entitlement and it is also the social workers responsibility to make children and young people aware. This has been discussed at the children's services management team and clear messages have been given to social work teams.

22. Recommendations for foster carers:

1 The authority should aim to widen the geographical area in which foster carers are recruited and ensure that the necessary network of support is in place to achieve that aim (and consider providing financial support for house extensions)

The fostering service recruitment strategy ensures that foster carers from across the borough are targeted to ensure the widest possible catchment. In recognition that the majority of foster carers come from the Wallasey and Birkenhead areas, the service is currently in the process of developing a campaign in consultation with the press and media officer in order to attract a wider range of foster carers, living in all wards across the borough. As highlighted in this report, the inspector commented on the success of the recruitment strategy and the increase in placement choice, which in turn made matching children with appropriate foster carers a strength of the service. There are clearer processes in place with regards to housing extensions and adaptations. All expressions of interest are responded to and an assessment is undertaken. The service has developed links with the home improvement team.

2 Foster carers should be treated and accepted as fellow professionals. That would involve showing more trust in terms of the information that is shared with them -- within legal limits they should have all information necessary to ensure the welfare of the foster child, especially medical information.

Significant progress has been made in this area. The service piloted the Children's Workforce Development Council (CWDC) training support and development standards and is now in the process of rolling this out across the service. The standards are aimed at professionalising foster carers and recognising the important role they play as part of the children's workforce. As noted in this report, the flow and quality of information to foster carers has increased significantly, which includes clear arrangements for delegating consent to routine and emergency medical treatment. Regular consultation with foster carers is important to make sure that improvements in communication and sharing information are sustained.

3 Also, they should be made to feel valued, possibly by means of an annual awards ceremony or mayoral reception.

The Department held an awards ceremony "Listen to Me" in March 2008, which was an opportunity for young people to nominate people who have listened to them. This could be teachers, foster carers and many other professionals. The event was a great success and a number of foster carers were nominated and formally commended for

the good work they do. This will now be an annual event, with the next one scheduled for March 2009.

In addition to this, the Department will progress plans with the mayors office to hold a reception for foster carers.

4 Access to training for foster carers should be improved, with courses specific to their requirements (via an individual improvement plan) and convenient in terms of times, location and crèche facilities

Foster carers are able to access general training provided by the Department and benefit from attending courses with social workers and other professionals. Foster carers access the permanency planning training and their contribution is highly valued and this is another opportunity to train alongside social workers. The service is developing links with lifelong learning in order to develop and deliver tailor-made courses for foster carers. Taster courses were recently held during adult learner's week. Training has and continues to be developed to enable foster carers to complete the CWDC training, support and development standards. The service is currently looking at alternative venues and facilities. The workforce development team are in the process of strengthening their focus on specific training for foster carers.

5 Training should include health issues, as they affect both the child and the carer.

Foster carers have a very clear understanding of their role in ensuring children's health needs are met and which includes individual health plans. The inspection highlighted that foster carers are very skilled in this area and not afraid to be proactive. The service has strong links with the LAC nurses who provide regular health updates through the newsletter and also put on training at the foster carers drop-in meeting.

6 The foster carers handbook should be updated on a regular basis.

The handbook has been recently updated and will now be updated on an annual basis.

7 Ensure that payments to foster carers, in particular Christmas allowances, are paid promptly

The service has moved from the previous Trojan payment system to the SWIFT foster carers' module. This is a far more efficient system and while there were some teething problems in the early stages, these have now been remedied. There should no longer be a situation where for instance Christmas allowances are not paid promptly.

8 There should be strong encouragement for foster carers to attend school's parents evenings and personal education plan meetings and provide the means for doing so through additional childcare arrangements. Carers should have regular contact with the designated teacher.

The inspection found that education and development of children is given a high priority within the service and that foster carers are clear about their responsibilities and are able to act assertively and on their own initiative to support children in school.

- 9 Whilst it is accepted that they may be necessary in an emergency, in which case additional support should be provided, exemption placements should be avoided.**

As placement choice has increased, the number of exemptions (more than 3 children in one placement) has fallen. This was commented on by the inspector in July. In cases where an exemption is required, this must be approved by the LAC Service Manager and involves assessment of risk, careful matching and consultation with children's social workers.

- 10 Provide departmental support for the foster carers association in order to help it to represent all carers in the borough, including taking over production of their newsletter.**

The team manager meets with the foster carers association on a monthly basis to ensure there is good communication, to hear and respond to concerns or requests for funding. The service has not yet taken over the production of the newsletter. It is anticipated however, that the service will take over the production of the newsletter within the next three months, following consultation with the adoption service to see if it is possible to pool resources. The adoption service currently produces its own monthly newsletter.

- 11 Measures should be put in place to ensure that an individual 'contract' (Placement Agreement) is always signed and in place in respect of each new placement.**

This issue was highlighted in the February 2008 inspection and was a focus of the improvement plan for the July 2008 inspection. LAC documentation for every child in foster carer has been checked and any gaps identified and rectified. The inspector commented that the improvement plan had been successfully implemented. The challenge is to ensure that the improvements are sustained and therefore, the improvement group continues to meet in order to ensure this.

- 12 The position of kinship carers should be clarified to ensure the correct level of support is provided for the child.**

The July inspection highlighted that there are systems for approving and supporting family and friends carers, which ensure that practice conforms to the National Minimum Standards and children are cared for safely and effectively. The service promotes training and development for kinship carers and they are required to complete the CWDC training, support and developments standards for foster care. Where there are concerns about standards not being met, an assessment of the needs of the child and the strengths/weaknesses of the kinship foster carer is undertaken against the Every Child Matters 5 outcomes with any gaps highlighted and measures put in place.

- 13 Foster carers should attend hearings of the fostering panel where appropriate.**

Foster carers are encouraged to attend both at the approval stage and for the first annual review. Attendance is generally good, and will continue to be promoted. The role and performance of panel was described as good by the inspector.

23. Recommendations for Professional staff

1 The staffing complement for social workers should be kept under review

The Department has been successful in recruiting social workers in the localities and through the traineeships is now up to full complement. With regards to the fostering service, one family support worker was recently successful in obtaining a traineeship, and their post is being held for their return. The recruitment process is underway for the vacant treatment fostering social worker. The fostering service complies with sickness absence procedures and any long term absences through sickness are addressed. It is important that we keep the staffing complement under constant review.

2 The effectiveness of financial incentives should be reviewed, in terms of both attracting staff and retaining them, taking account of comparisons that other local authorities

As indicated above, the Department has been successful in attracting social workers and where appropriate used incentives such as "golden hellos". Work is underway through the wellbeing programme to improve working conditions, which include measures such as re-launching the supervision policy, making sure that workloads are manageable and subject to review, and developing more robust induction for newly qualified workers and career pathways for social care workers. We have experienced difficulties in recruiting to team manager vacancies and have been auditing salaries paid in comparator authorities. A report is being prepared for the Employment and Appointment Committee with regard to recruitment and retention of team managers.

3 Social workers concerns about the adequacy of administrative Support should be addressed in a review of respective duties. The findings could be reported to the overview and scrutiny committee.

The authority successfully attracted pilot status to remodel social work delivery. As part of this pilot we are undertaking a review of roles and responsibilities which includes the role and function of administrative staff members in their support of social workers, enabling them to maximise the time spent with children and families, and less time on bureaucracy. As the pilot progresses a report will be prepared for this Committee detailing their findings and recommendations.

4 Consideration should be given to reviewing the system for weighting of social workers caseloads.

A system of caseload management for social workers is being revised and will be piloted in one team from January 2009 for 6 months and then roll-out across all teams is planned.

5 Full availability of information technology, as a key element of communications and for effective case management, should be a priority for social work staff.

A rolling programme of IT installation has ensured that all Social workers now have their own computers, which includes the fostering service.

6 Improve communications between the family placement team and social work teams, including a better understanding of each team's role.

Significant progress has been made in this area following two inspections during 2008. As a result of the role of the supervising social worker becoming more robust, this naturally led to more direct communication with placing social workers and a better understanding of each other's roles. This is evidenced by the success of the service improvement plan following the February inspection, when the fostering service and locality social workers worked hard to ensure foster carers had all relevant information on children placed. Plans to link a member of the fostering service to each locality team have not yet been implemented however, this is still a priority.

7 Social workers relationships with foster carers and looked after children should be a key element of their training

With the appointment of a number of newly qualified social workers, permanency planning training is being rolled out across the Branch. This involves foster carers, social workers and other social care professionals jointly attending the training and learning from each other's perspectives. The training also includes a focus on how children make attachments and therefore places the child's perspective centrally. A workshop entitled 'Team around the Child in Care' was held on 17th October to consider how to improve joint working and planning between all partners involved in the lives of children in care, this had foster care and residential worker representation – the action plan is being generated to foster improved team working to meet children's needs through close and co-operative working between all partners involved with children in care.

8 Social workers should be contactable by mobile phone in the same way as family placement team members

All social workers now have work mobile phones.

9 Consideration should be given to combining, to a greater or lesser extent, joint care meetings – LAC reviews and PEP meetings -- in order to make more effective use of professionals' time.

While effective use of professionals' time is an important consideration, the focus of reviews and meetings relating to a child is the actual child. LAC reviews have a specific focus on the care plan and in some instances will involve court, legal issues and other more sensitive matters. Combining these reviews with a personal education plan is not therefore, always appropriate. The Independent Reviewing Officer in consultation with the social worker, the child, family and other professionals could agree that it is appropriate to hold the two together in some circumstances and this does happen. It is always important to review the PEP at each Looked After Children Review.

10 Every effort should be made to reduce the time taken for assessments of foster carers.

Completing assessments of foster carers in a timely fashion has been affected by some staffing issues as highlighted above however, it is anticipated that the majority of these issues will be resolved very soon. On average, assessments are completed within six months of the prospective carer wishing to be assessed and where this is not possible, the service informs the applicant in writing. During the last 12 months, the service has recruited a large number of foster carers, thereby increasing placement choice and this was commented on by the inspector.

- 11 The team manager for family placement should not have to carry an individual case load, in order that she can have a proper overview of the service and to be able to ensure that assessment deadlines are met.**

The team manager for the fostering service no longer carries a caseload although at times has managed individual cases, for instance where there has been staff sickness. Nonetheless, this is not a regular occurrence and the inspector commented on managers in the service being able to identify and prioritise a range of areas relevant to the operation of the service in order to improve outcomes for children. In addition, management roles within the service have been redefined and are clearer and this has contributed to the overall judgement in the inspection of organisational capacity.

- 12 There should be no reason why the social worker or family placement worker does not attend hearings of the fostering panel, or, if they are not available, are represented by a senior fellow professional who has a full understanding of the case in question.**

Attendance of supervising social workers at panel has improved significantly. The attendance of placing social workers has improved particularly with regards to matching and if they are not able to attend, in most cases a report is provided. This is however, an area that the service is continuing to focus on and gradually, placing social workers are starting to see the value of attending panel, especially for matching.

- 13 Every effort should be made to continue the improvement in the quality of reports to the fostering panel**

This continues to be a focus. Processes for quality assuring reports have improved and this was reflected in the recent inspection. Systems have recently been developed to ensure that assessments consistently contain all the additional pieces of work, such as the safe caring policy, health and safety checklist. The chair of the fostering panel meets regularly with the LAC Service Manager to discuss panel generally and also any issues around quality assurance. The chair has recently commented that generally, the standard of assessments presented to panel is good.

- 14 The family placement team should provide a regular report to the panel that brings its attention to any breakdowns on placements, in a format that is acceptable to the panel**

This has been discussed with the independent chair however, is not yet standard practice. It is proposed that this will be discussed at the next fostering panel development day.

24. Recommendations for the educational achievement of looked after children

- 1 There should be tighter and more robust controls on school attendance of looked after children, supported by timely and accurate information**

Recent statistics for children in foster care in Wirral show that the numbers who do not attend school is below the national average. The fostering service is improving its links with the Virtual School to ensure that foster carers fully understand their role in ensuring that children and young people achieve their potential.

- 2 **Emphasis should be given to identifying what skills looked after children might have in relation to extra-curricular activities such as sports and music.**

Children and young people are encouraged to attend clubs and activities outside of school and in the majority of cases foster carers provide the transport. The Cultural Inclusion Officer is responsible for identifying young people's interests and aptitudes for such activities and then finding the provision.

25. Recommendations for the Virtual School

- 1 **That the profile of the Virtual school be raised in order to ensure that all members of the council are aware of their role as corporate parents.**

This will be placed on the agenda of the next meeting of the Virtual School Governing Body meeting.

- 2 **That the Governors continue to act as the driving force in improving standards for looked after children.**

The Virtual School Governing Body will continue to consider and encourage strategies to improve the attainments of Looked After Children. The Enjoy and Achieve sub group, which focuses on children in care, has a specific set of actions to improve the achievement of children in care. The work of this group is reported to the Virtual School Governing Body, through the report of the Virtual School Head Teacher.

- 3 **The additional support being given to looked after children in year 11 should be extended as soon as possible to earlier years.**

The Quality Assurance Manager for Early Years has taken responsibility for this issue by working with the LAC EAT group, referred to above. A report on additional support to young children will be provided to the Virtual School Governing Body this academic year.

26. Recommendations for welfare

- 1 **That procedures for the provision of all necessary medical information to named nurses, and other appropriate professionals including foster carers, be reviewed.**

As highlighted in the July inspection, the Service Improvement Team have achieved a major improvement in this area and professional roles have recently been reviewed. Work is currently underway with PCT colleagues responsible for the LAC nurses and school nurses to strengthen notification systems and to ensure that health information and plans are reviewed and actively used in inform the care plans for children in care.

Summary

The Scrutiny report into the Outcomes for Children in Foster Care has provided a very useful framework for developing the service. The broad focus on all matters which affect the safe and secure placements of children with foster carers has contributed to improvements in quality which have been evidenced through the inspection regime. Progress is being made on all aspects of the recommendations, however, all elements require constant review, ongoing attention and there are still some areas requiring

significant work. When we have implemented all aspects of the Review we really will have made significant inroads to improve outcomes for the children in foster care.

27. Financial Implications

27.1 There are no particular financial implications associated with this report.

28. Staffing Implications

28.1 There are no particular staffing implications associated with this report.

29. Equal Opportunities Implications

29.1 Foster care is available to all children and young people looked after, subject to an assessment that this is the most appropriate way of meeting their needs.

29.2 Foster carers are recruited from all sections of the community.

30. Community Safety Implications

30.1 The aim of providing stable and secure foster placements for children in care is consistent with the aims of reducing offending and diverting young people from anti social behaviour.

31. Local Agenda 21 Implications

31.1 The increased development of a range of locally based foster care placements reduces travel by parents, carers and social workers.

32. Planning Implications

32.1 None.

33. Anti-Poverty Implications

33.1 Incremental implementation of the national minimum fostering allowance rate from 1st October 2008, leading to full implementation from 1st April 2009, will mean that foster carers are appropriately remunerated for the care they provide to vulnerable children in care.

34. Social Inclusion Implications

34.1 The majority of children in care benefit from placement in a family setting where they can develop trusting relationships with adults, who promote their inclusion in school, leisure and community activities.

35. Local Member Support Implications

35.1 Children and young people placed with foster carers come from all Wards within Wirral. Foster carers live in all Wards in Wirral; there are a small number who live outside the borough.

36. Background Papers

36.1 Inspection report – Wirral Fostering Service – 27th February 2008

36.2 Inspection report -- Wirral Fostering Service -- 25th July 2008

37. RECOMMENDATIONS

- (1) That members note and comment on the contents of the Fostering Inspection Report and update on the Scrutiny of the Outcomes for Children in Foster Care.

Howard Cooper
Director of Children's Services



**YOUTH OUTREACH SCRUTINY
REVIEW**

**A REPORT PRODUCED BY THE CHILDREN'S SERVICES AND
LIFELONG LEARNING OVERVIEW AND SCRUTINY COMMITTEE**

FINAL REPORT

WIRRAL BOROUGH COUNCIL

OCTOBER 2008

WIRRAL BOROUGH COUNCIL
YOUTH OUTREACH SCRUTINY REVIEW
FINAL REPORT

- 1. ACKNOWLEDGEMENTS**
- 2. PANEL MEMBERSHIP**
- 3. BACKGROUND AND ORIGINAL BRIEF**
- 4. METHODOLOGY FOR THE REVIEW**
- 5. EVIDENCE AND RECOMMENDATIONS**
 - 5.1 VISION FOR THE OUTREACH SERVICE**
 - 5.2 MANAGEMENT AND ORGANISATION**
 - 5.3 FUNDING**
 - 5.4 THE PERSPECTIVE OF YOUNG PEOPLE**
 - 5.5 STAFF (TRAINING / DEVELOPMENT)**
 - 5.6 SPECIALIST AREAS**
 - 5.7 PARTNERSHIPS AND THE VOLUNTARY SECTOR**
- 6. APPENDICES**
 - 6.1 SCOPE DOCUMENT**

1. ACKNOWLEDGEMENTS

The Panel wishes to place on record its thanks to the staff who provide and support the front-line youth outreach services. The Panel would also like to thank all those people who willingly agreed to contribute and to provide information to this review. In particular, Peter Edmondson (Head of Participation and Inclusion in the Children and Young People Department) is thanked for his role as Lead Departmental Officer during the review. Peter has helped significantly in providing guidance to the Panel throughout the review. Special thanks are also given to two members of the Older Peoples Panel, Sandra Wall and Jack Cuffe, who joined some of the meetings. Their involvement was important as they brought a “non-council” perspective to the review.

The Panel pays tribute to Bill Hawkins, who sadly passed away during the course of the review. Bill was one of the first youth workers that the Panel met during the review, while visiting the Birkenhead Youth Action Project at Bedford Road, Birkenhead. His experience and enthusiasm for the work of the outreach teams was clear to the Panel members.

2. PANEL MEMBERSHIP

The members of the Panel are:

- Councillor Frank Doyle (Chair)
- Councillor Sheila Clarke
- Councillor Chris Meaden

The Panel invited the Older Peoples Parliament to nominate representatives to the review. These representatives were Sandra Wall and Jack Cuffe.

3. BACKGROUND AND ORIGINAL BRIEF

Over a number of years, councillors have recognised the growing concern over youth-related issues, anti-social behaviour and worries over the apparent increase of alcohol and drug issues with young people. These issues were apparent to many councillors in carrying-out their ward duties. It was therefore decided that further scrutiny work should take place to ensure that the Youth Outreach teams are providing a modern service that is giving value for money.

The Children's Services and Lifelong Learning Overview and Scrutiny Committee appointed the Youth Outreach Scrutiny Panel on 12th September 2007. The panel subsequently produced a draft scope for the review, which was agreed by the same Committee on 30th October 2007. A copy of the scope document is attached as Appendix 1.

The main issues for the review were identified in the Scope document as:

- Is the workforce adequately protected?
- Is the existing Youth Outreach organisation reaching the right young people?
- What do the young people want?
- What partnerships / funding are in existence and can they be improved?

At the start of the review, it was agreed that the scope should include the outreach work provided by the Youth Service Outreach Team, the specialist Response team (which is also part of the Youth Service) and the Youth Respect Team (which is part of the Anti-Social Behaviour Team within the Community Safety Section of Regeneration Department). Initial interviews included meetings with the Head of Youth Service, Head of the Youth Outreach team, Head of the Wirral Anti-Social Behaviour Team and the Head of the Response team. Subsequently, the Panel visited a number of outreach teams who were actively engaging with young people on the streets. The high degree of commitment and skill shown by the outreach workers was very evident. One outstanding quality was the ability of the workers to engage with a large number of the young people, many of whom were "difficult to reach".

4. METHODOLOGY FOR THE REVIEW

The panel has set about gathering evidence in order to find answers to the main issues identified above.

Meetings with officers

Separate meetings have been held with the following Council officers:

Peter Edmondson	Head of Participation and Inclusion, Children's & Young Peoples Department, Wirral Council
Maureen McDaid	Head of Youth and Community Service, Wirral Council
Pauline Miller	Head of Outreach, Youth Service, Wirral Council
Caroline Laing	Head of Anti-Social Behaviour Team, Wirral Council
Lindsay Davidson	Deputy Head, Policy Development, Participation & Inclusion Branch of Children and Young Peoples Department, Wirral Council
Pat Rice	Head of Response Unit, Youth Service, Wirral Council (and team)

Each of the officers prepared a briefing paper in advance of a meeting. Subsequently, the officer made a brief presentation followed by a question and answer session.

Site visits

Several site visits have been undertaken, mostly in the evening when there have been young people on the streets. This has enabled the panel to witness the work of the outreach workers and the relationship they have with young people. There has also been the opportunity to discuss issues directly with the young people.

The visits have included:

Birkenhead Youth Action Project, Bedford Road
Wallasey Young Peoples Project, including a visit to Kontakta Bus
Youth Respect team (Anti-Social Behaviour team), Royden Road, Overchurch
Dig It Project, Bromborough
Moreton Youth Club
Bebington Youth Club, New Ferry
Response outreach workers, Birkenhead
Pioneer People, a faith-based charity based in Wirral

Planning / discussion meetings

A significant number of meetings have been held to discuss progress, plan the next stages and consider the outcomes of the review. The representatives of the Older Peoples Parliament have been present at these meetings. This has been especially useful in order to add a non-council perspective into the review.

Written evidence

Sefton Council
Ofsted Reports

5. EVIDENCE AND RECOMMENDATIONS

5.1 VISION FOR THE OUTREACH SERVICE

The panel recognises the skill and dedication of the outreach workers who engage so effectively with many young people. Indeed, for the future, the Panel would wish to see the service given an even higher profile. The Panel has a vision for an outreach service which will be provided by a modern, proactive outreach team which can address the current challenges such as the drinking culture, substance misuse and anti-social behaviour prevalent among some young people. It is suggested that the team would work most effectively if there was a single line of management or if the coordination of activities provided by the different teams was improved. The team should be visible, with a uniform, and should be organised in such a way as to provide the best possible links into diversionary activities for young people.

The Panel has a vision for the outreach service which is intrinsically linked with the Youth Service provision. A particularly good example of a youth club and the outreach workers operating in tandem was evident at Moreton Youth Club. This particular youth club acts as a 'hub' for the outreach workers. In this case the outreach workers offered a direct route for young people from the streets into the youth club; both in terms of offering the youth club activities as a diversionary activity but also in helping to get the young people settled into their new environment. In this respect, outreach is very much part of the integrated whole of the Youth Service offering. However, it is fully recognised that youth club activities are not attractive to a significant number of young people.

Moreton Youth Club was impressive in the way that the club interacted with the outreach workers. It was also excellent in terms of the quantity, quality and variety of activities provided, the standard of the youth workers and leadership as well as the opportunities given to young people to 'lead' in the direction of those activities. This particular youth club also had a high attendance level gathered from a wide catchment area, including Woodchurch and West Kirby. One interesting observation was the strong percentage, approximately 85%, of attendees who were boys; a bias which is apparently often the case with youth clubs.

One of the challenges for the future is to consider the provision of youth activities across the borough. It is in this context that the Panel will recommend that further scrutiny work takes place regarding the Youth Service as a whole. This work should consider a series of difficult issues such as:

- What is the correct approach for youth provision for the future?
- How does the provision of Youth Services in Wirral match against the Government's vision for Youth Services in the future?
- Would the provision be improved by having less youth centres with better facilities or alternatively by providing more, smaller localised centres each with more limited facilities?
- Should all youth services be council-provided or commissioned from alternative providers?
- Are the current youth clubs physically in the best locations for the future?
- Are the current activities in youth clubs appropriate for the future?
- Is the current balance between youth clubs and outreach correct?

It is clear from the work undertaken by the Panel, including visits to a variety of facilities, that the level of provision differs dramatically at various establishments. For instance, the facilities provided on a mobile bus used by a local charity were very much superior to those provided on a similar facility provided by the Council (Kontacta Bus). Similarly, the quality and variety of youth activities offered across different youth clubs is varied. Further work, therefore, needs to be done to ensure that all provision is of a consistently high quality.

Recommendations:

R1. The authority should consider a re-structuring of the outreach service, the aim of which should be to provide a “hub” or key point-of contact for young people in several districts of the borough. Each “hub” will provide the focus point from which the outreach team will operate.

R2. The Children’s Services and Lifelong Learning Overview and Scrutiny Committee should undertake a scrutiny review into the Youth Service, in particular to identify the future challenges and priorities for the service as a whole.

5.2 MANAGEMENT AND ORGANISATION

One key issue that has arisen during the review is the coordination and interaction of the three different teams that provide Outreach Services to young people in Wirral Council (that is, the Youth Service Outreach, Response and Respect teams). Concerns arose during some of the visits regarding an apparent lack of coordination between some of the different teams. One example occurred during a visit to Overchurch where teams of workers from both the Youth Service and the Youth Respect team were simultaneously working in the same vicinity. There appeared to be competition between the two different teams rather than a willingness to coordinate their activities. This example is symptomatic of an organisation structure where different strands of workers are doing good work as individual units, but where their impact could be far greater if they were organised as a cohesive unit, giving the function an overall “command and control”. The Panel questions whether there is a sharp enough focus on the delivery of service. This is exacerbated by the lack of a single line management for youth provision in Wirral Council. There is also not a single group of councillors who have an overview for all youth services.

In theory, the aims of some of the services provided by the three teams are different. The aim of the Youth Respect team is to engage with children, young people and communities specifically in order to prevent and reduce anti-social behaviour by children and young people. This work will include providing a response to complaints from the public about alleged anti-social behaviour by young people. The work of the Respect team also includes the identification of hot spot locations of anti-social behaviour and the resulting coordination or provision of diversionary activities.

In looking for solutions, the Youth Respect team aim to involve whole communities rather than young people alone. This approach led to assistance being given towards setting up a Community Association in Overchurch; a shop premises being provided as a headquarters. However, in general, an impression of the work carried out by the Youth Respect team is that the team appear to 'blitz' an area for a number of weeks and then move on. The question arises as to whether this approach leads to the most effective enduring legacy. The long-term success is most likely to be achieved by the Respect team enabling projects, such as supporting the local Community Association to raise funding for accredited training for young people at the SoccerDome in Seacombe.

The second provider of outreach work is the Youth Service. The aims of the Youth Service outreach teams are to:

- Offer a broad generic curriculum within a community context, provided through seven geographically based outreach teams. Streetwork and the Kontakta Bus are the means of making initial contact with young people, usually in public areas such as on the streets or in parks.
- Encourage young people to attend three youth centres (Moreton, Leasowe and Fender), who have outreach workers as part of their staffing complement.
- Provide specific support to disengaged and vulnerable young people through the Response outreach workers.

However, in practice, the evidence on the streets suggested that there was very little difference in the work undertaken by the outreach workers of the Youth Service, the Youth Respect team or the Response unit. All of the teams appeared to approach and deal with the young people in a similar way. Therefore, this begs the question as to why the Council chooses to have separate teams. It is these observations that drive a number of the recommendations regarding future organisation of the Outreach service.

The duplication of activities within different teams can be exemplified by the existence of an alcohol worker within the Youth Respect team (albeit a part-time role) in addition to a full-time alcohol worker within the Response unit. The overall impact on the community of these two workers would be greater if their work was coordinated and targeted more effectively.

It is absolutely clear that some coordination between the various teams and agencies involved in youth-related work does take place in the form of multi-agency meetings such as the Junior JAG (Joint Action Group). This forum, organised from within the Community Safety team, enables a number of Council teams and other agencies (including the police) to analyse reports and crime statistics, providing the intelligence to highlight "hotspots". Nevertheless, further improvements could be made to ensure that information is shared more effectively and barriers between organisations are decreased or removed all together. It will often be the case that actions required to resolve problems in "hotspots" will involve agencies / teams working in partnership.

It appears that the demand for outreach teams (on the streets), especially in relation to the identification of "hotspots", will be higher than the current capacity. It is therefore essential that the outreach teams are used most effectively. It is proposed that the Head of Youth Outreach, in partnership with other agencies, should be responsible for the allocation of the outreach workers in order to best match the available resources with the demand. However, the ultimate aim should be to secure long-term impact in the affected

communities. The availability of diversionary activities is therefore a key pre-requisite.

The visits to youth clubs raised a number of observations, which included:

- The relative levels of management and leadership at all youth clubs.
- The great difference in the quality and quantity of activities delivered at different establishments.
- The relative membership levels at different clubs.
- The need to develop and implement an Action Plan for all Youth Clubs.
- The need to ensure the effective use of youth club premises as part of the Council's Asset Management programme.

Recommendations:

R3. The Council should re-organise the Youth Outreach team, in order to provide a sharper focus for the service provision and reduce duplication which currently exists among the various outreach teams.

R4. The authority should re-define the post of Head of Youth Outreach, who will be responsible for providing a strategic overview and vision for the service, as well as fulfilling day-to-day management duties for the service. This arrangement will provide a single line of management structure for the Outreach service.

R5. The Cabinet is strongly urged to support the merging of the Youth Respect team into the Youth Outreach Team within the Youth Service (Children's Services Department). This proposal will result in better use of resources (both financial and facilities, such as the buses), will avoid duplication of work and will enhance team-working and information sharing.

R6. The panel recognises the efforts of all outreach teams and other agencies in attempting to communicate and to coordinate activities through organisations such as the Junior Jag (Joint Action Group). However, greater emphasis should be given to coordination of the work plans for the outreach workers, including day-to-day contact with the Community Support patrols. This coordination work should include the identification of hotspots and the subsequent plans for the resolution of issues, leaving a lasting legacy for affected communities wherever possible.

R7. The Council is encouraged to undertake a review to ensure that various groups working in similar areas of outreach and the identification of hotspots, such as, Youth Service, Response team, DAAT, Respect Youth team, Community Support patrols are all working on shared information systems.

R8. The authority is encouraged to consider ways in which more effective use can be made of community assets, such as the opening times, community usage and physical location of youth clubs. The panel would encourage the weekend opening for youth clubs wherever possible. As an example of improved asset management, the Council should consider a review of the physical location of the New Ferry, Bebington Youth Club, which appears to be in a poor location. In this case, a more central location could increase youth participation rates.

R9. The Youth Service should consider reviewing Performance Management arrangements to ensure that the process is robust. The Panel's work revealed issues which they felt should have been handled more effectively through the Performance Management process.

5.3 FUNDING

One key issue that repeatedly arose during the course of the review was the ability of the Council to divert sufficient funding towards youth projects or diversionary activities. There was a perception formed by the Panel that there was insufficient funding at the "coal-face". During more than one visit it was clear that the outreach workers felt that they did not have access to sufficient funding to allow them to provide viable alternative activities. There was evidence that, if the outreach workers identify a possible project then it is their task to "beg, steal or borrow" the funding in order to pump-prime such a scheme. The Panel therefore identified the funding of the front-line service as a priority for the future. It is considered that alternative sources of funding for some schemes may already be available through Area Forums, the Community Fund, Your Wirral, Youth Opportunity Programme, and so on. Training on these alternative sources of funding should therefore be given to all those staff involved with youth outreach, obviously including the outreach workers. It is essential that the outreach workers should know how to apply for funding from these sources.

One of the reasons for the Panel recommending that the Council should consider the merging of the Youth Respect Team and the Youth Service is to generate better use of resources. In turn, this will generate savings which can be re-invested in the frontline outreach service. Indeed, the long-term funding of the Youth Respect Team is a major issue as funding is currently only available on a short-term, annual basis. Initially funding was provided through the Safer Stronger Communities Fund. The bulk of funding for 2008/9 will be sourced from the Working Neighbourhoods Fund.

The evidence suggests that the generation of additional sources of funding is currently not an issue that all members of staff appear to be aware of. The access to additional funding streams will be key to the future success and expansion of outreach opportunities. While this is currently part of the role of key staff within the Youth Service, it is now suggested that one of the priorities for the Head of Youth Outreach should be to enable the Council and other partners to access alternative sources of funding. As funding regimes appear to be constantly changing, it is important that funding applications are given the highest priority.

Recommendations:

R10. The merger of the Respect Youth team to be part of a larger Youth Outreach Team will produce a more effective use of resources and will provide for better use of resources. In turn, this should release additional funds for front-line service provision at the grass-roots level.

R11. The authority should explore ways in which more funding could be made available to assist the outreach workers in doing their job. As a direct result, this will have a more beneficial and lasting impact on the communities that they serve. Greater emphasis should be given to providing the funding for more diversionary activities. This action will hopefully reduce the current practice of outreach workers having to “beg, steal or borrow”.

R12 The suggested re-defined role of Head of Youth Outreach would include the task of accessing external funding, working in partnership with potential providers of diversionary activities. The role would therefore give a higher profile to the identification of funding opportunities (especially linking into to regional, national, lottery and European funding opportunities).

5.4 THE PERSPECTIVE OF YOUNG PEOPLE

One very noticeable fact from the visits on the streets and to the youth clubs was the willingness of the young people to engage, not only with the youth workers, but with the Panel members. It was absolutely clear from these discussions that the consumption of alcohol by a significant number of young people is now a serious problem across the borough. It was of particular concern that during one visit to an area of Birkenhead that young people aged as young as approximately nine or ten years old were able to conduct a discussion regarding their experience of drinking alcohol. During a conversation on that particular visit the Panel were told that the usual option during the week was cider, with the drink of choice at weekends being vodka. It was also noteworthy that there were young people of such a low age on the streets during dark evenings in addition to their specific experiences of alcohol.

However, alcohol consumption is an issue across the borough and is now established as part of the culture of a significant number of young people. Indeed, in the past, youth leaders at a youth club in Wirral have attempted to hold weekend sessions at the youth club, but attendance was poor because of the alternative priority given by the young people to drinking at weekends. Nevertheless, it is important to note that although alcohol consumption among young people is a serious issue, this limited evidence from Wirral should be seen in a national context, where this issue has dramatically risen in priorities over recent years.

The aspirations of the young people can be best met by the Council (and other partners) ensuring that as many diversionary activities as possible are made available. In this respect, the existing cages which are provided in the borough are a relatively low-cost option to maintain. However, two cages which were visited (New Chester Road, Birkenhead and The Quarry, New Brighton) were found to contain significant quantities of broken glass. Therefore, rather than providing a diversionary activity they had become a health and safety hazard. These cages were visited during the evening in winter. The lack of lighting limits their use for positive activities; meanwhile helping to create a more dangerous environment.

Recommendations:

R13. The Youth Service is encouraged to explore ways in which more diversionary activities can be developed in a flexible manner that can meet the aspirations of young people in terms of content, time and location. Such activities might involve any of the following:

- **current facilities opening for more evenings**
- **an enhanced use for Kontakta Bus to involve activities for young people such as computer games; music facilities; tuck shop (in addition to the current educational / advice role).**
- **themed evenings for young people to involve football sessions, bowling, dance evenings.**

R14. The Council is encouraged to investigate the greater use of concessions for young people aged 18 and under.

R15. The authority should ensure that all cages are included on a regular cleaning programme to ensure that they are a safe environment for young people.

R16. The authority should investigate the options for providing lighting at the cages. The investigation should include the options of low-level lighting, solar-powered lighting and lighting enabled by a timer-switch.

5.5 STAFF (TRAINING / DEVELOPMENT)

The Panel were very impressed by competencies and dedication of the outreach workers and the skills used to engage with the young people. However, it is clear that there were issues among staff, which is borne out by the high turnover of staff at Level 1 (outreach workers). It is within this context that the Panel recommends that consideration should be given to ways in which training opportunities can be given with an opportunity for staff to develop a career structure.

A key issue is that many are employed on short-term, temporary contracts, often working as outreach workers for only six hours per week. (Many of the outreach staff have additional day-time work). In addition, there are also a high number of part-time manager posts. The management and organisation of this type of workforce obviously has its challenges, particularly as the outreach workers usually work evenings. As a result, communication between staff can be difficult.

During the visits, it has become evident that there are a significant number of staff who are employed on relatively short fixed-terms contracts. However, due to repeated renewal of contracts, some of these staff have been employed by the Council for a significant number of years.

The nature of the work means that the outreach workers are taken to those areas where young people tend to congregate in the outdoors. This can often lead them to dark and relatively risky or dangerous environments. Evidence suggests that the safety of staff is clearly a priority for the Council. As much of the work takes place outside, the weather clearly has an impact on staff. Although the Youth Respect team are currently provided with a uniform, this does not apply to those outreach workers employed within the Youth

Service or the Response teams. In the future, the provision of warm, protective clothing would enhance the comfort and well-being of the staff.

By the nature of the work, the outreach workers come into contact with young people who may exhibit risk-taking behaviour. Therefore, on occasions workers have to make decisions about specific children / young people. Child protection training is compulsory for all outreach workers, and a protocol is in place to enable workers to make decisions on the streets. As part of the child protection role, the outreach workers regularly distribute leaflets to young people on a targeted basis.

Recommendations:

R17. The authority is strongly encouraged to examine the nature of the permanent and temporary contracts of staff employed in the youth outreach service. In particular, Human Resources are requested to ensure employment policies are being implemented satisfactorily with respect to the use of temporary contracts on a long-term basis.

R18. Children and Young People's Department are requested to ensure that the highest priority continues to be given to the safety of the outreach staff. In particular, safety training should be provided.

R19. The authority should ensure that a uniform is provided for all outreach workers. This approach will ensure that staff are provided with warm and waterproof clothing.

R20. The Youth Service should consider the use of mentoring and temporary swapping of areas to help staff training, knowledge development and motivation.

R21. Children and Young People's Department are encouraged to arrange specific training for outreach workers regarding possible sources of funding. This training could include how to apply for funding to Area Forums, Community Fund, Your Wirral, and other appropriate sources of funding.

R22. Consideration should be given to training opportunities and qualifications for all those workers involved in outreach in order to develop a career structure and an environment in which staff are paid according to qualifications.

R23. Consideration should be given to providing more effective communication facilities to the outreach workers.

5.6 SPECIALIST AREAS (RESPONSE TEAM)

The Youth Service is supported by the specialist Response team. This team is a Borough-wide service providing specialist support to vulnerable young people and those at risk of substance and alcohol abuse, homelessness, sexual exploitation, teenage pregnancy, low self esteem, stress, abuse, poor health and poverty. Many of the young people, with

whom Response operate, have complex needs, requiring intensive support from the service.

In terms of volumes of contacts, during a seven month period between April and October 2007, the agency saw 530 individual young people age 13 – 19 years. However, as most of these young people need to come back into Response, usually because of complex issues, the total attendance record shows a total of 2097 visits for the same period.

In addition to these 'through the door' figures, Response has also recorded a total of 3381 young people seen during street outreach work .This figure also includes a large population of the young people seen during educational workshops which are delivered in schools and colleges.

Outreach work plays an important role in targeting vulnerable, hard to reach groups of young people. Not all young people have the confidence and skills to directly access the service. This often leaves many young people feeling isolated, anxious and without support. The work of the Response team addresses this issue by building meaningful relationships with young people, agencies and communities. In turn, this enables the Response team to have a consistent presence in the lives of young people and goes a long way to normalising interaction with a range of other support services. A key role for the Response team is to sign-post young people to relevant services, dealing with each case on an individual basis. Effective outreach and education involves a number of different strategies as it needs to be flexible, responsive and visible. The different forms of activity include:

- Street work
- Crisis work on a one-to-one basis
- Developmental Group work
- Drug and Alcohol Education Workshops in schools, colleges and youth units.

Specific challenges for the Response outreach workers include the habitual risky behaviour of the client group, who often congregate in dark and unsafe locations where there is a prevalence of alcohol. In more recent times, there has also been a risk of violence on the streets due to young people owing drug money. Indeed a significant challenge for the Response team is to provide support to parents who have problems with young people, due to them owing drug money.

The Panel were particularly impressed by the work of the Response team and the results achieved. However, one interesting observation of the Panel during the visits with the outreach workers was that there was little to distinguish between the approach, the method of working and the techniques used by the Response outreach workers as opposed to those from the general Youth Service or from the Youth Respect team. The panel therefore questions whether there is a need for the Response outreach team to operate as 'ordinary' outreach workers. An optional mode of working would be for the Response team to only operate in those areas and with those groups to which they are referred by the other outreach teams. Nevertheless, it is fully appreciated by the Panel that fundamental to the success of the Response team is the need to build contacts and confidence with young people on the streets. It is considered that the Response outreach team has specialist skill areas and it is important that these skills are used most effectively. This will mean that, in future, outreach teams from Response and from the

other teams must work in a more coordinated way. There was evidence during the review that this was not always the case.

Clearly, as stated elsewhere in the report, the availability of alcohol to young people is an increasing problem. The Response team will be a key part of the Council's approach to combat this issue, being one of the strands in a partnership approach. As an example, a new scheme, which commenced in September 2007, has been introduced whereby young people can now be referred, where relevant, from the A&E Department at Arrowe Park Hospital directly to the Alcohol worker in the Response team for on-going support. Indeed, a significant amount of the funding for alcohol workers in the Response team (full-time) and the Youth Respect team (part-time) is already provided by support from the Drug and Alcohol Action Team (DAAT). A further example of good partnership intervention is the training delivered to shop staff who are licencees in Wirral. This training, to advise on legal responsibilities, is provided through a partnership involving Wirral PCT, Wirral Council Trading Standards and the Response team.

Recommendations:

R24. As the panel recognises the prevalence and serious nature of the drinking culture among many young people, support should be given to initiatives aimed at tackling the issue of alcohol abuse among young people. In particular, the panel endorses the multi-agency approach adopted in the Wirral Alcohol Harm Reduction Strategy. The panel recommends that reports, regarding the progress of the Alcohol Strategy, should be presented to the Children's and Young Peoples Strategic Partnership Board.

R25. The panel fully endorses the excellent work being carried out by the Response team. The panel concludes that the Response team should remain as a separate entity providing targeted, specialist outreach on request. It is recommended that the Youth Service outreach workers will alert Response to specific problems, who then carry out outreach work when requested.

R26. The panel encourages further work to take place, involving partners such as Response, DAAT and the PCT, to enhance the current advice service available to young people specifically regarding alcohol abuse. This approach will build on recent initiatives such as the practice of referrals for young people with alcohol issues from A & E to the Response team.

5.7 PARTNERSHIPS AND THE VOLUNTARY SECTOR

It is clear from the work done by the Panel that there is a significant amount of work taking place in the borough, in which the Council is not directly involved. One faith sector organisation was visited. This group used a mobile bus to visit different sites within the borough. The impressive facilities included a television, music centre, computer games and a 'ships galley' used as a tuck shop. It is significant that these facilities were of superior quality to the equivalent facilities offered by the Council.

In other cases, the Council is working in direct partnership with voluntary organisations in order to help provide activities for young people to enjoy. One such partnership led to the creation of the Dig It project at Bromborough where a group of young people have developed a centre to grow vegetables, making use of a commercial polytunnel. The property and facilities were initially provided by the Merseyside Fire & Rescue Authority (Fire Service). Subsequently, the project was supported by the Youth Service through the local outreach worker, with funding from the Youth Opportunities Fund. This project is recognised as having enabled the young people to make significant changes in their lives. It can be acknowledged as a model on which future projects can be developed. The Panel recognised the superb work that has taken place with the Dig It project. A major challenge for the Youth Service in the future is to be able to support other such projects when the demand occurs.

A further challenge for the future is to enable the public bodies such as the Fire Service, Police, PCT, and schools to work together in a coordinated manner to help tackle some of the problems in the lives of young people. It is essential that mechanisms are in place to ensure effective partnership working. As an example, it is noted that Wirral Council and Wirral PCT do work constructively together on many issues. One recent example, directly affecting young people, is on the issue of alcohol abuse and the proposed Alcohol strategy.

There are many voluntary organisations within the borough with whom the Youth Service works in partnership in order to achieve joint goals. This relationship may mean that an organisation receives officer support / advice or funding in the form of grants. Where this is the case, Service Level Agreements (SLA's) are in place to try to ensure that the organisation achieves jointly-agreed aims. It is essential that SLA's continue to be in place wherever the Council is supporting voluntary groups through grant funding.

Recommendations:

R27. Further work should be undertaken to ensure that the most effective mechanisms for partnership working are in place, for example, with the PCT, schools, Fire Service, Police.

R28. The Youth Outreach service is encouraged to explore any partnerships with Extended Schools in order to enhance the future of outreach activities, in particular in the provision of diversionary activities.

R29. The model as developed between the Fire Service and Wirral Council Youth Service in the development of the "Dig It Project" at Bromborough is a model to be supported and recommended as a framework for further partnership working in the future.

R30. The Head of Youth Outreach is encouraged to undertake an audit of all those outreach facilities provided by the voluntary and faith sectors within the borough. This information can then be published on the newly proposed Youth website.

Scope Document for the Youth Outreach Scrutiny Review

Date: 16th October 2007
 Review Title: Youth Outreach in Wirral

Scrutiny Panel Chair: Cllr Frank Doyle	Contact details: 0151 652 9488 mobile: 07734 414789
Scrutiny Officer: Alan Veitch	Contact details: 0151 691 8564
Departmental Link Officer: Peter Edmondson	Contact details: 0151 666 4305
Panel members: Cllr Frank Doyle Cllr Chris Meaden Cllr Sheila Clarke plus possible co-optees (see section 12.2 below)	0151 652 9488 mobile 07734 414789 0151 645 1729 0151 608 1154
Other Key Officer contacts: Maureen McDaid (Head of Youth Service) Pauline Miller (Head of Youth Outreach) Caroline Laing (Community Safety)	0151 637 6348 0151 327 8063 0151 606 5462
<p>1. Which of our strategic corporate objectives does this topic address?</p> <p>1.1 Providing educational and cultural opportunities for all</p> <p>1.2 Making Wirral safer</p> <p>1.3 Supporting and Protecting vulnerable people</p>	
<p>2. What are the main issues?</p> <p>2.1 Is the workforce adequately protected?</p> <p>2.2 Is the existing Youth Outreach reaching the right young people?</p> <p>2.3 What do the youngsters want?</p> <p>2.4 What partnerships / funding are in existence and can they be improved?</p>	
<p>3. The Committee's overall aim/objective in doing this work is:</p> <p>3.1 To review the Council's Youth Outreach Services and explore partnership arrangements which are in place, both internally and externally. The work of both the Youth Outreach team and the Community Safety (Anti-Social Behaviour) team will be part of the review, including Response.</p>	

4. The possible outputs/outcomes are:

- 4.1 Improved understanding of outreach services
- 4.2 Improved co-ordination of service providers
- 4.3 Greater understanding of funding regimes
- 4.4 Improved understanding of the needs of young people
- 4.5 Safer communities
- 4.6 Less anti-social behaviour
- 4.7 Satisfied workforce

5. What specific value can scrutiny add to this topic?

To recommend any changes which would lead to the outcomes listed in section 4 above.

6. Who will the Committee be trying to influence as part of its work?

- 6.1 Cabinet
- 6.2 Other councillors
- 6.3 Existing / potential partners

7. Duration of enquiry?

Final report to be submitted to Children Services and Lifelong Learning Overview and Scrutiny Committee during the current municipal year (that is, by 18th March 2008)

8. What category does the review fall into?

- | | | | |
|------------------------------|----------------------------|------------------------|--------------------------|
| Policy Review | Y <input type="checkbox"/> | Policy Development | <input type="checkbox"/> |
| External Partnership | <input type="checkbox"/> | Performance Management | <input type="checkbox"/> |
| Holding Executive to Account | <input type="checkbox"/> | | |

9. Extra resources needed? Would the investigation benefit from the co-operation of an expert witness?

The review will be conducted by councillors with the support of existing officers.

10. What information do we need?	
<p>10.1 Secondary information (background information, existing reports, legislation, central government documents, etc).</p> <p>10.1.1 Briefing paper to cover 'Definition of what we mean by Youth Outreach' - What the Council does? How much does it cost? How many staff? What are the key issues?</p> <p>10.1.2 Ofsted reports - How do other councils compare?</p> <p>10.1.3 Comparative information (taken from the internet)</p> <p>10.1.4 Organisational chart including location of staff</p>	<p>10.2 Primary/new evidence/information</p> <p>10.2.1 'Street interviews' with Outreach workers and youngsters</p> <p>10.2.2 Interviews with key officers</p> <p>10.2.3 Interviews with Outreach Workers and Community Safety (Respect) team workers</p> <p>10.2.4 Visit to Response Outreach</p>
<p>10.3 Who can provide us with further relevant evidence? (Cabinet portfolio holder, officer, service user, general public, expert witness, etc). council officers to include:</p> <p>Young people Maureen McDaid - Youth Service Pauline Miller - Youth Outreach Caroline Laing - Community Safety Outreach workers Maria Charlesworth - Response</p>	<p>10.4 What specific areas do we want them to cover when they give evidence?</p> <p>10.4.1 Current arrangements and opportunities for development.</p> <p>10.4.2 Current and future needs of young people.</p>
<p>11. What processes can we use to feed into the review? (site visits/observations, face-to-face questioning, telephone survey, written questionnaire, etc).</p> <p>11.1 Shadow an Outreach worker(s) and talk to youngsters</p> <p>11.2 Visit to Response Outreach</p> <p>11.3 Individual meetings with key officers listed in 10.3 above</p> <p>11.4 Meeting of key officers</p>	
<p>12. In what ways can we involve the public and at what stages? (consider whole range of consultative mechanisms, local committees and local ward mechanisms).</p> <p>12.1 Young people will be consulted by site visits with the Outreach Workers</p> <p>12.2 A member of Youth Parliament and a member of the Older People's Parliament will be invited to join the Scrutiny Panel as co-optees.</p> <p>12.3 There is no plan to involve public meetings or Area Forum meetings.</p>	

This page is intentionally left blank

WIRRAL COUNCIL

CABINET – 10 DECEMBER 2008

REPORT OF THE DIRECTOR OF CHILDREN'S SERVICES

SCHEME AND ESTIMATE REPORT - ELLERAY PARK SPECIAL SCHOOL – CLASSROOM EXTENSION AND INTERNAL ALTERATIONS

EXECUTIVE SUMMARY

This report proposes a scheme and estimate for alterations and an extension at Elleray Park Special School, Wallasey, including improved teaching and resource facilities, improved reception and security measures, and improved staff accommodation to meet current requirements. It is recommended that the scheme and estimate be approved and that officers be instructed to proceed to tender.

1. Background

- 1.1 Elleray Park School was purpose-built as a Special School in 1966, and in 2006 OFSTED judged the school as making an outstanding provision.
- 1.2 Even though the school is situated on a sloping site, all the teaching accommodation and pupil facilities are wheelchair-accessible. However, there are a number of areas within the school that are not fully DDA compliant.
- 1.3 The buildings are of single-storey construction, with brick walls and flat roofs supported on laminated timber beams. They are generally in good condition, with most windows having been replaced in the last 2 years. Heating, other than the hydrotherapy pool, is all-electric and the individual heaters have generally been replaced in the last 2-5 years.
- 1.4 Proposed work at the school was part of the approved CYPD Capital Programme 08/09, presented to Cabinet on 22 May 2008. Concerns regarding the existing building have been raised by governors who wish to use part of their delegated budget and devolved formula capital to meet the requirements of recent increases in pupil numbers, additional visiting professionals and additional resource space required for specialist equipment. Elements that require consideration within the proposed scheme are:
 - Inadequate Reception facilities, which are not DDA-compliant,
 - Lack of a Parent Meeting Room / Visitor waiting room,
 - Lack of security between Reception and the main body of the school,
 - Insufficient Staffroom facilities to cater for both teaching staff and support staff,
 - Requirement for a dedicated occupational therapy / physiotherapy room,
 - Requirement for an additional classroom / resource room,
 - An inappropriate cycle store, better served by re-location to the adjacent bungalow,
 - Poor drainage from the north-west wing of the school.

2. Proposals

2.1 The scheme addresses each of the above concerns, and it is proposed that the following steps are undertaken:

1. A new foul drainage run be installed along the south-west boundary of the site, eliminating an inefficient section of drainage and picking-up the waste water from six classrooms en-route.
2. The under-used and inadequate cycle store on the northwest elevation be demolished, and two new classrooms, with teaching areas of 47 sq.m and 55 sq.m. respectively, be constructed. It is important to note that there is only a net gain of one teaching space due to the reconfiguration required to make this scheme successful.
3. The formation of an access corridor to the new classrooms through an existing teaching area, and the creation of a 40 sq.m Resource Room.
4. An existing 66 sq.m classroom be sub-divided to form a new 47 sq.m Staffroom and 18 sq.m room for Occupational and Physio-therapists. Access to staff toilets will be adjusted to suit.
5. The existing Staffroom and Secretary's Office be re-modelled as an enlarged Reception Office and a Parent Room / Visitor Waiting Area.
6. A new entrance lobby / waiting area for visitors be constructed.
7. Security between the Reception area and the main part of the school be improved by the installation of cross-corridor doors, with proximity access control to these doors, the front entrance doors, the new Staffroom, and each of the restricted areas off the Reception.

2.2 It is anticipated that the works be carried out in the following sequence (subject to acceptance of a suitable tender for the works by 31 March 2009) :

- a. Installation of new external doors on 2 existing Classrooms during Easter break 2009.
- b. Lower playground to be taken out of use for the duration of the external building works (May- August 2009) and stewarding arrangements instigated for all pupils to use the upper playground during this period. Contractor's site to be set-up and arrangements to be made with the Contractor to restrict site movements when pupils are being escorted to and from the upper playground.
- c. Demolition of cycle store, site preparation for new classrooms, and drainage works April-May 2009.
- d. Construction of the new Classrooms May-July 2009.
- e. Break-through to new extension and formation of corridor in adjacent classroom August 2009.
- f. Fit-out of new Staffroom and Physiotherapy Room August 2009.
- g. New entrance lobby / waiting area constructed August 2009.
- h. New Security Doors and access control system August 2009.
- i. Fit-out of enlarged Secretary's Office August 2009.
- j. Fit-out of Parent Room September 2009.

2.3 The current Building Regulations (Part L2B), which came into effect on 06 April 2006, require that, when carrying out an extension or major works to building services on an

4. Staffing implications

- 4.1 There are no staffing implications for the school within the proposals during or following completion.

5. Equal opportunities implications

- 5.1 There are no implications in this report for equal opportunities in relation to women, ethnic minorities, or the elderly.
- 5.2 Access will be provided for children and adults with disabilities to all areas of the proposed scheme.

6. Community safety implications

- 6.1 The design of this project will take into account best practice to reduce the risk of crime and the local crime reduction officer will be consulted.

7. Local Agenda 21 implications

- 7.1 The new extension will incorporate the latest technology features for sustainable building and the use of materials which will provide a large degree of de-construction and recycling ability.
- 7.2 Thermal insulation is to be provided to meet the standards and guidelines recommended by the DCSF in the school premises regulations 1996 and part L2 of the Building Regulations. The design will also follow the DETR/DCSF guidelines for “Energy efficient design of new buildings and extensions for schools and colleges.”
- 7.3 Low energy electrical fittings together with an intelligent lighting system, solar glass to prevent heat gain, heating controls and water saving devices will all be used as far as possible to help reduce the consumption of natural resources.
- 7.4 All timber used will be from sustainable sources as by regulated by the FSC (Forestry Stewardship Council) or equivalent.
- 7.5 The successful contractor will be requested to employ 60% local labour and source materials from local suppliers once construction commences, this will be monitored by officers involved in the contract.
- 7.6 A “Site Waste Management Plan” will be incorporated in line with recent statutory requirements.

8. Planning implications

- 8.1 Planning permission and building regulations approval will be required for this scheme. Building regulations and planning applications will be submitted by the Technical Services Department based at Cheshire Lines building.

9. Anti-poverty implications

- 9.1 There are none arising directly from this report.

10. Social inclusion implications

10.1 The scheme will provide full accessibility for pupils, staff and visitors in a safe and inclusive environment.

11. Local Member Support implications

11.1 Elleray Park Special School is in the Wallasey ward.

12. Background papers

12.1 A sketch plan is attached, outlining the proposed scheme layout.

13. Recommendations

That

- (1) the Scheme and Estimate as presented be accepted;
- (2) approval be given for Director of Technical Services to obtain tenders for the scheme and the Director of Children's Services use his delegated powers, if appropriate, to accept the lowest bona fide tender and report back to Cabinet; and
- (3) the Director of Technical Services be authorised to obtain all necessary statutory approvals for the scheme.

Howard Cooper
Director of Children's Services

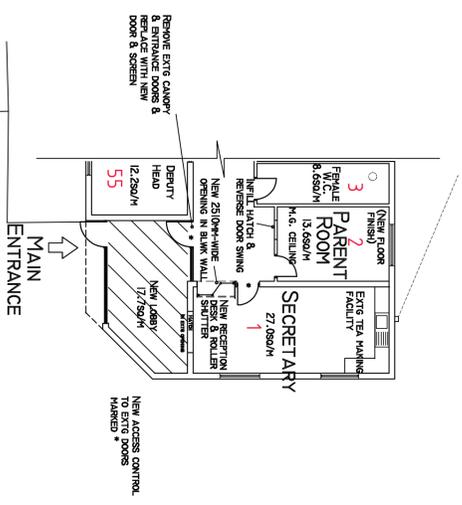
This page is intentionally left blank

Proposed new extension

Total floor area
 142.0 SQ/M



SUGGESTED NEW ENTRANCE LOBBY (PROVISIONAL SUM)



DRYAN	CHECKED	TH	AN
SCALE	1:100	AD	
DATE	OCT 08		

DRAWING NO. C18446/SK5
 UPRN NO. 116400033001

INITIALS CHECK

REV. DATE

Metropolitan Borough of **WIRRAL**

TECHNICAL SERVICES
 DEPARTMENT
 Planning & Design Services
 10, CHURCH STREET, WIRRAL, CH45 3JH
 TEL: 0151 426 2148
 FAX: 0151 426 2149
 WWW.METROPOLITANBOROUGHOFWIRRAL.CO.UK

PROJECT
 ELLERAY PARK SPECIAL SCHOOL
 ALTERATIONS & EXTENSIONS 08
 WALLASEY, CH45 0LH

PROPOSED FLOOR PLANS

This page is intentionally left blank

WIRRAL COUNCIL

CABINET MEETING – 10TH DECEMBER 2008

REPORT OF THE DIRECTOR OF CHILDREN'S SERVICES

ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS 2010-2011

1.0 Executive Summary

This report invites the Cabinet to initiate consultation on the admission arrangements for community and voluntary controlled primary schools and the coordinated scheme for admissions to all primary schools in 2010-2011.

2.0 Background

The Authority is required to consult annually on its admission arrangements and to determine the arrangements by April of the preceding year. Regulations also require the Authority to have in place a coordinated scheme for admissions to all primary schools. A copy of the proposed scheme is attached (Appendix 1). It is likely that new regulations in 2009 will enable admission authorities to consult every 3 years.

3.0 Consultation on the Coordinated Admissions Scheme

A copy of the proposed Coordinated Scheme for Admissions in 2010-11 is attached (Appendix 1). The only change is the deletion of parental reasons which may override geographical criteria from the oversubscription criteria, this follows advice from the Office of the Schools Adjudicator. The Adjudicator considers this criteria to be too subjective.

4.0 Consultation on Admissions to Community Primary Schools

For most Community and Voluntary Controlled schools it is proposed to retain the existing admission number for 2010-2011. A table of current admission numbers for community and voluntary controlled primary schools is attached as Appendix 2. Voluntary Aided Schools consult separately on admission numbers and their admissions policies.

5.0 Financial, Staffing, Equal Opportunities, Human Rights, Local Agenda 21, Planning, Local Member, Community Safety, Social Inclusion and Anti- Poverty Implications

5.1 There are none.

6.0 Background Papers

6.1 The School Admissions Code 2008.

7.0 Recommendations

7.1 That consultation on admission arrangements to primary schools takes place in the spring term 2009.

This page is intentionally left blank

SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR MAINTAINED PRIMARY SCHOOLS IN THE WIRRAL AREA

This scheme fulfils the requirements of a qualifying scheme under the Education (Co-ordination of Admission Arrangements) (Primary Schools) (England) Regulations 2002 for the area of Wirral Borough Council. It builds on the well established co-ordination of primary school admissions that have been a longstanding feature of local practice.

The scheme applied to arrangements whereby children are to be admitted to primary schools in the academic year 2006/2007 which was the initial year, and for subsequent years, subject to any review. The following admissions authorities are covered by the scheme:

Admissions Authority	Number & Type of Schools
Wirral Borough Council	61 Community Primary Schools 4 Voluntary Controlled Primary Schools
Christ Church (Moreton) CE Primary School Governing Body	1 Voluntary Aided Primary School
Christ The King Catholic Primary School Governing Body	1 Voluntary Aided Primary School
Dawpool CE Primary School Governing Body	1 Voluntary Aided Primary School
Holy Cross Catholic Primary School Governing Body	1 Voluntary Aided Primary School
Ladymount Catholic Primary School Governing Body	1 Voluntary Aided Primary School
Our Lady and St Edwards Catholic Primary School Governing Body	1 Voluntary Aided Primary School
Our Lady of Lourdes Catholic Primary School Governing Body	1 Voluntary Aided Primary School
Our Lady of Pity Catholic Primary School Governing Body	1 Voluntary Aided Primary School
Sacred Heart Catholic Primary School Governing Body	1 Voluntary Aided Primary School
St Alban's Catholic Primary School Governing Body	1 Voluntary Aided Primary School
St Andrew's CE Primary School Governing Body	1 Voluntary Aided Primary School
St Anne's Catholic Primary School Governing Body	1 Voluntary Aided Primary School
St John's Catholic Junior School Governing Body	1 Voluntary Aided Primary School
St John's Catholic Infant School Governing Body	1 Voluntary Aided Primary School

St Joseph's (Birkenhead) Catholic Primary School Governing Body	1 Voluntary Aided Primary School
St Joseph's (Upton) Catholic Primary School Governing Body	1 Voluntary Aided Primary School
St Joseph's (Wallasey) Catholic Primary School Governing Body	1 Voluntary Aided Primary School
St Laurence's Catholic Primary School Governing Body	1 Voluntary Aided Primary School
St Michael & All Angels Catholic Primary School Governing Body	1 Voluntary Aided Primary School
St Paul's Catholic Primary School Governing Body	1 Voluntary Aided Primary School
St Peter & St Paul Catholic Primary School Governing Body	1 Voluntary Aided Primary School
St Peter's Catholic Primary School Governing Body	1 Voluntary Aided Primary School
St Peter's CE Primary School Governing Body	1 Voluntary Aided Primary School
St Saviour's CE Primary School Governing Body	1 Voluntary Aided Primary School
St Werburgh's Catholic Primary School Governing Body	1 Voluntary Aided Primary School
The Priory CE Primary School Governing Body	1 Voluntary Aided Primary School
Woodchurch CE Primary School Governing Body	1 Voluntary Aided Primary School

1. Applications for school places in the normal admissions round (that is, for admission in Foundation 2)

- 1.1 Wirral Authority will act as the co-ordinating authority for all applications.
- 1.2 All applications from parents resident in Wirral for a school maintained by Wirral Authority must be made on the common Primary School Application Form. Forms will be generated and distributed centrally by the Mainstream Admissions & Transport Section of the Children & Young People's Department in September 2009.

The form provides an opportunity for the parent to:

apply for up to 3 schools

rank the schools applied for in order of preference

- 1.2 Applications for all schools including Voluntary Aided schools must also be made on the common Primary School Application Form.
- 1.3 Schools in the scheme should not deal with application forms. They should forward them directly to the Children and Young People's Department.
- 1.4 Parents must return forms to the Children and Young People's Department by the 18th December 2009 to ensure the allocation of a school place on the last weekday in March 2010. Applications received after the published deadline of 15th December will be dealt with once the offer of places has been sent to parents on the last weekday in March.
- 1.5 Parents can apply for school places only from the 1st September preceding admission to Foundation 2, that is, at the beginning of the academic year in which their child's 4th birthday falls. Children are admitted to school at the beginning of the academic year in which their 5th birthday falls.
- 1.6 Applications from separated parents. We will accept only one application form per child. It is essential that agreement is reached by the parents of a child as to the preferences for school places. If agreement cannot be reached, or if neither parent has been granted a Specific Issues Order in this respect, then we will accept the application from the parent with whom the child is "ordinarily resident".
- 1.7 Parents who wish a different address to be used because they are moving house must provide verification of the move, i.e. independent evidence such as tenancy agreement or an exchange of contracts in a house purchase and proof of sale of their previous property.
- 1.8 Parents applying for a school place in an area of another Local Authority will be required to complete that Authority's application form.

2. Dealing with preference forms

- 2.1 The Authority will, by applying the Council's admissions criteria, rank the order of priority of each application for community schools and voluntary controlled schools.

- 2.2 The Authority will provide Voluntary Aided Schools with copies of those preference forms which include an application for their school by 15th January 2010.
- 2.3 The Governing Bodies of voluntary aided schools will rank each application by applying the school's admission criteria and notify the Mainstream Admissions & Transport Section of their ranking by 15th February 2010.
- 2.4 Where a pupil is eligible to receive an offer of two or more school places then the Authority will allocate the highest priority preference.
- 2.5 The Mainstream Admissions & Transport Section will notify the Governing Body of Catholic and Church of England voluntary aided primary schools of those pupils who will be allocated places at their school and those who will not be allocated places because they will be allocated places at a higher preference school by 23rd March 2010.
- 2.6 On the 23rd March 2010 we will inform neighbouring LEA's of any pupils who are not resident in Wirral and to whom the Authority will be offering a place at a Wirral schools.

3. Determination of Applications for Community and Controlled Schools

- 3.1 Applications for all Community schools and also for Holy Trinity Primary School (Hoylake), St Bridget's CE Primary School (West Kirby) and Bidston CE Primary School will be determined on the following basis:
- 3.1.1 All children who live in the school's catchment area will be eligible for a place so long as they have applied before the 18th December so long as there is space within the school's admission number. If there are more applications than there are places available then eligibility will be determined in accordance with the following scheme of priorities:
- 1st priority to:
- Children in care.

2nd priority to:

- Children who already have older brothers or sisters at the school when they are due to start school. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school.

3rd priority to:

- Children who have valid medical reasons for going to the school

4th priority to:

- Children who live nearest to the school

3.1.2 If children do not live in the school's catchment area and if places remain available, their eligibility will be determined in accordance with the following scheme of priorities.

1st priority to:

- Children in care.

2nd priority to:

- Children who already have older brothers or sisters (including half or step-brothers and sisters living in the same household) at the school when they are due to start school. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school.

3rd priority to:

- Children who have valid medical reasons for going to the school

4th priority to:

- Pupils who live nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route.

Places will be allocated up to the school's admission number to children who live out of zone according to their place in the rank determined by the scheme of priorities set out above.

3.2 Christ Church CE School in Birkenhead has different priorities for accepting pupils if there are not enough places at the school. It shares its zone with three other schools - Cole Street Primary School, Woodchurch Road Primary School and Woodlands Primary School. We give priority as detailed below in 3.2.1 and 3.2.2.

3.2.1 All children who live in the school's catchment area will be eligible for a place so long as they have applied before the 18th December. If there are more children in this category than places available, the following criteria will be used to decide priorities.

- i) children in public care (children who are looked after by a local authority)
- ii) children with brothers or sisters at the school (including half or step-brothers and sisters living in the same household) when they are due to start school. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school.
- iii) children with particular medical or social needs; and
- iv) children living nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route.

3.2.2 If children do not live in the school's catchment area and if places remain available, their eligibility will be determined in accordance with the following scheme of priorities.

1st priority to:

- Children in care.

2nd priority to:

- Children who already have older brothers or sisters (including half or step-brothers and sisters living in the same household) at the school when they are due to start school. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school.

3rd priority to:

- Children who have valid medical reasons for going to the school

4th priority to:

- Pupils who live nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route.

Places will be allocated up to the school's admission number to children who live out of zone according to their place in the rank determined by the scheme of priorities set out above.

- 3.3 For community and voluntary aided schools, where the final place in a year group is offered to one of twins (or triplets etc) it will be our policy to admit the other twin too even if that means going above the admission number but not if it would require the Authority to take qualifying measures.
- 3.4 Applications for the Catholic and Church of England voluntary aided schools will be determined by the governing bodies of these schools in accordance with their published admission criteria.
- 3.5 Where it is not possible to allocate a place at any of the schools applied for, children resident in Wirral will be allocated a place at the nearest appropriate school where there are places available. "Appropriate " means community school if the parents' preferences indicate preferences for non-denominational education; or a Catholic school or C of E school if the parents indicated a preference for education in a school of that denomination.

- 3.6 All schools will be required to admit a pupil if he or she has a Statement of special educational needs naming the school.

4. Offer of Places

- 4.1 Parents will be informed by the Director of Children's Services of the school allocated in writing on the last weekday in March. The letter will also inform the parent of their right to appeal to an independent panel and who to contact to make an appeal.
- 4.2 If places become available before the start of the autumn term, the Authority will allocate them to children whose parents have either lodged an appeal but not been successful or who have expressed a continuing interest in a place at the school concerned. Parents can do this by indicating so on the reply slip attached to the allocation letter. If there are more children interested in a particular school than places available, the Authority will use the same criteria to determine priorities as is used for the initial allocation.
- 4.3 Children whose parents applied before 18th December will have priority over children whose parents applied after that date, provided they tell us that they continue to want a place at that school.

5. Late Applications

- 5.1 Applications received after the published deadline of 18th December will be dealt with after the offer of places have been sent to parents. We will send preference forms which include applications for voluntary aided schools to the governors of the schools concerned in the first week in April or if received after that date, within five days.
- 5.2 We will deal with preferences for community and controlled school in the date order we receive them. We will allocate places up to the school's admission number. If we receive several applications on the same day for the same school, we will use the following scheme of priorities

i) children living in the school catchment area with priority being given to:

1st priority to:

- Children in care.

2nd priority to:

- Children who already have older brothers or sisters (including half or step-brothers and sisters living in the same household) at the school when they are due to start school. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school.

3rd priority to:

- Children who have valid medical reasons for going to the school

then

ii) out of zone priorities (as per paragraph 3.1.2)

5.3 Parents will be notified in writing by the Children and Young People's Department. The letter will also inform the parent of their right to appeal for any Wirral school and who to contact to make an appeal.

5.4 Applications for Catholic or Church of England Aided Primary Schools received after the published deadline of 18th December will be determined by reference to the schools' published admission arrangements and the governors will inform the Children and Young People's Department of the outcome of the applications. Parents will be notified in writing by the Children and Young People's Department. The letter will also inform the parent of their right to appeal and who to contact to make an appeal.

6. Waiting Lists

6.1 If at the end of the Summer Term a school is believed to be full, the Authority will close the procedures and make no more reallocations. However, it may be that places will become available at the beginning of or during the Autumn Term. The

Authority will keep a waiting list of children whose parents are interested in obtaining a place at the school if a place becomes available. The Authority will write to the parents of those children included in 4.2 who have expressed a continuing interest. This waiting list will be held open during the Autumn Term. Priority on the waiting list for community and controlled schools will be given to children in accordance with the following criteria:

- i) children living in the school's catchment area; if priorities have to be determined the Authority will use the out of zone criteria
- ii) children living out of zone, if priorities have to be determined the Authority will use the out of zone criteria listed in paragraph 3.1.2

The Authority will contact parents directly if a vacancy does occur. The Authority will cease to hold the waiting list at the end of the Autumn Term.

7. Applications outside of the normal round of admissions

- 7.1 Applications for all schools including Voluntary Aided schools must also be made on the common Primary School Application Form.
- 7.2 Schools should not deal with application forms. Any forms received by schools should be forwarded to the Children and Young People's Department.
- 7.3 The Authority will provide Voluntary Aided Schools and Academy with copies of those application forms which include a preference for their school.
- 7.4 The Governing Bodies of Voluntary Aided schools and Aademy will consider each application by applying the school's admission criteria and notify the Pupil Services Section of their decision.
- 7.5 Where a pupil is eligible to receive an offer of two or more school places then the highest priority preference will take precedence.

7.6 All parents will be informed by the Children and Young People's Department of the school place allocated by letter. The letter will also inform the parent of their right to appeal and who to contact to make an appeal.

7.7 We arrange for children in Years 1 and 2 to start at a community or controlled primary school in a similar way as reception-age children. The appropriate year group is determined by the chronological age of the child.

Key Stage 1 - We will offer children places at their catchment school as long as this will not bring the class size to more than 30 and if we cannot offer an alternative school place within two miles of the parents home address.

We will agree a place in an out-of-zone school as long as:

- i) there is room within the admission number; and
- ii) there are not already 30 children in the class.

Where a school, which is below its admission number, has organised its Key Stage 1 into classes of 30 and the only way to admit another child would require the Authority to take Qualifying Measures (that is would require the Authority to provide additional resources in terms of staff and accommodation at the school.), these are grounds on which the Authority may refuse an application.

Key Stage 2 – Children are automatically entitled to a place at their catchment school even though the school may be on or above its admission number.

We will agree a place in an out-of-zone school as long as there is room within the admission number.

The Authority will not keep waiting lists for places in Year 1 and above.

8 Determination of Pupils transferring from Infant to Junior Schools

- 8.1 All children who are on roll at the Infant School listed below are eligible to transfer to the junior school linked with that infant school even if they do not live in the school's catchment area.

Black Horse Hill Infant School to Black Horse Hill Junior School

Brackenwood Infant School to Brackenwood Junior School

Greasby Infant School to Greasby Junior School

Overchurch Infant School to Overchurch Junior School

Town Lane Infant School to Higher Bebington Junior school

- 8.2 Admissions to St John's Junior School are detailed by the governing body in accordance with the school's admission arrangements.

WIRRAL COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS

PROPOSED ADMISSION NUMBERS FOR 2010-11

SCHOOL	ADMISSION NUMBER 2009-10	ADMISSION NUMBER 2010 - 2011
Arrowe Hill Primary	30	30
Barnston Primary	45	45
Bedford Drive Primary	58	58
Bidston Avenue Primary	58	60
Black Horse Hill Infant	60	60
Black Horse Hill Junior	60	60
Bidston Village Church of England Primary School	50	50
Black Horse Hill Junior	60	60
Brackenwood Infant	60	60
Brackenwood Junior	60	60
Brookdale Primary	30	30
Brookhurst Primary	30	30
Castleway Primary	30	30
Cathcart Street Primary	30	30
Christchurch CE Primary (B)	34	34
Church Drive Primary	40	40
Cole Street Primary	28	30
Devonshire Park Primary	60	60
Eastway Primary	36	30
Egremont Primary	60	57
Fender Primary	30	30
Gayton Primary	30	30
Greasby Infant	60	60
Greasby Junior	77	77
Great Meols Primary	60	60
Greenleas Primary	42	42
Grove Street Primary	60	60
Heswall Primary	30	30
Heygarth Primary	45	45
Higher Bebington Junior	80	85
Hillside Primary	30	30
Hoylake Holy Trinity CE Primary	30	30
Irby Primary	30	30
Kingsway Primary	29	29
Leasowe Primary	30	30
Lingham Primary	57	57
Liscard Primary	89	89
Manor Primary	30	30

Mendell Primary	25	25
Mersey Park Primary	60	60
Millfields Primary	24	24
Mount Primary	42	45
New Brighton Primary	70	70
Overchurch Infant	90	90
Overchurch Junior	103	103
Park Primary School	50	50
Pensby Primary	30	30
Portland Primary	30	30
Poulton Lancelyn Primary	60	60
Poulton Primary	30	30
Prenton Primary	60	60
Raeburn Primary	55	55
Riverside Primary	44	43
Rock Ferry Primary	47	47
Sandbrook Primary	30	30
Somerville Primary	75	75
St. Bridget's CE Primary	56	56
St. George's Primary	108	109
Stanton Road Primary	46	46
Thingwall Primary	30	30
Thornton Hough Primary	23	23
Town Lane Infant	74	74
Townfield Primary	60	60
Well Lane Primary	30	30
West Kirby Primary	37	37
Woodchurch Road Primary	71	71
Woodlands Primary	44	44
Woodslee Primary	46	46

WIRRAL COUNCIL

CABINET – 10TH DECEMBER, 2008

REPORT OF THE DIRECTOR OF CHILDREN'S SERVICES

ADMISSION ARRANGEMENTS FOR COMMUNITY SECONDARY SCHOOLS 2010-2011

1.0 Summary

This report invites the Cabinet to initiate consultation on the arrangements for admission to secondary schools in 2010 – 2011.

2.0 Background

The Education Act 2002 requires the Authority to consult annually on its admission arrangements for secondary schools. Regulations require that the consultation be completed by 1 March in the year preceding the admission year, and that the arrangements be determined by 15th April in the preceding year. The Authority is also required to consult annually on the arrangements set out in the coordinated admissions scheme. It is likely that in 2009 new regulations will allow the Authority and other admissions authorities to consult every 3 years.

A copy of the proposed coordinated scheme for admissions to secondary schools in 2010-2011 is attached (Appendix 1).

4.0 Consultation on admission Arrangements to Community Secondary Schools

A table is attached of current admission numbers for secondary schools (Appendix 2). The proposals to change the admission number for 2010-2011 are in line with the net capacity calculations for each school. In 2004 the DfES introduced a revised formula for determining school capacity calculated using the 'Net Capacity Assessment Method' which is based on the physical capacity of the school. This paper seeks views on any aspect of current or proposed admission numbers for 2010-2011. Voluntary Aided and Foundation Schools are obliged to consult on their proposed admission numbers and policies separately.

Only one proposed change has been made to the admissions criteria for community schools. Advice from the Office of the Schools Adjudicator indicated that it was unlawful to take into account reasons which could override the geographical criteria. This provision has now been deleted from the oversubscription criteria for community schools.

If the proposal to open the Birkenhead High School Academy is confirmed then it will be included in the Coordinated Scheme. Further amendments may also be necessary if schools achieve foundation status.

5.0 Financial, Staffing, Human Rights, Equal Opportunities, Planning, Local Agenda 21, Local Member Support, Community Safety, Social Inclusion and Anti-Poverty Implications

There are none.

6.0 Background Papers

6.1 The School Admissions Code 2008.

7.0 Recommendations

71 That the consultation on admissions to secondary schools takes place in the spring term 2009.

Howard Cooper
Director of Children's Services

SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR MAINTAINED SECONDARY SCHOOLS

This scheme fulfils the requirements of a qualifying scheme under the Education (Coordination of Admission Arrangements) (Secondary Schools)(England) Regulations 2002 for the area of Wirral Borough Council. It builds on the well-established coordination of secondary school admissions that have been a longstanding feature of local practice.

The scheme applied for admissions to secondary schools for the academic year 2005/2006, which was the initial year, and for subsequent years subject to any review. The following admissions authorities are covered by the scheme:

ADMISSIONS AUTHORITY	NUMBER & TYPE OF SCHOOLS
Wirral Council	12 Community Secondary Schools
<i>The governing bodies of the following schools:</i>	
St John Plessington Catholic College	Voluntary Aided School
St Anselm's College	Voluntary Aided School
St Mary's Catholic College	Voluntary Aided School
Upton Hall School FCJ	Voluntary Aided School
Ridgeway High School	Foundation
South Wirral High School	Foundation
Calday Grange Grammar School	Foundation School
West Kirby Grammar School for Girls	Foundation
Wirral Grammar School for Girls	Foundation
Wirral Grammar School for Boys	Foundation School

Applications for school places in the normal admission round (that is for admission to Year 7)

- 1.1 Wirral Authority will act as the co-ordinating authority for all applications.
- 1.2 All parents who live in the area administered by Wirral Borough Council must apply for places in maintained secondary schools either in Wirral or in the area of another local education authority by completing the Wirral Parental Preference Form.
- 1.3 Parental Preference Forms will be distributed to the parents of Year 6 pupils in September 2009. We will accept only one application form per child. If parents are separated, they must reach agreement as to the preferences for school places. If

agreement cannot be reached, or if neither parent has been granted a Specific Issues Order in this respect, then we will accept the application from the parent with whom the child is “ordinarily resident”. Parents who wish a different address to be used because they are moving house must provide verification of the move, e.g. independent evidence such as tenancy agreement or an exchange of contracts in a house purchase.

- 1.4 Parents will be invited to express preferences for up to five schools and to outline reasons in support of their preferences. Parents should rank schools in the order of their preference. Preference forms should be returned to the Children and Young People’s Department by 19 October 2009. Schools which receive preference forms directly should forward them to the Children and Young People’s Department.
- 1.5 If a child is eligible for a place in more than one school, they will be offered the school which their parent has ranked as the highest preference.
- 1.6 Applications for voluntary aided and foundation schools will be sent to the relevant admissions authorities by the Children and Young People’s Department. These authorities will be provided with copies of the parental preference forms and any supporting information provided by the parent by the 15th November 2009.
- 1.7 Applications for a school place in the area of another Local Authority will be sent to that Authority along with any details and supporting evidence provided by the parent by the 15th November 2009.
- 1.8 Aided and Foundation Schools in Wirral are required to send to the Children and Young People’s Department by the 19th January lists of pupils to whom they can offer places and lists of pupils in rank order who cannot be offered places.
- 1.9 On the 1st February 2010 the Authority will notify other Authorities of provisional allocations of places in Wirral secondary schools.
- 1.10 When the Authority receives from other Authorities details of their provisional allocation for Wirral children seeking places in schools maintained by them, the

Authority will then offer the highest preference if they are eligible for more than one school.

- 1.11 On 23 February Wirral Authority will inform schools and neighbouring Authorities of the final allocations. Letters will be posted to parents on 1st March.
- 1.12 If a parent is unsuccessful with all of their applications their child will be offered a place at the nearest appropriate school where there are places available after all preferences have been considered.

How decisions on applications for places in Year 7 will be made

- 2.1 Each secondary high school has an admission number. Places will be allocated up to but not beyond this number.

2.2 Community Schools

Places at community schools will be decided by the Director of Children's Services in accordance with the following arrangements:

2.2.1 Community All Ability Schools

Applications for community all ability schools will be ranked in order according to the following criteria:

- (a) Children who are in care.
- (b) Pupils who have a medical reason for attending a particular school. (A letter in support from a health care professional will be required as evidence).
- (c) Pupils who have a brother or sister (including half or step-brothers and sisters living in the same household) at the school when the pupil starts school.
- (d) The Authority will then take account of where the child lives. We will give priority to those pupils who live nearest to the school. We use a computer

mapping system, based on Ordnance Survey maps, to measure distances from your home to the school gate nearest to your child's home using the shortest road route unless it is possible to use a footpath which we consider a safe walking route.

- (e) Where the final place in a year group is offered to one of twins (or triplets etc) it will be our policy to admit the other twin (or triplets, etc) too even if that means going above the admission number.

Admissions to Grammar Schools

- 3.1 Admissions authorities for the grammar schools in Wirral will only allocate places to children who have achieved the required standard. If they are over subscribed with children who have achieved the standard, they will not be able to offer places to all; they will use other non-academic criteria to decide which children should be offered places. Parents who wish their child to be assessed for grammar school education should inform the Children and Young People's Department by 27th September, 2010. The Authority will inform the governors of Upton Hall School and St. Anselm's College of the details of the children whose parents wish them to be assessed for a place at those schools; those children will be assessed by the schools themselves. The Authority will make the arrangements to assess all other children.

The Authority conducts the assessment arrangements for Calday Grange Grammar School, West Kirby Grammar School, Wirral Grammar School for Boys and Wirral Grammar School for Girls. All the grammar schools are foundation schools, they have criteria to determine which children will be given places if more children achieve the standard than there are places available.

The assessment is based on the results of two verbal reasoning tests that pupils take in the autumn term of the final year of primary education. The test does not take into account what pupils have learnt at primary school. They have been designed to predict a pupil's potential performance at secondary school and so preparation for the verbal reasoning tests, apart from the practice tests, is not

necessary. However, we will provide a familiarisation pack to help children prepare for the tests.

So that children are not disadvantaged because of their date of birth, in each case the score is changed by using conversion tables to take account of each child's exact age in years and months. The two test scores are then added together. Children who reach the required score will be deemed to have reached the grammar school standard unless their primary school head teacher refers them to the Independent Assessment Board.

Independent Assessment Board

As soon as the test results are known, the Authority will tell primary school head teachers the scores of their pupils and the required score for the grammar school standard. The Authority will invite head teachers to make representations on behalf of any children whose test results do not, in their view, reflect the children's potential. Since there is a strong relationship between verbal reasoning scores and potential, these cases will be quite rare.

The Authority will also refer to the Board the cases of any pupils who have been given extra time in the tests because of a disability.

The Authority will then arrange a meeting of an Independent Assessment Board. The Board is made up of four headteachers (two from primary schools, two from grammar schools) and is chaired by an inspector from the Children and Young People's Department. None of the Board will have any personal interest in any of the pupils they are asked to assess.

In some cases parents may feel that certain factors may have affected the child's academic performance (for example, if his or her education has been severely disrupted because of ill health, change of schools, or any other reason). If this does apply, it is important that parents should inform their child's headteacher, in writing, no later than 17 December 2009. The information will be considered by the Independent Assessment Board if the child's case is referred to the Board.

For each child whose case is referred, the Board will see:

- the child's verbal reasoning test scores and papers
- the representations made by the primary school head teacher with supporting evidence if necessary, and
- confidential information from parents and reports from other professional agencies such as educational psychologists, social workers, doctors and so on.

The Board then uses its professional judgement to decide whether the evidence clearly shows that the results of the verbal reasoning tests did not truly reflect the child's ability. The Board will decide in each case whether or not the child has reached the grammar school standard.

- 3.3 At the end of the process, the Authority will have a list of the children who have reached the grammar school standard. This does not necessarily mean that they will go to a grammar school; that will depend on the number of preferences that we have for the grammar schools. If a grammar school is oversubscribed, the Authority or the governors (in the case of a Foundation or Aided school) use other criteria to decide who should be given places.

Admissions to Foundation Schools

4. The governing bodies of Calday Grange Grammar School, West Kirby Grammar School for Girls, Wirral Grammar School for Girls and Wirral Grammar School for Boys, Ridgeway High School and South Wirral High School publish their own admission arrangements which include the criteria which the governing bodies will use if their school is oversubscribed.

Admission to Voluntary Aided Schools

5. The governing bodies of St John Plessington Catholic College, St Anselm's College, St Mary's Catholic College and Upton Hall School FCJ publish their own admission arrangements which include the criteria which they will use to determine priorities if their school is oversubscribed.

Children with Statements

6. All schools will be required to admit a pupil if he or she has a Statement of special educational needs naming the school.

Allocation of Places

7. Parents resident in Wirral will be informed in writing by the Director of Children's Services on the 1 March 2010 of the school allocated to their child. This will include the allocation of a place in a school of another Authority if the parent's application for a place there has been successful. The letter will also inform parents of their right to appeal to an independent panel and who to contact to make an appeal.

Late Applications

8. Preferences which are received by 31 October 2009 will be dealt with according to the arrangements described in paragraphs 1 to 3. Preferences which are received on or after 1 November 2009 will be dealt with after places have been allocated on the 1st March 2010. At that point some schools may be full and no more places will be allocated at those schools. In the case of schools which have places available, places will be allocated in accordance with the arrangements described in paragraphs 2 and 3. A second round of tests for grammar school assessment will be held in March 2009.

Places which become available after 1st March

- 9.1 Places which become available after 1st March, for instance because parents turn down a place that has been allocated, will be re-allocated up to the school's admission number. If there are more requests for to a particular school than there are places available, the Authority (for community schools) will use the same criteria as for the initial allocation. In most cases the re-allocation will be made depending on where the children live. If this is the case, the Authority will keep a list in order of those who will have priority because they live nearer the school in question.
- 9.2 In the autumn term the Authority will hold a waiting list for children whose parents would still like them to be considered for a place at a school which is full at the beginning of the term. If places become available after the start of the autumn

term, they will be offered to children on the waiting list, following the same criteria as when places were first offered. The waiting list will be kept open until the last day of the autumn term.

Admissions to schools other than at the normal time of admission

- 10.1 Admissions to schools other than at the normal admission age are managed in accordance with the arrangements set out for the admission at the normal time of admission. Parents will be invited to express a preference for one or more schools. Preferences for foundation or voluntary aided schools will be forwarded to the relevant governing bodies for consideration.
- 10.2 If a parent expresses a preference for one or more community schools, the Authority will request from the Headteacher of the child's current or previous school, information relating to the child's curriculum record, attendance and behaviour. This information together with a copy of the parent's preference form and any relevant documentation from other agencies such as the Education Social Welfare Service will then be forwarded to the Headteacher of the school(s) requested for comments. The Director of Children's Services will then decide whether or not to offer a place at the school.
- 10.3 The governing body of an aided all ability school will inform the Authority within 10 school days of receipt of the preference form whether they will offer a place.
- 10.4 If a parent expresses a preference for one or more of the foundation or voluntary aided grammar schools then their child will be assessed by the school or schools concerned and a decision made by the governing body as to whether to offer a place. The governing body will inform the Authority of the outcome of the application.
- 10.5 If there are places available in more than one of the preferred schools the Authority will offer the child the school of their parent's highest preference. Parents will be informed by the Director of Children's Services of the school allocated in writing. The letter will also inform the parent of their right to appeal to an independent panel and who to contact to make an appeal.

FAIR ACCESS OR IN YEAR ADMISSIONS PROTOCOL

1. All requests for places in year will be considered with reference to the Authority's current admission arrangements. The vast majority of requests will be agreed or refused with reference to two important factors: parental preference, and the availability of places within the relevant year group.
2. Where places are available in the relevant year group it is unlawful to refuse a parent's preference on the grounds of a pupil's previously poor attendance or behaviour. The School Admissions Code of Practice 2008 restricts refusal of parental preference to those situations where schools are either in special measures or have recently come out of special measures.
3. In view of the "Guidance on Hard to Place Children" (DfES 2004 and the subsequent Guidance on Fair Access Protocols 2007), there are a small group of pupils for whom the normal arrangements will be varied. These are as follows:
 - (a) Looked After Children will be placed in the school of their carers preference irrespective of the availability of places in the year group. However, the Authority will give careful consideration to the reasons given in support of a preference and monitor the flow of such requests.
 - (b) Children who have recently experienced a traumatic family or domestic event or for whom there are clear medical grounds to support placement in a particular secondary school. Such cases will be discussed in detail with the headteacher concerned before placement is confirmed. Again such placements will be made above the published admission number if necessary.

(All pupils in categories (a) and (b) have to meet the appropriate standard for admission to grammar school. There would also be a requirement on the relevant admission's authority to consider any religious reasons given in support of a placement request).

4. There is a small group of pupils for whom placement and transfer requests are problematic because of their poor records of attendance or behaviour. Headteachers should not support transfer requests for such pupils but should refer the case to the Principal Officer (Admissions and Exclusions). A decision will then be taken on whether the possibility of a 'managed move' to an alternative school should be discussed with headteachers and the parent. For pupils who are at risk of permanent exclusion and on the roll of a Wirral school it is open to the headteacher to refer the case to the Principal Officer (Admissions and Exclusions) to consider the possibility of a managed transfer.
5. Pupils in category 4 above who have moved to live on the Wirral will have their parent's request considered with reference to the normal admission arrangements. It is unlawful to refuse their preference if there are places available in the relevant year group.
6. Pupils who have been permanently excluded will normally be placed on the roll of WASP (Wirral Alternative School Provision). In a minority of cases where the exclusion was as the result of a 'one off incident' such pupils will be transferred immediately to an alternative school. Such transfers will be agreed with the parent and relevant headteacher. All secondary schools will take a minimum number of 1, or the number of permanent exclusions in the previous academic year, as the agreed quota of permanently excluded pupils for placement.

The majority of such pupils will have spent some time in the relevant alternative base or PRU. The transfer to a school will be decided at the Wirral Excluded Pupils Monitoring Panel (WEMP) on which headteachers are represented. All such placements will be initially on a trial basis for a minimum of six weeks. Confirmation of placement or the school roll will be subject to satisfactory report.

ADMINISTRATIVE PROCEDURES FOR TRANSFERS AND PLACEMENTS

The Authority coordinates all parental requests for in-year transfers and placements.

1. Upon receipt of a transfer request Pupil Services staff will establish whether or not the request has been discussed with the headteacher of the pupil's current school.

If this is not the case, parents will be advised to contact the headteacher to discuss their request.

2. If the parents have discussed the request with the headteacher the transfer request form will be acknowledged and parents informed that Pupil Services will request completion of appropriate documentation to forward to their preferred school. Requests for transfer in Y10 and Y11 will be discouraged on educational grounds, but parents have the ultimate right to proceed with the request.
3. The Transfer of Information Form will be sent to the pupil's current school for completion. The headteacher of the school must sign this information form. The form should be returned to Pupil Services within 10 school days.
4. Upon receipt of the Transfer Request Form from the current school the decision will be taken either to refuse or to proceed.
5. If it is decided to proceed with the request, all relevant documentation will be forwarded to the requested school and the headteacher asked for comments. This documentation should include the parents' request form, reports from the current school and any other information from ESWs, Social Workers, EPs etc. (In the case of a voluntary aided or foundation school the request will be forwarded to the governors of the school).
6. The headteacher of the requested school should reply to the Authority within 5 school days, with comments expressing any reservations regarding admission of the pupil. The Authority will enter into discussion with the headteacher regarding any reservations. These discussions should be undertaken within 5 school days. Where it would be helpful, the Principal Officer (Admissions and Exclusions) may facilitate meetings between the parents and the schools involved in order to resolve any difficulties.
7. For Community Schools the Authority will consider all available information and decide whether to agree or refuse the request. For Foundation and Voluntary Aided Schools a decision will be communicated to Pupil Services.

8. If the request is agreed headteachers will be informed of the decision, with any relevant explanation. Parents will be informed in writing and advised to contact the headteacher of the new school to arrange admission.
9. If the request is refused headteachers are informed of the decision and parents are informed in writing and given details of their statutory right to appeal. If a parent lodges an appeal, copies of the relevant documentation will be sent to the preferred school.
10. The time taken for a transfer request to be processed should be as short as possible. The Authority guarantees that parents will be informed of the outcome of their request within 15 school days.

**WIRRAL COMMUNITY SECONDARY SCHOOLS
PROPOSED ADMISSION NUMBERS FOR 2009-10**

Community Schools	Proposed Admission Number for 2009	Proposed Admission Number for 2010
Bebington High Sports College	241	236
Hilbre High School Humanities College	180	180
Mosslands School	265	265
Oldershaw School	236	200
Park High School	250	250
Pensby High School for Boys	150	150
Pensby High School for Girls	150	150
Prenton High School for Girls	150	158
Rock Ferry High School	250	246
Wallasey School	250	250
Weatherhead High School Media Arts College	262	254
Woodchurch High School Engineering College	275	279

n.b All proposed Admission Numbers for 2010 are in line with net capacity calculations made in 2008.

This page is intentionally left blank

WIRRAL COUNCIL

CABINET – 10 DECEMBER 2008

REPORT OF THE DIRECTOR OF TECHNICAL SERVICES

BUDGETARY ISSUES - 2008-2009

1. EXECUTIVE SUMMARY

1.1 The purpose of this report is to inform Members of the action taken to address shortfalls in the Technical Services budget which were first identified in 2007-2008 and to advise of further variations which have arisen in 2008-2009, exacerbated by the current economic climate. It also puts forward proposals to deal with these variations, together with a strategy to address issues raised in the 2007-2008 Audit Commission Annual Governance Report relating to the capitalisation of highways maintenance and the recording of expenditure on infrastructure assets.

2. BACKGROUND

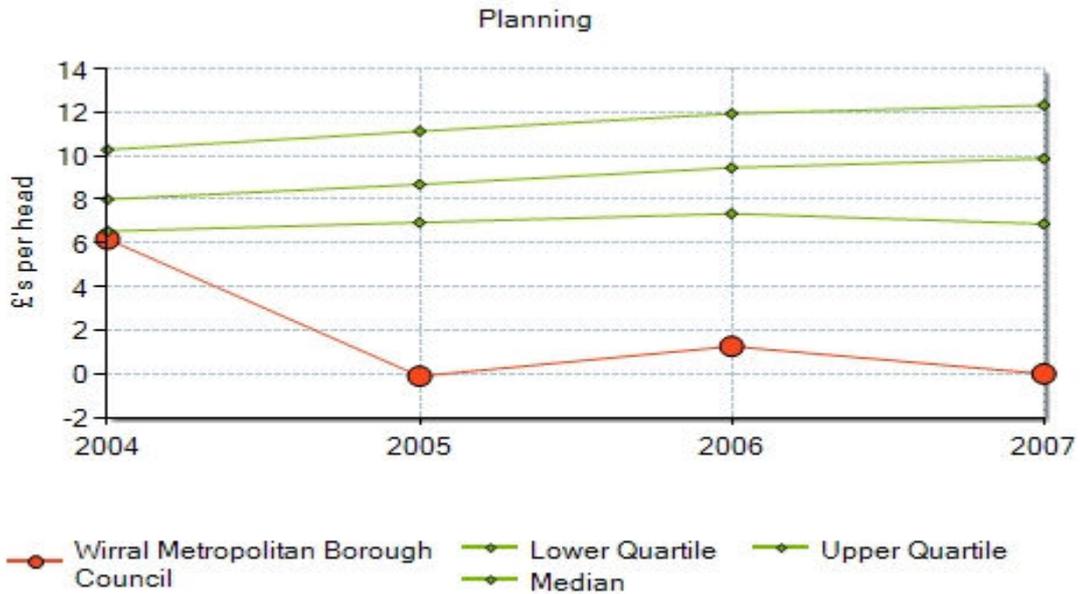
2.1 The business case for the services of Planning, Building Control and Land Charges is that they are statutory functions, which the Council must provide. Fees may be levied for these services to enable operating costs to be recovered. Due to the current severe economic downturn effecting the provision of these land and property functions, the costs are significantly exceeding the income. The provision of enforcement and conservation services is discretionary but good practice dictates that the Council maintains its activity in these areas.

	Budget 2007/2008	Actual 2007/2008	Variance 2007/2008	Budget 2008/2009	Actual month 6	Projected 2008/2009	Variance 2008/2009
	£	£	£	£	£	£	£
Building Control Fees	876,700	739,200	-137,500	796,700	313,000	596,700	-200,000
Development Control Fees	1,089,300	1,003,800	-85,500	1,039,300	379,500	919,300	-120,000
Land Charges Fees	464,600	334,900	-129,700	470,100	111,500	270,100	-200,000

2.2 Members will recall that during 2007-2008 I identified shortfalls within the operational areas of car parking and planning & development control totalling £370,000. I have now re-engineered/re-aligned my budget and adopted a package of efficiency measures that has allowed the virement of £330,000 from other operational areas within Technical Services to car parking and planning. This process has allowed the development control and building control fee budgets to be reduced by £50,000 and £80,000 respectively, with a managed contribution from the highways maintenance budgets correcting the car parking income shortfall of £200,000. Whilst this action has gone some way to addressing the shortfalls identified I am no longer in a position to accommodate any further deficits that may arise without significantly impacting upon service

delivery. The current budget for the Department of Technical Services following this re-engineering is included at Appendix 1.

- 2.3 Members are advised that, even after allowance for the virement, for this current year, land charges income is projected to show a deficit of £200,000 whilst building & development control income is likely to under recover by £200,000 and £120,000 respectively. In addition, the Department is unlikely to receive any further share of Planning Delivery Grant resulting in the budget income line of £209,300 being deleted.
- 2.4 Members will be aware of the current economic downturn, '*the credit crunch*', which is producing the lowest number of new housing starts for 60 years and a 33% reduction in construction orders. Some economists are warning that the housing market has effectively collapsed. These factors are significantly reducing the number of planning and building control applications and land search requests being received by this department. For example, the number of planning applications received so far this year, 2008-2009, is 300 down on the same number received at this point in 2007-2008
- 2.5 The current budget shortfalls are not due to high costs or inefficient service provision. Members should note that this authority's costs in delivering its Building Control and Development Control services, as reported in the latest CIPFA statistics, are low when compared with our peer Metropolitan Authorities in England. Indeed, when comparing the overall costs of providing the building and development control services, together with the cost per head of population and factoring in the comparative workload data, Wirral features at the high end of the uppermost quartiles for all Metropolitan Authorities in terms of economy and efficiency.
- 2.6 Of the Metropolitan Authorities on Merseyside who have reported their latest financial data to CIPFA, Wirral is the most economic and efficient service provider in these fields. The following tables are reproduced from the Audit Commission, Value for Money profile – Use of Resources Assessment report (revised April 2008). The report rates the value for money performance of Wirral's Planning services against the Metropolitan Authority Group Comparator.



The chart indicates the Council's spending, net of planning delivery grant, on Planning Services over the last 4 years. Spending on these services will be driven by the size and complexity of the environment that the Council is responsible for.

Income from planning application fees (set nationally) meet a significant share of costs and as a result, net spending on planning services at Wirral is small.

Planning Delivery Grant (PDG) from CLG was intended to enable Council's to invest in faster and more effective planning services. It was intended to be additional to the revenue resources allocated to planning services by the Council.



The Council has discretion over how it has applied the grant. Typically the majority of the grant is applied to the planning services. This chart depicts PDG as a proportion of the Council's total spending on planning services and indicates that Wirral's spending has been 100% reliant on PDG and fees. PDG has been offset by a reduction in the revenue budget and it must be understood that there will be financial

consequences due to the replacement of PDG with HPDG. This is due to the grant being used to support base expenditure on the service. It has not funded one-off items and as a consequence specific expenditure cannot be reduced easily.

These low costs intensify the current income problems for these business units during the present economic downturn.

- 2.7 Members will recall that over the last two years I have implemented staffing savings within building and development control of £235,500.

3. BUILDING CONTROL

- 3.1 The effects of the current economic downturn, which is significantly reducing new housing starts and general construction orders, has seen the value of building control applications significantly reduce.
- 3.2 In consequence the income shortfall is estimated at £200,000 in 2008-2009.

4. DEVELOPMENT CONTROL

- 4.1 From April 1st 2008, the Government replaced the Planning Delivery Grant (PDG) with a Housing and Planning Delivery Grant (HPDG). Whereas previously over half of PDG was used to incentivise performance in Development Control, HPDG is now exclusively available for Plan Making and Housing Delivery. Consequently, HPDG will support activities within the Departments of Corporate Services and Regeneration, no element of the grant being available to Technical Services.
- 4.2 Although the Government increased national Planning Application fees from 1st of April 2008 to compensate for the changes in HPDG, the current economic downturn has significantly reduced the number of planning applications that will incur the increased fees, thereby reducing Development Control income and resulting in an expected budgetary shortfall of £120,000 in 2008-2009. The current 2008-2009 budget for receipt of Planning Delivery Grant is £209,300 and is now unachievable. By using a one off currently unapplied PDG inherited from the former Department of Planning & Economic Development and previously agreed by Cabinet, I will be able to largely cover the deficit in this financial year.
- 4.3 The shift away from linking award of grant to improvement in development control targets does not imply that this area is no longer a Government priority. In future, if national NI targets for determining Planning Applications are not achieved, HPDG grant to the Authority will be proportionately reduced on a sliding scale.
- 4.4 The reduced planning fee income as a result of the reducing number of applications received, together with the removal of DC income from the

HPDG grant means we can no longer afford to fund activities such as Planning Enforcement and Conservation, which are not subject to any NI targets and do not generate any income for the DC division. Clearly consideration must now be given to funding Enforcement and Conservation activities or, to otherwise, cease delivering these current services.

5. LAND CHARGES

- 5.1 A statutory requirement is placed on all local authorities within England and Wales to generate, maintain and regularly update a Local Land Charges Register and to facilitate local searches of it. Every time a property or piece of land is purchased/leased, a request for a search should be sent to the authority in whose area the property is situated. This is to check any matters affecting the property or land, registered as a Local Land Charge or information held by the Council that a prospective purchaser would like to know.
- 5.2 Members have received reports previously regarding the decline in income and the failure of the service to achieve the income included in the budget estimate, despite continuing to make a contribution to the General Fund, over and above the cost incurred. Members will recall that during 2005-2006 the income budget was facing a potential under recovery of £350,000 that I covered by internal virement from building and development control budgets.
- 5.3 The deteriorating net financial position relating to the Land Charges function over the past few financial years is likely to deteriorate further during 2008-2009 due to the current credit squeeze.
- 5.4 Whilst net income is deteriorating, the service is still budgeted to contribute £250,000 to the General Fund. The estimated actual contribution for 2008-2009 including the identified deficit is potentially £50,000, which demonstrates that whilst income is declining, the service is still viable
- 5.5 The housing market is currently continuing it's downturn, according to the Royal Institution of Chartered Surveyors (RICS) housing survey, published in June 2008. The number of surveyors reporting a decline in house sales, is at it's highest since November 1992, with 49% recording a fall. The upturn in buyer's activity has petered out against a backdrop of a slowing economy. New buyer enquiries have slipped and completed sales are down 29%, which is a reflection of the markets fall in the latter half of 2007.
- 5.6 Buyers are now biding their time as available property has risen by a quarter in the past year. Sellers are adapting their behaviour to account for the fact that boom conditions of past years have come to an end. An economic slowdown is leading to an increased element of caution. Clearly, the decline in housing market activity is a principal factor in the

reduction in the number of Local Land Charge searches being received and consequently the fee income earned.

5.7 Market forces and economic trends are cyclical. We must position ourselves to respond positively to the change in products being purchased from us. Our competitors are exploiting the depressed situation to establish client base and develop market share. We must continue to introduce measures, which will ensure our competitiveness and performance in future buoyant economic conditions.

5.8 PROPOSALS TO REPOSITION THE LAND CHARGES SERVICE

Activity	Unit	Current Charges	Proposed Charges
Standard Search fee		£6:00	£24:50
Requisition of search on one Parcel of land. CON 29		£92:50	£60:00
LLC1 plus CON 29		£98:50	£84:00
Each additional parcel of land Or Property		£11:00	£15:00
Extra Part 2 II enquiries		£6:50	£10:00
Each additional typed enquiry		£9:50	£10:00
Personal Search Certificate		£11:00	£11:00
Part 2 enquiry, Commons Land		£14:00	£14:00
Enquiries of Planning, building Control and pending apps		N/A	£12:50 per question

5.9 Whilst it would appear that some of our existing charges are being reduced, this reflects changes in the products being purchased from us. It is estimated that at 2007-2008 volume, the revised product profile, will realise an increase in income of approximately £50,000, which has been taken into account when projecting the 2008-2009 shortfall of £200,000.

5.10 In addition, to further the attractiveness of our product range, it would be the intention to offer a free refresh of full searches purchased for inclusion within a home information pack, once within six months.

6. HIGHWAYS MAINTENANCE

6.1 The 2007-2008 Audit Commission Annual Governance Report identified that improvements were needed to procedures to comply with the Financial Reporting Standard. These involve the analysis of infrastructure assets with determinable finite lives that should be treated separately and depreciated over their useful economic lives. This then links to the supporting arrangements needed within the Highways Maintenance Division for identifying expenditure that is to be capitalised.

6.2 To comply with the recommendation I am setting procedures in place to categorise capital expenditure in a way which will allow the identification of assets according to their estimated useful life e.g. between construction, structural maintenance, street lighting, traffic management

and road safety as well as ensuring that any capitalised expenditure meets the requirements.

7. PROPOSALS

7.1 Members will be aware that elements of the Highway Maintenance Revenue allocation used to improve and lengthen the life of assets can be treated as capital expenditure. To comply with the Financial Reporting Standard certain criteria have to be met and, based upon existing practices, Cabinet on 16 October agreed to capitalise £1.5 million per year as part of the Projected Budget 2009-11 (Minute 219 refers).

7.2 By reviewing the classification of infrastructure assets, revising the supporting procedures and also reviewing the works programme for 2009-2010 in conjunction with the new Highway and Engineering Services contract commencing on 1st April 2009 there is the potential to increase the amount that can be classed as capital expenditure from 2009-2010. It is proposed that a further £0.5M is capitalised which will result in a revised total capitalisation figure of £2.0M for 2009-2010. This is significantly less than the levels of capitalisation in previous years and this action will generate a £0.5m saving within Technical Services revenue budget.

7.3 Subject to approval of the capitalisation of further Highway Maintenance expenditure, I propose to use this £0.5M saving towards offsetting the budgetary shortfall of £729,300 forecast in Building Control and Development Control for 2009-2010, as outlined at item 8.1 in this report.

7.4 The remaining BC/DC budget shortfall of £229,300 for 2009-2010 is potentially a worst-case scenario, and this will be reviewed early in the new financial year subject to:

- any economic upturn in the construction sector and subsequent improvement in BC and DC application workloads
- further opportunities identified to adjust BC/DC staffing levels through vacancy control, and
- any further re-engineering savings identified from the ongoing implementation of the new BC/DC IT

7.5 During the remainder of 2008-2009 I will seek to contain and reduce the remaining shortfall by identifying any one off savings within my budget and utilising vacancy control measures.

8. FINANCIAL AND STAFFING IMPLICATIONS

8.1 For 2008-2009 I will seek to contain and reduce the shortfall by identifying any one-off savings within my budget and utilising vacancy control measures. For 2009-2010 I propose to use the £0.5M saving

from the increased capitalisation towards offsetting the shortfall and will further review the position early in the new financial year. The budgetary shortfalls may be summarised as follows: -

Area of Operation	2008-2009 £	2009-2010 £
Building Control Fees	200,000	200,000
Development Control Fees	120,000	120,000
Land Charges Income	200,000	200,000
Planning Delivery Grant	-	209,300
Total	520,000	729,300

- 8.2 Staffing levels are, and will be, adjusted to reflect the current workload, income shortfalls and economic downturn due to the 'credit crunch', for example by continuing to exercise vacancy control, when the opportunity arises and by further re engineering of the services to maximise the resources available. These efficiency measures have been successful in delivering the year on year savings already identified in 2.7, including staff reductions in the following areas compared to 2005-06 establishment levels.

Planning Development Control – 6 posts
 Planning Enforcement Team – 3 posts
 Conservation/Tree Preservation – 1 post
 Technical Administrative Support – 2 posts
 Building Control – 3 posts
 Land Charges/Searches – 1 post

9.0 EQUAL OPPORTUNITIES IMPLICATIONS

- 9.1 These operations within Technical Services, fully embrace the requirements of the Council's Equal Opportunities Policy.
- 9.2 Any loss of market share to competitors may limit the employment opportunities of Minority Groups within Technical Services

10. PLANNING IMPLICATIONS

- 10.1 There are no specific planning implications arising other than those that are principally identified within the report.

11. ANTI POVERTY IMPLICATIONS

- 11.1 There are no specific anti poverty implications arising from this report.

12. COMMUNITY SAFETY IMPLICATIONS

- 12.1 The operation of these services contributes to Community Safety by assisting to ensure that all property and development related issues are conducted as far as possible in an equitable and transparent manner.

13. SOCIAL INCLUSION IMPLICATIONS

13.1 There are no social inclusion implications arising from this report.

14. HUMAN RIGHTS IMPLICATIONS

14.1 As a consequence of the Human Rights Act, Local Authorities and other public bodies will need to ensure that their decisions and procedures do not infringe convention rights. In some circumstances Local Authorities and their partners need to act positively, in order to protect those rights.

15. LOCAL AGENDA 21 IMPLICATIONS

15.1 The Government is proposing to introduce a Home Condition Report, (HCR) which all sellers of homes will be required to provide. Included in the HCR, will be an energy performance certificate, which will provide information on the overall energy performance characteristics of the property and ways in which its energy performance can be improved. The introduction of the HCR as part of the property search process will raise consumer awareness of sustainable energy issues in the home.

16. FREEDOM OF INFORMATION ACT

16.1 The Planning and Land Charges Register is a public register, open for inspection by the public, via appointment, during normal office hours.

16.2 The additional contributory information, although not public record, is available using the form agreed for this purpose by the Law Society and in accordance with the Council's publication scheme.

17. LOCAL MEMBER SUPPORT IMPLICATIONS

17.1 All wards throughout the Borough benefit equally from the operation of these functions within Technical Services.

18. RECOMMENDATIONS

That

- (1) the Council be recommended that the current re-engineered 2008-2009 budget detailed in Appendix 1 be agreed, which reflects the virements contained within paragraph 2.2;
- (2) the revised charges detailed in paragraph 5.8 which should generate an additional £50,000 per annum;
- (3) the actions being taken in respect of infrastructure assets be noted and the proposal to capitalise an additional £500,000 of highways

maintenance expenditure be agreed as detailed in paragraph 7 and used to address the shortfalls identified in paragraph.8.1; and

- (4) the proposal contained in paragraph 8.1 be noted and the Director of Technical Services explore ways of containing the 2008-2009 deficit within existing resources and report further on the position for 2009-2010 early in the new financial year.

**DAVID GREEN DIRECTOR
TECHNICAL SERVICES**

This report has been prepared by Paul Grey, Assistant Director, Technical Services, who can be contacted on 606 2246.

TECHNICAL SERVICES	Current Estimate 2008/09 £
OBJECTIVE SUMMARY	
<u>OPERATIONAL SERVICES DIVISION</u>	
Direct Highway Services	0
Fleet Vehicle Services	45,400
<u>HIGHWAY MAINTENANCE AND COAST PROTECTION DIVISION</u>	
Drainage	268,200
Sea Defence & Coast Protection	601,900
Routine Maintenance	3,076,600
Structural Maintenance	1,057,500
Environmental Services Monitoring	231,400
Street Lighting	1,182,600
Capital Financing	1,651,600
<u>TRAFFIC MANAGEMENT DIVISION</u>	
Road Safety	967,000
Traffic Management	684,200
Forward Planning	145,600
<u>EMERGENCY PLANNING SERVICES</u>	
Emergency Planning	398,700
<u>SUPPORT SERVICES</u>	
Administrative Buildings	0
Administration/Management	0
Land Drainage	150,700
<u>WASTE & ENVIRONMENTAL SERVICES</u>	
Waste & Environmental Services	12,784,600
Waste Disposal Authority Levy	14,253,300
<u>PLANNING, DEVELOPMENT & BUILDING CONTROL</u>	
Building Control	315,500
Planning Development	-81,900
Searches and Land Charges	-244,200
<u>CAR PARKING OPERATIONS</u>	
Car Parking	-1,769,800
<u>BUILDING DESIGN & MAINTENANCE</u>	

TECHNICAL SERVICES	Current Estimate 2008/09 £
OBJECTIVE SUMMARY	
Building Design & Maintenance Services	115,000
<u>SAVINGS</u>	
Service Re-Engineering	-225,000
TECHNICAL SERVICES TOTAL	<u><u>35,608,900</u></u>

WIRRAL COUNCIL

CABINET 10 DECEMBER 2008

REPORT OF THE DIRECTOR OF ADULT SOCIAL SERVICES

PROGRESS TOWARDS THE TRANSFORMATION OF ADULT SOCIAL SERVICES - OUTSOURCING CARE SERVICES, FEE LEVELS FOR RESIDENTIAL AND NURSING HOMES AND A NEW CONTRACT FOR SUPPORTED LIVING SERVICES

1. EXECUTIVE SUMMARY

- 1.1 Delivering the Transformation of Adult Social Services is critical to the Council's strategic objective: To improve health and wellbeing for all, ensuring people who require support are full participants in mainstream society. In particular the programme gives focus to the improvement priority of 'promoting greater independence and choice'. This approach is central to the personalisation of Adult Social care services. The report outlines progress in particular with regard to Cabinet's decision of 6th November to explore the outsourcing of care services.
- 1.2. Decisions previously made by Cabinet, recognise the requirement to stabilise the budget in Adult Social Services and to produce further savings to ensure it is sustainable. In particular this report highlights proposals to introduce a new contract for Residential and Nursing Home fees across Wirral and reports progress towards the introduction of a Fair Price model for Supported Living arrangements.

2. BACKGROUND – OUTSOURCING PROJECT

- 2.1 On 6th November Cabinet agreed in principle with proposals to explore the outsourcing or re-provision of Care Services with the approach recommended being the use of an 'Open tender'. The rationale for this option was explained and is proposed in a context that the authority must ensure that all services are
- i) fit for purpose,
 - ii) commissioned in the same way as those from all other sectors and
 - iii) are subject to 'contestability' for price, quality and specification.
- 2.2 The previous report provided detail of the range of Models that could be developed to facilitate outsourcing. The next stage of the process is fundamental in determining which functions within Care Services should be outsourced, by when, and in what shape. Indeed confirming whether all services are subject to open tender or if not which the most appropriate approach is for their future. It is already clear that the Department will need to

continue to consider the Social Enterprise Model, supporting and building capacity within the third sector.

- 2.3 Before implementing any proposal the council will want to be assured that the approach is thorough, inclusive, and cognisant of the changing financial environment and provider / supply market. A key principle to the project being that all comparative work on cost, quality and performance is transparent and open to scrutiny. This work will be undertaken through a Viability and Design Project which will provide 'next stage plan' identifying which services will be outsourced, timescale, efficiencies, and the specification of new services where required.
- 2.4 In addition to cost, service and performance comparison the 'Viability and Design Project' will engage with people, who use services as individuals, with families and where appropriate in groups. This is to ensure that the department is clear about the outcomes they require from services. The project will refine the pathways into and out of service, develop a procurement strategy which is sensitive to current policy, market maturity and can deliver the service specifications. This will include clear and measurable performance and quality measures that will focus on the delivery of outcomes for people. The project will report back to Cabinet with the recommendations for progressing the outsourcing of Care Services with a supporting implementation plan by May 2009.
- 2.5 This project is being progressed alongside current work to identify efficiencies within Care Services. During September and October the Reform Unit conducted a root and branch analysis of both budget and process within Care Services. This analysis culminated in a comprehensive report which identified 33 recommendations for improvement in areas including staff deployment, agency costs, eligibility of people who use services, transport usage and budget management. A plan is now in place to implement these recommendations across care services and within individual units.
- 2.6 The implementation of these recommendations is a critical part of the process, as a key requirement is to ensure that all and any services which may be outsourced are both appropriate and efficient. There is clearly scope in this part of the proposal to work with staff and Trades Unions to obtain greater efficiencies and flexibility. Any outcomes may have a direct impact on decisions to outsource.
- 2.7 The speed at which the efficiencies are implemented are fundamentally important to any cost, service and performance comparisons which take place during the 'Viability and Design Project' stage and will provide a fairer basis on which to establish Care Service contestability within the market.
- 2.8 The services under review are provided in 39 locations; employ 727 people plus 30 casual staff have an overall gross budget of £21,541,500 and support around 1,187 people in Wirral.

- 2.9 This work is therefore one of great significance; a project manager has already been appointed and is working with a team of colleagues from across the Authority. This includes managers from Corporate Finance Team, Corporate Change Team, Asset Management and advocates as well as Consultants (at no cost) from Care Services Efficiency Delivery (CSED) taking an active role in supporting the project. The project will also link to the work being progressed through the strategic asset review, and if possible the corporate review of transport.
- 2.10 Efficiency savings of £527,000 are identified for this work in 2009/10. In the first stage of the implementation of this work a focus will be given to the efficiencies identified by the recent review and to Transport and Supported Living services.

3 RESIDENTIAL AND NURSING HOME FEES

- 3.1 In 2005 Wirral introduced a new contract for the provision of both Residential and Nursing Home care. Using a model, the department worked with providers in an open and transparent way. Together, those involved used the 'Laing and Buisson' model. This model built up a price structure that recognised basic standards and moved on to reward the demonstration of quality. The outcome of this work, which extended over a period from August 2003 to April 2004, was the basis for the current contract arrangements in Wirral.

This quality premium is reflected in a star rating, which was intended to reach 4 stars, however currently stops at 3 stars.

- 3.2 The current fee levels in Wirral are:

	<u>Residential £</u>	<u>April 08 Nursing £</u>	<u>Nov 08 Nursing £</u>
Baseline	360.64	419.58	406.10
1 star	366.17	425.11	411.32
2 stars	393.89	452.83	439.35
3 stars	421.82	480.76	467.28
Baseline (EMI)	389.69	448.63	435.15
1 star EMI	395.22	454.16	440.68
2 stars EMI	422.94	481.88	468.40
3 stars	450.87	509.81	496.33

- 3.3 However, more recent comparison of Wirral fees indicates concerns about their sustainability and need for a review. The fee rates paid are considerably higher than the regional average and represent the most significant element of the department's revenue expenditure. In the current year 2008-09, DASS are forecast to spend £48m gross and £35m net on these services. The average weekly rate paid by Wirral for Nursing Care from November is **£431.01** compared with a regional average of **£388.59**. The average for Residential Care is **£385.63** against a regional average of **£348.45**. Both Wirral rates are around 10% higher than the regional average.

- 3.4 It is evident that those involved in developing the current contract, did so in good faith and with an intention of developing a robust quality market. Prior to the introduction of the new contract, Wirral paid a flat fee rate irrespective of the quality of care provided. The introduction of star premiums was to acknowledge that Wirral DASS wanted to drive up standards in the market. However, the quality elements in the contract mean that significant cost to the authority has been added. In addition the current inflation clause produced an additional £1 million of budget pressures for DASS in 2008-09. Inflation in Wirral being applied at 2% and the contract terms for 2008-09 requiring 3.95%.
- 3.5 Cabinet on 23rd January 2008 agreed that the Director of Adult Social Services work with the Central Procurement Unit to renegotiate fees in order to deliver £900,000 savings in 2009/10. Bridging finance of £900,000 was identified for one year from balances to allow the Department time to consider a number of options and to carry out the detailed negotiations and consultations required. Cabinet also noted that the figure being bridged was not necessarily the final saving that might be achieved through the negotiations.
- 3.6 A number of meetings have been held with residential and nursing home providers during 2008. However, progress has been limited and most recently focused only on the Nursing Home rates, which have been affected by revision to the Free Nursing Care payment regime.
- 3.7 Progress now needs to be made, in order that a revised, fair and affordable contract is in place by April 2009, or as close to that date as possible. Our approach must recognise the importance of supporting a market in equilibrium. Where placements in Residential or Nursing Home care are appropriately made, at present Wirral placement rates are higher than average whilst supply of beds (as shown in the table below) continues to exceed requirements at present the position in Wirral is:

	<u>Reg Beds</u>	<u>DASS Funded</u>	<u>Known Vacancies</u>
Residential	1,051	495	157
Residential EMI	294	134	47
Nursing	1,213	589	140
Nursing EMI	315	188	73
*Dual Purpose	269	N/A	
Total	3,142	1,406	417
Other Specialist (Under 65's)	408	252	

(* Dual purpose beds are those which are registered for either residential or nursing care; occupancy and vacancies relating to these beds are not counted separately)

- 3.8 The department will work with corporate procurement, legal services and providers to obtain a new contractual arrangement that is fair, recognises and rewards quality and is affordable, within a sustainable budget for DASS.
- 3.9 It is anticipated that this approach will be a joint approach with NHS – Wirral and that the new contract will be applied where intermediate care, step down, transitional beds or indeed continuing care is specified.

4 A FAIR PRICE MODEL FOR SUPPORTED LIVING

- 4.1 In July Cabinet agreed that Wirral should negotiate for a new contract for supported living services, the requirement being to use an identified tool or framework as a base for discussion with providers.
- 4.2 Details of progress in negotiating a new contract are provided in Appendix one. Members will note that a Cost of care model, developed by the South West Centre of Excellence have been used for this. The model identifies all reasonable costs and using it a figure of around £13.00 an hour is produced. Currently Wirral pays between £10.74 and £26.53 per hour.
- 4.4 Some final details are to be agreed with providers, with a view to letting the new contract from 1st April 2009.
- 4.5 The new contract will produce a more robust approach to contracting for supported living and enable a stronger performance management approach to be applied to contract monitoring and quality of service provided.

5 FINANCIAL AND STAFFING IMPLICATIONS

- 5.1 The financial implications in this report are that efficiencies of £527,000 from Care services are planned to be delivered in 2009/10 with further efficiencies to be confirmed as the project is developed.
- 5.2 That changes to the contract for Residential and Nursing home fees, to include amendments to the framework for quality premiums and inflation clause, produce significant, yet to be quantified amounts in 2009/10, however at least £1.9m as described in paragraph 3.4 and 3.5.
- 5.3 That the figure of around £13 per hour for supported living fees be introduced to produce efficiencies of around £670,000 in 2009/10.
- 5.4 The new contracts can either be introduced by agreement with the providers or by the termination of existing contracts on 3 months notice and the offer of a new contract at the expiry of that notice. Accordingly it is proposed that a further report to the Cabinet in January 2009 on the progress of the negotiations with the providers of residential and nursing home care and of supported living services be brought to Cabinet so that a decision can be made whether or not the new contracts can be introduced by agreement or by the termination by the Council of existing contracts. This will also provide an

opportunity to consider the impact assessments of the proposals on the disabled

6 EQUAL OPPORTUNITIES IMPLICATIONS

- 6.1 All of the projects supporting the Transformation programme are subject to equality impact assessments ensuring people living in vulnerable circumstances and those from minority groups are not adversely affected.

7 COMMUNITY SAFETY IMPLICATIONS

- 7.1 The Personalisation Agenda crosses all domains of personal life. The Integration and Localisation Agenda heralds new working relationships with other community and statutory agencies, promoting joined up services delivered at a more local level. New links are being formed with Merseyside Fire and Rescue and Merseyside Police to add capacity to supporting people in crisis and wherever possible, preventing that crisis through earlier intervention and support.

8 LOCAL AGENDA 21 IMPLICATIONS

- 8.1 New business processes to underpin the new offer from DASS are to be more streamlined, with less duplication in terms of accessibility and process. New working practices demand greater flexibility and enhanced use of technology, thereby reducing the need for paperwork and staff travel.
- 8.2 As part of the discussions with providers all will be actively encouraged to take up the use of assistive technology, which can bring efficiencies to their services.

9 PLANNING IMPLICATIONS

- 9.1 These will emerge as services are reconfigures. Particular implications will arise from supporting more people in Supported Living and Extra Care, rather than traditional residential and nursing care and the reform of daytime services.

10 ANTI POVERTY IMPLICATIONS

- 10.1 This is a key feature of the shift to low level, preventative services. DASS has integrated delivery and management arrangements with the Department of Work and Pensions in order to promote the take up of Pension credit and Attendance Allowance and has an effective Welfare Benefits Service providing advice and support to the whole population of Wirral.

11 SOCIAL INCLUSION IMPLICATIONS

- 11.1 Also key, is the development of socially and universally inclusive community based services.

12 LOCAL MEMBERS SUPPORT IMPLICATIONS

- 12.1 The transformation agenda includes a move towards three Locality Structures will have an impact on all wards and ensure there is equality of access and provision, whilst recognising the particular needs of diverse communities.

13 BACKGROUND PAPERS

- 13.1 None used in the preparation of this report.

14 RECOMMENDATIONS

That

- (1) the progress made with the transformation of Adult Social services be noted;
- (2) a further report in May 2009 be received outlining details of the outsourcing project, with details of proposals and time scales for implementation;
- (3) amendments be made to the contract for residential and Nursing home fees and a new contract introduced from 1st April or as soon to that date as possible, the new fee rate to be closer to the regional average and affordable within a sustainable budget for DASS;
- (4) the fair price produced by use of a cost of care model for supported living services be implemented from 1st April 2009 through the introduction of a new contract; and
- (5) a further report be brought to the Cabinet in January 2009 on the progress of the negotiations with the providers of residential and nursing home care and of supported living services so that a decision can be made whether or not the new contracts can be introduced by agreement or by the termination by the Council of existing contracts.

John Webb
Director of Adult Social Services

This page is intentionally left blank

FEE NEGOTIATIONS IN RESPECT OF SUPPORTED ACCOMMODATION

1 Background

- 1.1 Members received a report from the Director of Adult Social Services on July 9th 2008. In respect of supported living services, Cabinet made the following resolution:

Cabinet notes that currently there is no rate set for fees paid to Supported living providers, and therefore asks the Director of Adult Social Services to commence negotiations with providers to agree contract rates in Wirral; and in doing so the Director is expected to follow the approach taken for residential home, nursing home and Domiciliary support services fee levels, where use has been made of nationally recognised frameworks.

2 Background

- 2.1 National and local policy regarding the support of vulnerable adults indicates that people should, where ever possible be able to live in homes of their own choice; however the cost of supporting people in this way is showing a significant increase. DASS currently spends £125k per week with an annual cost of £6,500.000 to purchase support services from a range of providers to support people living within their own homes. The cost of individual support packages can be as high as £2,000.00 per week.
- 2.2 DASS currently pays fee rates that vary from £10.74 to £26.53 per hour, and varying rates for sleep-in support and waking night support. The mean rate paid by Wirral is currently £15.05 per hour
- 2.3 A number of authorities in the North West have through negotiation set their fee levels for such services within the price range £10.65 to £15.00 per hour

3 Supported Living Fees Renegotiation

- 3.1 Following the decision by Cabinet re-negotiation of fees in respect of supported living commenced in August of this year. A full presentation was made to a Providers Forum to which all supported living provider were invited and given an outline of the methodology DASS intended to use. An open invitation was extended to providers to join a negotiation group that would undertake the detailed work.
- 3.2 The methodology adopted by DASS is based on the use of a care funding calculator developed by the, then, South West Centre for Excellence. The tool has taken and used components from a range of sources, including Laing and Buisson, the tool used to determine Supporting People rates, national research and providers including private companies and charities. The tool has been piloted extensively in the South West of England and by

over 70 local authorities, before being launched earlier this year. The tool provides a framework for negotiation and allows both DASS and providers to be fully transparent about the basis on which costs are established.

- 3.3 All providers have been given electronic copies of the tool to ensure full transparency of the process. Meetings of the negotiating group have been held fortnightly since September; a further presentation and update was given to the full provider's forum in October 2008 at which a further invitation was extended to all providers to join the negotiation group. All providers have been sent copies of minutes of the negotiation meetings.
- 3.4 The tool and negotiations have been based on details of current salary / wage rates. The tool makes allowances for a range of overheads encountered by providers e.g. management costs, the provision of training and profit/surplus margins.
- 3.5 Providers have largely accepted the broad approach to the make up of the costs, and the basic components of the tool, however there has been some detailed discussion about a number of issues; namely an allowance for pensions, rates paid to staff for sleep-in and waking night duties and payments made to staff for being on-call.
- 3.6 Providers were presented with a detailed set of proposals at a meeting on November 3rd and at a subsequent meeting on November 18th. The proposals took account of information received from providers relating to the issues highlighted in paragraph 3.5. Included within the proposals presented to providers was information relating to contractual revisions as a result of the proposals namely:
 - A change in the way inflation is to be considered
 - Revising those parts of the contract relating to monitoring and standards
 - Redefining the nature of support to be provided to people
- 3.7 The key elements of the proposals are that the fee DASS would pay is an hourly rate in the region of £13.00 for supported living services based on the following principles:
 - Support Workers are paid a salary for a 37.5 hour week
 - 22.86% is added to take account of employee on costs,
 - A further 36% is added for employer costs (management, office space, training)
 - 8% is added for business development (profit/surplus)
 - No allowance is to be made for pension contributions at this stage, on the basis that not all providers currently contribute to pension schemes and there being comparatively low uptake amongst many providers; however Wirral will renegotiate contract rates closer to the time that new pension legislation impacts on employer costs in 2011/12
 - The new contract will include a clause that inflation will be agreed on a yearly basis in line with prevailing economic pressures

- Fixed costs will be included for sleep-in support and waking night support
 - Where people share elements of support, DASS will agree a price, informed by the standard rates, and making appropriate adjustments for any special circumstances of that shared support situation
 - In order to meet local market conditions, some adjustments have been made to the components of the model and these have been discussed with and provided in writing to providers as part of the overall process
- 3.8 DASS has opted to seek a standard rate for supported living services at this stage. Currently all providers charge DASS a flat rate, irrespective of the people they support and how they structure their own internal pay-scales. DASS has no evidence to support the development of differing fee rates.
- 3.9 Providers have submitted feedback to the proposals and to the process in general. The main issues providers have raised are
- Appreciation of the process whereby Wirral DASS have involved providers and given them the opportunity to be included in agreeing the future price of business and that the pricing tool provides a good starting point;
 - Acknowledgement of the need for DASS to review the fee structure relating to supported living
 - DASS may have varied some aspects of the model to reflect local conditions
 - Dissatisfaction that the final proposals have not included contributions towards pensions which providers consider should be in the region of 1%
 - The need to consider the service conditions for employees in particular the new statutory requirements which come into force with effect from April 2009
 - The implementation of a flat rate may not reflect the levels of skill required by providers, nor the varying levels of need that people present

No comments were received regarding the proposed contractual revisions

- 3.10 Further meetings are planned with providers throughout December in which discussions will continue with them to seek a resolution of the issues raised, in particular those relating to service conditions and the points made by providers relating to the implementation of one flat rate.
- 3.11 At this stage, providers have yet to indicate their acceptance or otherwise of the proposed fee rates. DASS is aware that potentially the proposals may not be accepted by all providers. However it also believes that by continuing to meet with providers and to negotiate as indicated in the previous paragraph it will mitigate against the possible risks of the proposals set out in this report.

3.12 DASS is also mindful of the requirement to carry out an Impact Assessment on the possible effect of the proposals included within this report; work is to commence on this with immediate effect.

JOHN WEBB
Director of Adult Social Services

Name – Gerry Flanagan
Title – Joint Commissioning Manager
ext no 4780

Date 1.12.08

WIRRAL COUNCIL

CABINET – 10th December 2008

REPORT OF THE DEPUTY CHIEF EXECUTIVE/DIRECTOR OF CORPORATE SERVICES

MERSEYSIDE ENVIRONMENTAL ADVISORY SERVICE – CONTRACT RENEWAL

1. EXECUTIVE SUMMARY

- 1.1 The Council jointly funds the Merseyside Environmental Advisory Service, which provides specialist advice on the Local Development Framework and planning applications. Technical expertise and funding is shared between the 5 Merseyside District Councils and Halton Borough Council, thus providing economies of scale and specialist services that could not be effectively provided at District level.
- 1.2 This report asks Members to agree to a renewal of the contract for provision of this important advisory service for the period to 31st March 2009 in accordance with paragraph 5.1.2 of the Council's Contract Procedure Rules. Funding is to be shared between the Corporate Services and Technical Services Departments and can be accommodated within existing budgets.

2. Introduction

- 2.1 The Merseyside Environmental Advisory Service (MEAS) is based in Maghull and provides a range of specialist advisory services to subscribing Authorities. These services include advice on current and emerging European and national environmental policies, assistance with Local Development Document preparation (including the Joint Merseyside Waste Development Plan Document), Sustainability Appraisal, Strategic Environmental Assessment and Appropriate Assessment under the Habitats Directive. In support of development control decisions, MEAS advises on site-specific environmental matters, including the analysis of Environmental Impact Assessments.
- 2.2 The MEAS has been established for a number of years, having been set up to support the core Districts of Sefton, St Helens and Knowsley. More recently, Liverpool City Council, Wirral and Halton have become partners. Management is provided through a directing group drawn from senior officers in the 6 Authorities, who provide overall direction and monitor performance and workload.

2.3 Funding for 2007/08 was divided as follows:

District	07/08 contribution	% of Core Budget	Actual work % 07/08	08/09 core contribution (assumes 2.5% inflation)	% of Core Budget
Sefton	£92,942	28.2%	24.5%	£95,267	24.7%
Knowsley	£92,942	21.9%	20.3%	£95,267	24.7%
St Helens	£92,942	28.2%	25.6%	£95,267	24.7%
Halton	£15,450	3.6%	6.3%	£15,943	4.2%
Wirral	£30,900	7.2%	11.5%	£31,673	8.2%
Liverpool	£46,350	11.8%	10.9%	£50,985	13.3%
Totals	£371,526.00			£384,402.00	

This table also shows the 2008/09 contribution, which reflects the actual amount of work carried out on behalf of each District in the past and the potential for growth in service provision. In effect, the core Districts have continued to subsidise Halton, Wirral and Liverpool. The core Districts remain concerned that a more equitable distribution of funding should be achieved.

2.4 In addition, extra work arises, as a result of national legislation (such as the need for Sustainability Appraisal, SEA and Appropriate Assessment), together with the support required for the preparation of Local Development Frameworks.

2.5 MEAS have calculated the Wirral contribution for 2008/09 as £31,673, reflecting an increase for price inflation (2.5%, reduced from an initial assumption of 3%) over the 2007/08 figure of £30,900.

3. Benefits

3.1 The service provided by MEAS offers the following benefits:

- A review of MEAS in 2003 showed that the service provided good value for money, when set against the cost of commissioning private consultants for individual pieces of work.
- MEAS combines local knowledge with technical expertise not otherwise available or economic for individual Districts to provide.
- It provides a capacity to provide common approaches to local environmental issues (an approach supported by national advice, including the White Paper 'Strong and Prosperous Communities').
- Specialist planning policy advice on waste and minerals.

- Preparation of pan-Merseyside Local Development Framework Documents, such as the Joint Merseyside Waste Development Plan Document, Supplementary Planning Documents and Minerals Evidence Base.

4. Other Considerations

- 4.1 MEAS is one of several specialised units that provide support to the Merseyside Districts. Others include the Merseyside Policy Unit within The Mersey Partnership, Mott MacDonald Merseyside Information Service and the Archaeology Unit within the National Galleries and Museums on Merseyside. The subscription arrangements and charges vary.
- 4.2 Members are asked to consider a single year's contribution to MEAS, unlike previous contract renewals, which have been progressed on a three-year agreement. This is because sub-regional arrangements will be reviewed, following the agreement of all Merseyside Local Authorities to the setting up of a City Region Cabinet, to be supported by a series of Boards (Cabinet 16th October 2008, Minute 229 refers). Wirral is the lead authority on the development of an Environment and Waste Board and that Board will consider the most effective way of delivering the services currently provided by MEAS.

5. Summary

- 5.1 MEAS provides a significant technical contribution to several important areas of planning policy and development control. Continuation of this service will provide Wirral with access to a high quality, low cost, specialist environmental advisory service at a time when the need for such services is increasing.
- 5.2 Whilst funding can be provided from existing resources, current constraints limit commitment to the current year, after which the situation will need to be reviewed in consideration of the budgetary position at that time and any revised arrangements that the City Region Cabinet propose.

6. Financial implications

- 6.1 Current funding is provided from existing Corporate Services Departmental budget, alongside a similar contribution from Technical Services Department. The funding requirement of £31,673 for 2008/09 can be accommodated within Corporate Services budget (£15,836.50) and Technical Services budget (£15,836.50).
- 6.2 The contract commitment is time-limited to 31st March 2009, reflecting the need to reconsider the provision of joint services to the sub-region in the future.
- 6.3 The funding agreement sought by this report does not include contributions towards the preparation of the Joint Merseyside Waste Development Plan Document, for which Cabinet made provision at its 30th June 2005 meeting (Minute 80 refers).

7. Staffing implications

- 7.1 There are no implications arising directly from this report.

8. Equal Opportunities implications

8.1 There are no implications arising directly from this report.

9. Community Safety implications

9.1 There are no implications arising directly from this report.

10. Local Agenda 21 implications

10.1 There are no implications arising directly from this report.

11. Planning implications

11.1 There are no implications arising directly from this report.

12. Anti-poverty implications

12.1 There are no implications arising directly from this report.

13. Human Rights implications

13.1 There are no implications arising directly from this report.

14. Social Inclusion implications

14.1 There are no implications arising directly from this report.

15. Local Member Support implications

15.1 There are no implications arising directly from this report.

16. Background Papers

16.1 The following background paper has been used in the preparation of this report:

Strong and Prosperous Communities – The Local Government White Paper,
Department for Communities and Local Government, October 2006

<http://www.communities.gov.uk/publications/localgovernment/strongprosperous>

RECOMMENDATION

- (1) In accordance with paragraph 5.1.2 of the Council's Contract Procedure Rules, Cabinet agrees to extend the MEAS contract on the terms described above until 31st March 2009, at a cost of £31,673 for 2008/09.

J. WILKIE

Deputy Chief Executive/Director of Corporate Services

This report was written by Richard Lewis in the Strategic Development Division of Corporate Services, who can be contacted on 0151 691 8222.

WIRRAL COUNCIL

CABINET – 10TH DECEMBER 2008

REPORT OF THE DIRECTOR OF TECHNICAL SERVICES

SPEED LIMIT & TRAFFIC REGULATION ORDER REVIEW

1.0 EXECUTIVE SUMMARY

- 1.1 This report identifies key elements of necessary review work on speed limits and Traffic Regulation Orders to be undertaken in the next two years for the Council as local Highway Authority to comply with statutory requirements.
- 1.2 It seeks Cabinet's approval to engage consultants via the existing Consultancy Framework in order to complete the review within the set timescale.
- 1.3 The cost of this work is to be met from Local Transport Plan 2008-2011 capital allocations.
- 1.4 This is a key decision included within the Forward Plan.

2.0 BACKGROUND

2.1 Classified Road Speed Limit Review

2.1.1 The Department for Transport (DfT) has published new guidance for the setting of local speed limits in the form of Circular 1/06. The document supersedes and builds on the principles of the original guidance set out in Circular 1/93. The new guidance reflects on the developments of speed management policies and research of recent years and combines a range of powers and techniques associated with setting appropriate speed limits.

2.1.2 The main objectives of Circular 1/06 are:

- the provision of up to date and consistent advice to Traffic Authorities
- improved clarity which will aid greater consistency of speed limits across the country
- the setting of more appropriate local speed limits, including reduced or increased limits where conditions dictate
- the setting of local speed limits that better reflect the needs of all road users, not just motorised vehicles
- improved quality of life for local communities and a better balance between road safety, accessibility and environmental objectives
- improved recognition and understanding by road users of the risks involved on different types of road, the speed limits that apply, and the reasons why
- improved respect for speed limits, and in turn improved self compliance
- continued reductions in the number of road traffic collisions, injuries and deaths in which excessive or inappropriate speed is a contributory factor

2.1.3 In order to achieve these objectives, the DfT requires all Traffic Authorities to undertake a review of speed limits on all A and B classified roads and implement any necessary changes by 2011.

2.1.4 The layout of the road network in Wirral means that there are a number of C classified roads which form important local distributor routes linking A or B classified roads. Additionally, officers are mindful that inappropriate speed on rural roads also creates many issues for other road users. In order to ensure uniformity throughout

the highway network, it is proposed that the review of speed limits will also include C classified roads.

2.1.5 Cabinet will also be aware of the Roadsafe Action Plan jointly entered into with Merseyside Police, the sole purpose of which is to reduce the number of collisions and personal injuries in line with the national indicator set, the LAA and Corporate and Departmental targets. This review will assist in the achievement of these objectives.

2.2 Traffic Regulation Order Review

2.2.1 Members will appreciate that, historically, we have been in receipt of enquiries relating to many locations which would benefit from a review of the existing parking conditions. However, the deployment of resources into other key activities has not enabled this work to proceed as quickly as we would have hoped.

2.2.2 By adopting a holistic approach, the inclusion of TRO's will enable the existing significant backlog of enquiries to be efficiently addressed as a parallel exercise.

2.2.3 The review of TROs will cover issues such as the need to prevent/reduce personal injury accidents, reduce congestion and delay on major routes, promote the use of more sustainable modes of transport and assist with economic growth and regeneration.

2.2.4 The suitability of existing waiting restrictions will also be considered along with the potential need for additional measures. Lengths of road or junctions with no waiting restrictions will also be reviewed in order to identify any other areas where parked vehicles are giving rise to road safety issues.

2.2.5 Particular consideration is given to the Authority's Network Management duties under the Traffic Management Act 2004 and in particular the requirement to "secure the expeditious movement of traffic on the Authority's road network".

3.0 PROJECT BRIEF

3.1 As identified in paragraph 1.2, it is recommended to engage consultants from the existing Consultancy Framework previously approved by Cabinet.

3.2 Attached for Cabinet's information and noting is a draft commissioning project brief which it is intended to be developed with the Consultants.

3.3 The importance of undertaking these reviews cannot be underestimated. Firstly as a local Highway Authority we have to comply with statutory requirements and secondly as the scope of the reviews suggest the efforts and attention towards lowering the number of collisions involving personal injury is paramount.

3.4 The project brief also encompasses the requirement for the consultants to provide an IT GIS data capture programme such that all historic data reviewed and all new proposals arising out of the reviews are accurately captured within one system.

4.0 FINANCIAL IMPLICATIONS

4.1 Wirral is not alone in undertaking this scope of work. Officers have sought advice from other local Highway Authorities, some of which are some way into their projects, and have been able to estimate the level of funding typically required to carry out this work based on their experiences.

4.2 The cost of the entire project, for the review of speed limits and traffic regulation orders, will be met from the existing LTP 2008-2011 budget and can be broken down as follows:

- £225k in 2009/10
- £155k in 2010/11

4.3 As detailed in the attached Project Brief, the use of a Consultant from the Council's existing Consultancy Framework will enable the review to be completed within the required timescale.

5.0 STAFFING IMPLICATIONS

5.1 Existing staff will be used to further progress the commission and client the project through to completion.

6.0 EQUAL OPPORTUNITIES IMPLICATIONS

6.1 There are no specific ethnic minority or elderly persons implications, although lower speed limits and attention to waiting restrictions should make the road safer.

7.0 COMMUNITY SAFETY IMPLICATIONS

7.1 The review of speed limits and waiting restrictions will assist in the achievement of the Council's Corporate Objective and LAA targets to reduce the number of people killed or seriously injured in traffic accidents. The review also has the potential to improve the quality of life for local communities and vulnerable road users.

8.0 LOCAL AGENDA 21 IMPLICATIONS

8.1 The control of parking is part of a wider strategy to reduce reliance on the use of the motorcar to improve the overall quality of life for those who visit, live or work in Wirral.

9.0 PLANNING IMPLICATIONS

9.1 There are no direct planning implications arising directly from this report.

10.0 HUMAN RIGHTS IMPLICATIONS

10.1 There are no human rights implications arising directly from this report.

11.0 ANTI-POVERTY IMPLICATIONS

11.1 There are no specific anti-poverty implications arising directly from this report.

12.0 SOCIAL INCLUSION IMPLICATIONS

12.1 There are no specific social inclusion implications arising directly from this report.

13.0 ACCESS TO INFORMATION ACT

13.1 No background papers have been used in the preparation of this report.

13.0 LOCAL MEMBER SUPPORT IMPLICATIONS

13.1 This report has implications for all wards.

14.0 BACKGROUND PAPERS

14.1 Department for Transport Circular 1/06 "Setting Local Speed Limits" has been used in the preparation of this report.

15.0 RECOMMENDATIONS

That

- (1) the statutory requirement to review speed limits on all A and B classified roads by 2011 be noted;
- (2) the Director of Technical Services be authorised to engage consultants from the Consultancy Framework to undertake a review of all speed limits and Traffic Regulation Orders on all A, B and C class roads as suggested in this report;
- (3) funding from the LTP Capital Programme 2008-2011 be endorsed as follows:
£225,000 in 2009/10
£155,000 in 2010/11
- (4) the Director of Technical Services to provide further reports as necessary to update Cabinet on the progress of this Review.

DAVID GREEN, DIRECTOR
TECHNICAL SERVICES

CONSULTANT FRAMEWORK ARRANGEMENT PROJECT BRIEF

PROJECT: SPEED LIMIT AND TRAFFIC REGULATION ORDER REVIEW

1.0 INTRODUCTION

- 1.1 Following the publication of Circular 1/06 "Setting Local Speed Limits", Wirral Council is mindful of the requirement to review the speed limit on all A & B classified roads, and introduce any necessary changes by 2011.
- 1.2 The review of speed limits will aim to achieve the objectives set by the Department for Transport and will therefore be carried out in accordance with the guidance as documented in Circular 1/06.
- 1.3 Together with the review of speed limits, under the Council's Network Management Duty under Part 2, Section 16 of the Traffic Management Act, a review of Traffic Regulation Orders, in the form of suggesting or revoking / amending waiting restrictions, will also be carried out.
- 1.4 The review of waiting restrictions will allow officers to consider the suitability of existing schemes and the effect on the highway network of any additional schemes, the need for which may be identified as part of the review.
- 1.5 A number of C classified roads also form part of the Council's Network Management "Road Hierarchy Plan", forming strategic routes between the A and B road network. The Council is therefore of the opinion that the full C classified road network will be included in both the review of speed limits and waiting restrictions.
- 1.6 The highway network subject to review totals 210km and can be broken down as follows:
- | | | |
|-------------------|---|------|
| A classified road | - | 98km |
| B classified road | - | 62km |
| C classified road | - | 50km |
- 1.7 The combined review will consider the need to prevent/reduce personal injury accidents, reduce congestion and delay, promote the use of more sustainable modes of transport and assist with economic growth and regeneration.
- 1.8 The Council receives many enquiries relating to the suitability of existing waiting restrictions when compared to the modern environment. Consideration will therefore be given to the suitability of existing waiting restrictions on the classified road network. The Council is mindful of its requirement under the Traffic Management Act to "secure the expeditious movement of traffic on the Authority's road network" and the potential need for additional restrictions, where conditions dictate, in order to fulfil the duty will also be proposed as necessary.
- 1.9 The combined review may also have an effect on Unclassified side roads and therefore consideration will also be given to the extent of restrictions, speed limit or otherwise which may extend in to junctions and side roads.

2.0 SCOPE OF COMMISSION

2.1 The Consultant is required to undertake the following Services:

- (i) Identify, from site visits and captured data, the extent of all existing speed limits and waiting restrictions, including details and locations of all traffic signs and associated road markings (speed limit roundels, dragons teeth, yellow lines, time plates, etc) and plot on base line maps in electronic format;
- (ii) Carry out speed surveys in order to ascertain mean and 85 percentile speeds for routes, or parts of routes, as deemed necessary in order to carry out the review of speed limits;
- (iii) Complete detailed review of all speed limits against current guidance including PIA data and propose revised speed limits where necessary;
- (iv) Highlight to Officers the potential for cost savings such as the removal of illumination from traffic signs and/or the use of new technology;
- (v) Liaise as necessary within the statutory guidelines with Council Officers, Emergency Services, Elected Members and the General Public and others;
- (vi) Provide recommendations, with supporting evidence, for the introduction, alteration or removal of waiting restrictions, and for alterations to speed limits;
- (vii) Check and confirm that existing restrictions comply with the current Traffic Regulation Order and highlight anomalies to Council Officers;
- (viii) Prepare and submit for approval detailed designs of any speed limit and/or waiting restriction schemes that the Council chooses to adopt;
- (ix) Carry out necessary consultation with external bodies as necessary to implement any speed limit or waiting restrictions that the Council chooses to adopt;
- (x) Receive, process and respond to queries and/or objections received in relation to proposals;
- (xi) Prepare written reports for submission to Cabinet and/or the Streetscene and Transport Services Overview and Scrutiny Committee;
- (xii) Arrange for inclusive data capture within a mapping GIS system of all locations investigated within the review and to include for capture of all amendments.

2.2 Liaison Requirements:

- (i) Throughout the commission, the Consultant will be required to liaise as necessary with Council Officers, the Council's Contractor(s), Partners, representatives of the Statutory Undertakers and their agents, adjacent landowners and other stakeholders.
- (ii) Continuation of the Services after completion of those services to be performed under paragraph 2.1 of the Brief shall be conditional on the written approval of the Council to proceed.

2.3 Deliverables:

- (i) The Council will utilise its Contractor to implement physical measures. Therefore, the Consultant is required to provide the following:
 - 1 No electronic copy in Microsoft Word/Excel and PDF format of all written correspondence, reports, recommendations and other documents associated with the review.
 - 1 No set of paper copies of all written correspondence, reports, recommendations and other documents associated with the review.
 - 6 No sets of paper copies for all necessary detailed designs and 1 No set in AutoCAD 2004 format.
- (ii) The Council's delivery programme requires that the review and any the implementation of any alterations must be completed by 31 December 2010. The Consultant will be required to programme activities such that this timescale can be achieved and this must be demonstrated by submission of a project plan.
- (iii) Consideration will also be given to the seasonal nature of laying carriageway markings and therefore the Consultant must also programme activities to allow the Council the opportunity to lay carriageway markings during the Summer / Autumn months.
- (iv) The roads considered in the review together with recommended amendments to be made available to the Council in a compatible GIS mapping format.

3.0 ARRANGEMENTS FOR PROPOSAL AND REMUNERATION

- 3.1 The Council's Framework Consultant is invited to submit a brief proposal letter clearly indicating how they would meet the requirements of this brief.
- 3.2 An all-inclusive (including any estimated third-party expenses) estimated summary cost (ceiling figure) should be submitted with the proposal, based upon the Consultant's rates that are included in the Framework Arrangement Memorandum of Agreement, clearly indicating those staff that it is intended will be engaged on the commission and the estimated number of hours allocated to them together with details of their relevant qualifications and experience in relation to the requirements of the brief. This ceiling figure may not be exceeded without the written authorisation of the Council. The proposal should also include details of the office location from which the commission would be administered and managed.
- 3.3 The proposal should include a brief programme indicating how the various activities listed in part 2 above will be delivered within the required timescale. Details should also be included relating to the readiness and availability of the Consultant's key staff to commence duties associated with the commission.
- 3.4 Any enquiries during the preparation of the proposal should be made to:

Joseph Smith
Group Leader
0151 606 2146
darrenhawes@wirral.gov.uk
- 3.5 The Council may choose to retain the services of the appointed Consultant in an advisory capacity throughout any subsequent financial reporting and account settlement procedures.

3.6 Remuneration will be in accordance with the Council's Framework Arrangement Memorandum of Agreement.

4.0 DOCUMENTS AVAILABLE

4.1 The following documents will be made available to the Consultant appointed:

- Paper copies and I.T. mapped copies where applicable of existing Traffic Regulation Orders for speed and waiting restrictions.
- Schedule of classified roads.
- Details of personal injury accidents.
- Copies of any correspondence judged to aid the review.

4.2 The documents above will be original versions and the Consultant must make copies and return the originals to the Council in the condition provided.

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank