



Policy and Performance Co-ordinating Committee

Date: Tuesday, 1 April 2014

Time: 6.00 pm

Venue: Committee Room 1 - Wallasey Town Hall

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AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **CODE OF CONDUCT - DECLARATIONS OF INTEREST RELEVANT AUTHORITIES (DISCLOSABLE PECUNIARY INTERESTS) REGULATIONS 2012, INCLUDING PARTY WHIP DECLARATIONS**

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

Members are reminded that they should also declare whether they are subject to a party whip in connection with any item(s) to be considered at this meeting and, if so, to declare it and state the nature of the whipping arrangement.

3. **MINUTES (Pages 1 - 34)**

To approve the accuracy of the Minutes of the meeting of the Committee held on 15 January 2014 and the Minutes of the Special meetings of the Committee held on 5 and 27 February 2014. **(Attached)**

4. NOTICE OF MOTION - LABOUR'S EFFECTIVE STEWARDSHIP

The following Notice of Motion was submitted for the Council meeting held on 10 March 2014 in accordance with Standing Order No. 7(1). The Mayor having considered this motion, in accordance with Standing Order No. 7(4) referred it to this Committee.

Proposed by Councillor Phil Davies

Seconded by Councillor Ann McLachlan

Council congratulates the Labour Administration on its prudent financial management of the Council which has enabled Council Tax to be frozen for the next 2 years.

At the same time, Labour has delivered a new house-building programme, help for the unemployed through the Reachout programme and financial assistance for community groups under the 'Love Wirral' initiative together with many other progressive policies.

This has been achieved despite the Government's draconian cuts to Wirral's budget.

5. UPDATE ON THE COMMUNITY BUDGETS/PUBLIC SERVICE TRANSFORMATION PROJECT (Pages 35 - 48)

Report of the Head of Communications and Community Engagement.

6. UNIVERSAL CREDIT PROGRESS REPORT (Pages 49 - 54)

Report of the Head of Business Processes.

7. PROTOCOL FOR THE ESTABLISHMENT OF JOINT HEALTH SCRUTINY ARRANGEMENTS FOR CHESHIRE AND MERSEYSIDE (Pages 55 - 78)

Report of the Director of Public Health/Head of Policy and Performance.

8. CORPORATE PLAN PERFORMANCE MANAGEMENT REPORT (Pages 79 - 94)

Report of the Director of Public Health and Head of Policy and Performance.

9. BUDGET MONITORING REPORT (Pages 95 - 154)

Report of the Strategic Director – Transformation and Resources. This report was considered by the Cabinet at its meeting on 13 March 2014.

10. POTENTIAL TASK AND FINISH WORK THEMES FOR THE CO-ORDINATING COMMITTEE (Pages 155 - 158)

Report of the Director of Public Health/Head of Policy and Performance.

11. WORK PROGRAMME UPDATE (Pages 159 - 176)

Report of the Chair attached.

12. URGENT BUSINESS APPROVED BY THE CHAIR - PART 1

13. EXEMPT INFORMATION - EXCLUSION OF THE PRESS AND PUBLIC

14. URGENT BUSINESS APPROVED BY THE CHAIR - PART 2

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COORDINATING COMMITTEE

Wednesday, 15 January 2014

Present: Councillor S Whittingham (Chair)

Councillors S Foulkes B Mooney
A Hodson D Roberts
A Brighthouse J Stapleton
RL Abbey D Elderton
P Doughty L Fraser
P Glasman A Sykes
M McLaughlin S Williams

27 APOLOGIES FOR ABSENCE

No apologies received

28 CODE OF CONDUCT - DECLARATIONS OF INTEREST RELEVANT AUTHORITIES (DISCLOSABLE PECUNIARY INTERESTS) REGULATIONS 2012, INCLUDING PARTY WHIP DECLARATIONS

Councillor McLaughlin declared a non pecuniary interest by virtue of her daughters placement at a Wirral Care Home.

29 MINUTES

A Member referred to the length of the agenda with reference to comments made during the previous Committee Meeting whereby concerns were raised over the amounts of paperwork assimilated. Further concerns were raised due to length of the current agenda (126 pages)

The Head of Commissioning, Performance and Business Intelligence suggested that as a solution key issues could be highlighted in a cover sheet.

Members emphasised that they would welcome any alternative as a means to would simplify and highlight key issues.

Resolved – That the minutes be approved.

30 INDIVIDUAL ELECTORAL REGISTRATION SCRUTINY REVIEW REPORT

A Report by the Director of Public Health/ Head of Policy and Performance provided a detailed account of a Scrutiny Review which considered Wirral's preparations for the introduction of Individual Electoral Registration (IER) in

2014. Members heard how the introduction of IER was a government initiative to transfer the existing property- based electoral register to a new register which would rely on individuals registering themselves.

The Chair of the IER Scrutiny Review Panel addressed the Committee. A vote of thanks was expressed to all that had been involved with the piece of work. It was identified that while the accuracy of Wirral's Electoral Register was above the national average, some trends had been identified, particularly in the more deprived areas of the Borough in relation to inaccuracies. The positive aspects of cross party working was then highlighted.

Other Members of the IER Scrutiny Review Panel present endorsed comments made by Councillor Stapleton.

A Member highlighted concerns with paragraph 3.3 of the report whereby it was reported that in some wards, notably those with higher levels of known deprivation, there would be a higher proportion of voters not automatically transferred onto the register. The question was raised as to what could be put in place to alleviate this problem.

The Project Coordinator Policy and Performance Manager clarified that work will be undertaken to canvass targeted areas. A test run had been conducted that had proved successful. The Head of Legal and Member Services commented that the Cabinet Office and Electoral Commission will be co-ordinating and launching a national campaign and the Council will look to undertake a targeted awareness campaign aimed at specific areas within electoral wards as required.

A Member suggested that a campaign on local radio be launched to encourage the public to ensure they are on the electoral register. It was suggested that the campaign should include information about the negative effect on personal credit ratings and the ability to gain credit if an individual is not on the electoral register.

A Member raised concerns about members of the public who will continue to be excluded. It was stated that this should be raised at Cabinet level. It was then suggested that any costs involved for radio campaigns could be shared with neighbouring authorities.

Another Member suggested that the Council's current IT systems continue to be looked at so data can correspond with gaps on the register.

RESOLVED:

That Members of the Committee note the contents and recommendations of the report.

That Members agree that the report be referred to Cabinet.

31 **SCRUTINY REVIEW GUIDANCE**

A Report by the Director of Public Health/ Head of Policy and Performance set out draft guidance for the setting up and operation of Scrutiny Review Panels to ensure there is a consistency of approach to task and finish work across the four Policy and Performance Committees.

Members considered the guidance and welcomed that there are significantly more scrutiny reviews being undertaken thus further demonstrating the direction of travel in the Council's improvement journey.

RESOLVED:

All Members welcomed that there are significantly more scrutiny reviews being undertaken which the Committee believes further demonstrate the direction of travel in the Council's improvement journey.

32 **CORPORATE PLAN PERFORMANCE REPORT**

A Report by the Director of Public Health/Head of Policy and Performance updated Members of the Committee on the current performance of the Council (as at 30th November 2013) against the delivery of the Corporate Plan for 2013/14. Appended to the report was the Corporate Plan Performance, Finance and Risk Report demonstrating overall status of actions across departments.

The Head of Commissioning, Performance and Business Intelligence identified to Members that items 7 and 17 on the Corporate Performance Plan have progressed to Green Status, both of which had previously been red.

The Head of Commissioning, Performance and Business Intelligence then informed Members that an error had been identified on the Corporate Plan Statistical Report. He advised that he would arrange for Members to receive the correct version electronically following the meeting.

Members were then advised that Performance Reviews would be made available on the website on a monthly basis.

Members proceeded to discuss items on the Plan that had a 'red' status.

The Director of Adult Social Services addressed the Committee and referred to item 4 on the plan entitled 'permanent admissions of older people (aged 65

and over) to residential and nursing care homes, per 100, 000 population'. Members heard that placement to care home levels have started to reduce since July 2013 with the exception of October. The Performance Action Template set out the focus of activity to improve performance including: maximising community based options, focus on promoting independence and current commissioning activity that will deliver more capacity and a greater range of domiciliary care. It was stated that the issue will remain a 'red' indicator for the foreseeable future due to the complexity of the situation..

A Member reinforced the complexity of the issue and advised that this area is being examined through a task and finish group.

A Member queried the reasoning behind the drop in admissions in June 2013.

The Director of Adult Social Services informed Members that levels tend to vary considerably and drew Members attention to the relatively small scale of the graph.

A Member sought clarification on the process of 'placing' an individual.

The Director of Adult Social Services explained that legislation introducing detailed but a time consuming process. From an NHS perspective an assessment is undertaken as to whether clinical support is needed. Members heard that the decision is based upon individual needs.

A Member stated that it is a reasonable assumption that the NHS focus on discharging people from hospital and asked what assumptions can be made for Adult Social Services for next year?

The Director of Adult Social Services stated that investments should be made in cultural change. Members heard that there will continue to be challenges in forthcoming years.

A Member sought clarification on the assessment process and queried whether this was undertaken by telephone or through visiting the individual involved.

It was explained that other than hospital referrals all people referred will be visited by a Social Worker in their own home. Initial referrals are through the Council's Central Advice and Duty Team, a risk assessment is then conducted to decipher whether the matter is a safeguarding issue. The CADT referral will involve a conversation with the individual involved.

A Member requested figures be provided for outstanding costs owed to the Council.

The Director of Adult Social Services informed Members that he did not have the information at that present time but he would circulate to Members after this meeting

The Head of Financial Services addressed the Committee in relation to item 16 on the Corporate Plan Performance entitled 'Adult Care Packages' supported by Direct Debit. Members were advised that this target will be reviewed by the end of the year.

RESOLVED:

That the Committee utilises the information contained in the report to inform its future work plan.

33 BUDGET MONITOR REPORT INCLUDING REVENUE SAVINGS AND CAPITAL (MONTH 7 MONITOR REPORT FROM THE CABINET - 10 DECEMBER 2013

A Report by the Director of Resources detailed the Monitoring position for month 7 (ending 31 October 2013). Appended to the report was the Revenue Monitoring Report for the same period.

The Head of Financial Services advised Members that month 8 is now available. The position has improved during this time period, however, £250,000 was required to be spent in repairs after flooding in New Brighton.

A Member enquired how much had been spent on the Council's restructure programme.

It was reported that work is ongoing with Cheshire West and funding has been set aside following the EVR programme. Exact Figures were not available.

RESOLVED:

That the Cabinet's recommendations as set out in the two reports be noted.

34 POLICY UPDATE

A Report by the Director of Public Health/ Head of Policy and Performance provided a policy briefing to Members. The purpose of the report was to enable Members to review new areas of policy and the government initiatives that will impact on local government in the short to medium term.

A Member requested that Work Place Community budgets be included in the work programme and the report be received at the next meeting of the Committee.

RESOLVED:

That Members note the contents of the report.

35 **WORK PROGRAMME**

A Report by the Director of Public Health and Head of Policy and Performance updated Members on progress delivering the Scrutiny Work Programme for this Committee as agreed at the last scheduled meeting in September 2013. The report also provided an overview of the wider Work Programme including the other Policy and Performance Committees.

A Member expressed thanks to Mike Callon, Project Co-ordinator for the work he had undertaken.

The Project Coordinator advised Members that a meeting will be held for Chairs and Vice Chairs to review progress on how recommendations are tracked.

A Member expressed concerns regarding the Budget Options Scrutiny Review in that a proposal to review Council Tax was discussed at the first meeting but was not progressed at the second meeting.

The Chair of the Review Panel advised that following discussion at the second meeting, the unanimous view of those present was to recommend the Budget Options review is not progressed at this time as there had been uncertainty about the objectives it was seeking to achieve. A series of alternative proposals for task and finish work were recommended by the panel Members for the Committee to consider.

Another Member commented that with so many more scrutiny reviews taking place, we are on a learning curve and the most important aspect is having clear and strong recommendations from this Committee.

A Member then suggested that further information be provided on the proposals for task and finish work as put forward by the Budget Options Review Panel in the form of an officer report to the next meeting of this committee.

RESOLVED:

That the feedback from the Budget Options Scrutiny Review be noted.

That the proposals for alternative pieces of Task and Finish work arising from the Impact of Budget Options Panel discussions be noted.

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POLICY AND PERFORMANCE CO-ORDINATING COMMITTEE

Wednesday, 5 February 2014

Present:

Councillor S Foulkes (in the Chair)

Councillors	A Hodson	J Stapleton
	A Brighouse	D Elderton
	P Doughty	L Fraser
	D Elderton	A Sykes
	P Glasman	W Clements (in place of S Williams)
	M McLaughlin	D Realey (in place of S Whittingham)
	B Mooney	J Salter (in place of RL Abbey)
	D Roberts	

36 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors R Abbey, S Whittingham and S Williams.

37 **CODE OF CONDUCT - DECLARATIONS OF INTEREST RELEVANT
AUTHORITIES (DISCLOSABLE PECUNIARY INTERESTS) REGULATIONS
2012, INCLUDING PARTY WHIP DECLARATIONS**

No declarations of interest were received.

38 **MEMBERSHIP OF THE COMMITTEE**

The School Standards and Framework Act 1998 for parent governors and the Education Act 1996 for Diocesan Representatives confirmed that each Local Authority must appoint at least two (and not more than five) parent governor representatives and two Diocesan representatives to each Committee or Sub-Committee dealing with educational matters. These co-opted Members must have full voting rights in relation to any decisions concerning education and school matters.

The Council, at its Annual Meeting on 20 May 2013, had appointed two Parent Governor representatives and two Diocesan representatives (as statutory co-optees) to the Policy and Performance Committee – Families and Wellbeing, the Committee responsible for the scrutiny of educational matters and these statutory co-optees were entitled to participate and vote on such matters.

The Chair reported that, during the last review of the Council's Constitution, an attempt had been made to streamline the Scrutiny Call-in procedure by this Committee being made responsible for hearing all call-ins. Unfortunately, in doing this the fact that the Committee would need to deal with call-ins relating to educational matters had been unintentionally overlooked.

Two Cabinet decisions relating to educational matters had been called in as follows:

- Minute No. 129 – Report Seeking Approval to Consult on the Closure of the Lyndale School; and
- Minute No. 140 – Proposals for Changes to School Top Up Payments for Students with High Needs.

As both call-ins related to educational matters, the Committee would not be able to consider these call-ins until its Membership had been increased to include the School Governor and Diocesan representatives referred to above. They had to be afforded the opportunity to participate and vote in respect of each call-in. It was noted that only the Council was able to extend the membership of its Committees.

The Head of Legal and Member Services then responded to a number of questions about witnesses called to provide evidence and sending in written evidence if they were unable to attend. It was noted that there was nothing specific about this included in the Council's Constitution. The evidence presented to the Committee was at the Chair's discretion. It was dependent on the information provided and the value the Chair put on it. The point was well made that if a witness did not attend but instead provided written evidence, there was no opportunity to ask questions on his or her written submission.

The Chair informed that if, because of exceptional circumstances, a witness was unable to attend the reconvened meeting of the Committee he would discuss whether to accept written evidence with the Head of Legal and Member Services.

RESOLVED: That

- (1) the Committee notes the two call-in notices received;**
- (2) the meeting be adjourned until 6pm on Thursday, 27 February 2014;**
- (3) it be recommended that the Council extends the Membership of the Policy and Co-ordinating Committee to include;**

- (a) two Parent Governor representatives; and**
 - (b) a representative of each of the appropriate Diocesan Authorities with voting rights, for the purpose of dealing with educational matters.**
- (4) in order to meet legal requirements when considering educational matters the Council be recommended to co-opt onto the Policy and Performance Co-ordinating Committee:**
 - (a) the following two Parent Governor Representatives, elected to sit on the Council's scrutiny committees that deal with education (with voting rights, in respect of educational matters only)**
 - Mrs H Shoebridge (until 28 October 2015); and**
 - Mrs Nicola Smith (until 8 February 2017)**
 - and;**
 - (b) the following two Diocesan Authority representatives (with voting right in respect of educational matters only)**
 - Damien Cunningham (representing the Roman Catholic Diocese of Shrewsbury); and**
 - a representative of the Church of England Diocese of Chester (currently a nomination has not yet been made).**

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POLICY AND PERFORMANCE CO-ORDINATING COMMITTEE

Thursday, 27 February 2014

Present:

Councillor S Foulkes (In the Chair)

Councillors	A Hodson	J Stapleton
	A Brighthouse	D Elderton
	P Doughty	L Fraser
	P Glasman	A Sykes
	M McLaughlin	W Clements (In place of S Williams)
	B Mooney	J Salter (In place of RL Abbey)
	D Roberts	D Realey (In place of S Whittingham)
	Ms N Smith	

39 **CO-OPTED MEMBERS**

The Committee was reminded that the meeting had been adjourned on 5 February 2014 until this evening so that the Council could be recommended to extend the Committee's Membership to include two Parent Governor and appropriate Diocesan Authorities' representatives (as statutory co-optees) to sit on the Committee and vote when it considered educational matters. (Minute No. 38 refers.) The Chair apologised for having to adjourn the meeting on 27 February 2014. It had been necessary because it had been important to ensure that its Membership was correct when it considered the two call-ins which related to educational matters.

Consequently, the Council, at its meeting on 25 February 2014, in order to meet legal requirements, had co-opted onto the Committee:

the following two Parent Governor representatives:

- Mrs H Shoebridge (until 28 October 2015); and
- Mrs Nicola Smith (until 8 February 2017)

and;

the following two Diocesan Authority representatives

- Damien Cunningham (representing the Roman Catholic Diocese of Shrewsbury); and

- a representative of the Church of England Diocese of Chester (currently a nomination has not yet been made).

(Minute No. 78 refers.)

Mrs Smith was in attendance and the Chair welcomed her to her first meeting of the Committee.

40 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors R Abby, S Whittingham and S Williams, Mrs H Shoebridge and Damien Cunningham.

41 **CODE OF CONDUCT - DECLARATIONS OF INTEREST RELEVANT AUTHORITIES (DISCLOSABLE PECUNIARY INTERESTS) REGULATIONS 2012, INCLUDING PARTY WHIP DECLARATIONS**

Mrs Nicola Smith informed that she had a relative who worked at the Lyndale School.

42 **PROCEDURE FOR CONSIDERING A DECISION THAT HAS BEEN CALLED-IN**

The Committee noted the procedure for dealing with a decision that had been subject to the Council's call-in process. This procedure had been agreed and adopted by the Committee for this purpose at its meeting on 24 June 2014. (Minute No. 4 refers.)

43 **CALL-IN OF A DELEGATED DECISION - CABINET MINUTE NO. 129 - REPORT SEEKING APPROVAL TO CONSULT ON THE CLOSURE OF THE LYNDALE SCHOOL**

In accordance with the procedure previously agreed by the Committee, the Chair referred to the decision of the Cabinet which agreed to consult on the closure of the Lyndale School; and authorise the Director of Children's Services (or her nominee) to compile and produce the appropriate Consultation Document and proceed with the Consultation exercise as soon as practicably possible. (Cabinet Minute No. 129 refers.)

The decision had been called-in by Councillors T Harney, P Gilchrist, J Green, I Lewis, C Povall and P Williams, on the following grounds:

The Cabinet was not given the full information to make a decision:

- The category of Complex Learning Difficulties (CLD) includes children with Profound and Multiple Learning Difficulties (PMLD) and children

on the Autistic Spectrum. Their needs are different. This is not made clear.

- The School has been in discussion with the LA about its future for 8 years. The uncertainty has caused some parents to send their children elsewhere.
- The educational needs of the children are not analysed.
- In paragraph 2.8, the LA admits they have failed to consider the funding of the school over past years. The funding arrangements are, in reality, in the hands of the LA and, in fact, were agreed at the same time as this proposal.
- The argument about overheads ignores the present discussions between the Local Authority and Governors about reducing overheads.
- Table 2 does not discuss the different nature of the intakes of the 3 schools. This is misleading.
- The work done by Eric Craven on behalf of the LA looking at the needs of the PMLD pupils at the Lyndale and other schools has never been referred to.
- The resolution of the Council of February 14 2010 and the work done by the Local Authority following this have not been referred to, not even mentioned. This should have formed the context for the present decision.

The Committee was invited to consider the decision that had been made and determine, in the light of evidence to be presented, the most appropriate course of action. The Committee had no power to overturn a Cabinet decision, or to substitute its own decision in place of the original. The options open to the Committee were:

- to take no further action, in which case the original decision shall take immediate effect and may be implemented;
- to refer the decision back to the Cabinet Member for reconsideration, setting out in writing the nature of the Committee's concerns;
- to refer the matter to the Council, if the Committee believes that the decision was outside the policy framework or contrary to or not wholly in accordance with the budget.
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Explanation of the Call-In by the Lead Signatory, Councillor Tom Harney

Councillor Tom Harney provided a brief rationale for the call-in of the Cabinet's decision. He informed that there were a lot of reasons for calling in the decision and some he referred to as 'technicalities'. He considered that things had been missing from the Cabinet's report which should have been included. Councillor Harney believed that the focus should be on the lives of the Children in the School.

Councillor Harney reminded the Cabinet that at its meeting on 14 February 2014 the Council had received a petition from the Lyndale School of 1874

signatures asking the Council to develop, as a matter of urgency, a consistent and coherent policy for children with profound and multiple learning difficulties. Consequently, it had been resolved unanimously

‘That the Council initiates, as a matter of urgency, a thorough review of the current provision for children and young people with profound and multiple learning difficulties (PMLD) on Wirral. The review will produce a comprehensive policy regarding the best ways to educate, support and care for these children and young people including transition from and provision during life beyond school. Parents will be fully involved in the planning and writing of this policy.

This review will be presented to Cabinet by the end of 2011.’

(Minute No. 80 (B) refers)

No reference had been made to this work in the Cabinet report. The children who attended the Lyndale School had key special needs and a lot of them needed 1 to 1 attention.

Explanation of the Decision Taken by the Cabinet – Councillor Tony Smith – Cabinet Member – Children and Family Services

Councillor Tony Smith informed that under the Education Act 1996, the local education authority had a statutory duty to ensure that there were sufficient school places in its administrative area with fair access to educational opportunity to promote the fulfilment of every child’s potential. To do this any future plans had to consider the educational benefits for children, value for money, and the ways schools could develop collaborative practice in the best interests of children.

Considerations taken into account when proceeding to consult on the closure of a school included viability and sustainability, standards, diversity and parental preference, pupil numbers and financial implications. These were not exhaustive and each case would have different circumstances and would need to be considered on their individual merits.

In the case of the proposed closure of the Lyndale School, the local education authority would also need to take into account the current provision for children with CLD and PMLD at the Lyndale, Elleray Park and Stanley Primary Schools and Foxfield and Meadowside Secondary Schools.

Councillor Smith told the Committee that the future of the Lyndale School had been under consideration for six to eight years and during this time its roll had reduced to the extent that there were now only 23 pupils in the School. The falling roll was bringing the School’s future viability into sharp focus.

Councillor Smith reported that in 2013 a new system of funding had been introduced by the Department for Education for the funding of High Needs pupils in schools. This had established a new national system for the funding of specialist provision, with each school receiving an amount of £10,000 per place and an additional top up based on individual pupil needs. This new system was known as Place plus. In respect of "Place", funding authorities were obliged to review specialist provision ahead of confirming 2014/15 place numbers.

Councillor Smith informed the Committee that the case for concern at the Lyndale School was that the Top Up funding (i.e. the "Plus" element) would reflect the additional support costs in excess of place funding for individual pupils and students and would take into account factors such as the pupils individual needs and facilities/support provided. Some local education authorities had set rates specific to each institution and this had been the initial approach in Wirral during the first year of transition to the new funding system in 2013/14.

Councillor Smith then referred to the proposed banded system of top ups (funding for particular types of need was the same within bands across the authority) that had been developed by Wirral Schools Forum's SEN Finance Steering Group and referred to the details that had been included in the Cabinet report.

Councillor Smith told the Committee that a drop in pupil numbers, the change in funding and future financial projections were the reasons for the consultation on the closure of the Lyndale School. The proposal had not been informed by the quality of the teaching or the care provided at the School which was outstanding. He was very aware that the School was highly regarded.

Councillor Smith informed that he was aware that the proposal to consult on closure was distressing for the parents involved. He informed that all views would be taken into account. Some new options may emerge and those thought previously as not viable would be revisited. Councillor Smith's view was that the proposed consultation was a clear step in obtaining greater certainty over the School's future.

Evidence from Call-In Witnesses

Zoe Anderson (Parent)

Ms Anderson informed the Committee that her daughter Lily, who was 8½ years old, had been a pupil at Lyndale School since she was 2½. Ms Anderson informed the Committee of Lily's medical history, extensive health issues and associated problems. Ms Anderson told the Committee that Lily's

condition was very complex, she was extremely vulnerable and the fact that she managed to attend school was miraculous.

Ms Anderson informed that the Lyndale School was a place she could send her daughter in the knowledge that she would be safe. Lily was unique in her own problems but not unique in Lyndale School where all the children were extremely vulnerable. Ms Anderson considered that the local education authority had legal and moral obligations to maintain the standard set by the Lyndale School no matter what the cost may be. The School was very important in the lives of its 23 pupils.

Ms Anderson informed that she had been asked to consider two schools that Lily could attend and both were full. She had been told that the Council would create a school within a school. She expressed her fears and concerns over the decision the Cabinet had made to look at the possibility of closing the Lyndale School and at the way the process had been carried out. She told Members that she had lost faith in the process and did not feel confident that her daughter would be safe in any other school.

Members then asked Ms Anderson some questions which she answered as appropriate. It was noted that Ms Anderson was concerned that questions that had been put to the Director of Children's Services on a number of occasions had not been answered. If they were to be, then her faith in the process would be restored. It was also noted that Ms Anderson had visited other schools, was concerned over the lack of space and considered that the safety and inclusion provided by the Lyndale School could not be provided elsewhere, even if the teaching staff at Lyndale School were transferred there.

Rochelle Smith (Parent)

Ms Smith informed the Committee that her daughter Madeleine was a pupil at the Lyndale School. Madeleine was a complex child and the School met her medical needs and those of the most vulnerable children on the Wirral, providing a calm, safe and secure environment where they could learn.

Ms Smith also informed that she had been made aware, by a Health official that the Lyndale School may close, in view of its pupil numbers, before her daughter had started at the School.

Ms Smith had not been offered the Lyndale School by the local education authority. She had written to the Deputy Director CYPD and Assistant Chief Executive and received an email response back from an officer from his Department, in April 2012, that had informed that there were no plans to close the Lyndale School. Then just before Madeleine started school Ms Smith had learnt of the decision to consult on closure from a local newsletter. She had been determined that her daughter would attend a school that could meet her needs and had made her view clear, that she wanted the Lyndale School.

Ms Smith told the Committee that she had no faith in the process. Rumours had been circulating for years that the School would close. This had discouraged prospective parents. She felt that the Lyndale School had not been offered to her and other prospective parents as an option because of the uncertainty that had surrounded the School for a long time. Ms Smith considered that this had caused the numbers on roll to drop even further.

Members then asked Ms Smith some questions which she answered as appropriate. It was noted that Ms Smith did not believe her daughter's needs could be met in another school and that the Lyndale School was named on her Statement of Special Educational Needs. Ms Smith liked the School's layout. It was open plan, light and there was room for manoeuvre. Pupils could go into each other's class rooms and had access to all of the School and this was not available in other schools.

Emma Howlett (Parent)

Ms Howlett informed that her son Anthony had been a pupil at the Lyndale School for five terms. Sadly, he had died 9½ years ago. She informed that Anthony had gone to a main stream nursery school but had been diagnosed with Battens Disease when he was 4 years old.

Anthony had gone through the statementing process and had attended the Lyndale School after spending one term at another special school. At Lyndale Anthony had been included in every activity it had to offer which was in marked contrast to the other two schools. He had not been allowed to take part at nursery school because it had been unable to cope with his needs. (Anthony had needed 1 to 1 attention.) At the Lyndale School Anthony had received the medical support he needed. Ms Howlett told the Committee that without the Lyndale School her son would not have enjoyed the life experiences that he had.

Members then asked Ms Howlett some questions which she answered as appropriate. It was noted that Ms Howlett had not been offered the Lyndale School by the local education authority even though she lived close by and she considered that the uncertainty over the School's future had led to the decline in the number of pupils attending it. The School had coped with her son's regular seizures and had not called Ms Howlett in each time as his first special school had done.

Faye Starr and Nikki Kenny (Teaching Assistants)

Ms Starr and Ms Kenny spoke to the Committee about their experiences at the Lyndale School and shared a typical school day with Members. Members were informed of how the children were got ready for lessons after their journeys to school, the teaching methods used at the School, what happened at lunch time and the support given by the staff. Consequently, the Committee

was left in no doubt over the Lyndale School's professionalism, standards, and the level of care it provided and the enthusiasm of its staff.

Members then asked Ms Starr and Ms Kenny some questions which she answered as appropriate. It was noted that the School had held a staff meeting with the Director of Children's Services. The eight alternative options for the Lyndale School had been considered and it had been agreed that option 2 (2-19 School) was the most viable. They were passionate about the School building, its aims and its ethics. They were unsure whether these could be fulfilled elsewhere. The children had full freedom of all of the School. The staff's main concern was the children. If what they needed could be provided elsewhere they would support it. The children were the priority.

There then followed a short adjournment.

When the meeting reconvened it was without Councillor D Realey who was feeling unwell.

Evidence from Cabinet Member's Witness

Julia Hassall, Director of Children's Services, David Armstrong, Head of Service CYPD and Andrew Roberts, Senior Manager School Funding and Resources

The Director of Children's Services provided the Committee with the background and thought processes which had led to the Cabinet making its decisions on 16 January 2014 to consult on the closure of the Lyndale School. She told Members that she appreciated what the parents and staff called as witnesses had said and the outcomes for the children were an absolute priority.

The Director informed that her report to the Cabinet on 16 January 2014 had sought approval to consult on the closure of the Lyndale School. Closure was being considered because the School's viability had been compromised by falling rolls, the size of the School and therefore, larger unit costs. The care provided at the Lyndale School was good and many aspects of the School were considered to be outstanding. However, there were 23 pupils in the School against a planned admission number of 40.

There had been reforms to the funding of high needs SEN places in special schools and the national formula had changed. Also, the new banded system of top-ups was being applied. This did not assist the School's viability.

Should a decision be taken eventually to close the Lyndale School then the proposal would be to expand the numbers of places at Elleray Park and Stanley Schools to provide up to 230 places, with children with CLD and PMLD being educated and cared for on the same school sites, whilst

recognising the individual needs of each child. This would require careful planning and would change the nature of these Schools.

The Director' view was that the closure of the Lyndale School appeared to be the most viable out of the eight options that had been put forward. However, she expected each option to be reconsidered again and any other options that were put forward that officers had not thought of would also be given serious consideration.

The Cabinet report included the next steps to be taken if it was agreed to consult on the closure of the Lyndale School. There would be a twelve weeks consultation process. There would be consultation meetings with parents, staff, governors and interested people and drop-in sessions would be arranged. The Council would do all that it could to establish the best possible option.

The Director told the Committee that she was aware that a school closure was difficult and distressing. The children's needs must be at the centre of the concerns and the provision made for them in the future must be as good as or better than that which the children had now.

Members then asked the Officers a number of questions which they answered as appropriate. It was noted that:

- The Schools staffing establishment had reduced two years ago when the funding for places had reduced from 45 to 40.
- There was ongoing discussion with the School on how to deal with budgetary issues.
- The proposed consultation on closure would follow a statutory process. It would be full, genuine and open. The outcome was not predetermined. Other options may emerge during the process and if so they would be taken into consideration.
- Funding arrangements for special schools had been streamlined bringing them into line with the funding arrangements for primary and secondary schools.
- The Council funded 40 places at the Lyndale School but there were only 23 pupils on roll. It was questionable whether this was sustainable and from next year Education Funding Agency approval would have to be sought on it.
- The Officers did not think the School's position was sustainable in the longer term, there were lots of empty places so to do nothing was not an option and the changing national picture was taking away some of the freedoms the local education authority had.
- If the local education authority did nothing, the uncertainty would carry on. The funding was based on 40 school places. The authority was reliant on funding empty places to keep the School going. There was no easy answer here.

- Over the last ten years pupil numbers at the Lyndale School had almost halved whilst those at Elleray Park had almost doubled. Both Schools took children with CLD and PMLD. The Director had looked at this, discussed it with her colleagues, researched the Statementing process, examined the Schools' Admission Booklets and had come to the view that the numbers currently on roll at each of the two Schools was the result of parental choice.
- In all schools the local education authority tried to respond to parental preference as it was a national policy.
- All schools were included in the local education authority's School Admissions Booklet. If parents informed that they had not received a copy the Director would look into it.
- The Council was only at the stage of deciding whether to consult on closure. Therefore, officers had not carried out any work in relation to disposing of the Lyndale School site.
- If a decision was taken to close the Lyndale School it would be followed by a stepped process. The School could convert to an academy, free school etc. The local education authority would explore the possibilities in respect of the building. If there was no School and no use for the site, the authority would have to apply to the Secretary of State for Education to dispose of the School. The presumption was against giving permission. If the School building was disposed of the resulting capital receipt would have to be reinvested into other schools in the authority's ownership. The current debate was about the needs of the children not about the site.
- The outcome of a report in 2009 was that a need to build two new schools had been identified. Stanley had been built and then the funding for the other school had been withdrawn in 2010. This meant that, instead of the other new build the local education authority had to invest in the facilities it already had. Consequently, Elleray Park was being extended. If a decision was made to close the Lyndale School the authority would need places at other schools. However, the work being done at Elleray Park was not dependent on closing the Lyndale School.
- The Head of Services CYPD and Assistant Chief Executive had received a communication from a parent querying the possible closure of the Lyndale School in April 2012. Subsequently, he had asked one of his officers to establish whether there was any evidence of the local education authority's staff directing prospective parents away from the Lyndale School. There had not been any but it has been noted, earlier in the meeting, that some Health officials had been doing this.
- Parents lacked confidence in the consultation process. The Director of Children's Services was committed to talking to the parents of each pupil at the Lyndale School and to the staff in order to ensure that she had an up to date assessment of the needs of each child. When she applied the test she would bring it back to the first principle, that she had got it right for the very vulnerable children.

- The Director of Children's Services had met parents on 9 December 2013 and had some detailed questions put to her. She had canvassed views to provide accurate replies to each question. The Director had responded to Mrs Hughes' Freedom of Information enquiry and she thought that her response would have been circulated to other parents. She undertook to circulate her response to the other parents the following day.
- The Director of Children's Services had already been in indirect contact with Doctor Steiger and she intended to meet with health professionals, to take soundings, if the consultation went ahead. She would emphasise how Health officials conduct could undermine parental confidence in the consultation process on the closure of the Lyndale School.
- The Director of Children's Service considered that the rumours that had circulated, for a number of years, that the Lyndale School was going to close may have had some impact on its roll and the need to consult on its closure now. Also, she accepted that the consultation itself may put some parents off but a decision had to be made on how to proceed.
- If the Lyndale School did close, the schools the pupils transferred to would have to change in nature to make the setting right for them.
- If the answers the Director of Children's Services had provided so far did not satisfy parents she would speak to them to ensure that she understood their concerns so that her responses properly addressed them.
- To put more funding into the Lyndale School, the Schools Forum would have to agree to alter the banding and it would mean less funding for other schools. The Schools budget was ring fenced and the local education authority put funding in for maintenance and Private Finance Initiatives. In line with other authorities, next year, the Council would not be putting money in and would have to reallocate funding through a different formula.
- The Cabinet, at its meeting on 12 January 2012 had received eleven recommendations from the University of Chester who had reviewed the authority's provision for children and young people with PMLD. It had approved all of them and agreed that they be implemented as part of Phase 2 of the PMLD review. This had been done. (Cabinet Minute No. 246 refers.)
- Eric Craven – A former HMI had produced a couple of reports. In one he had given consideration to reducing the planned admission number at the Lyndale School from 45 to 40 and looked at how the staffing could be reconfigured to take account of the needs of the children and to ensure that the staff ratio was fit for purpose. In the other he had given consideration to how health support developed and the banding system, particularly Band J. He had come up with an approach to categorise and the majority with that level of vulnerability were at the Lyndale School and some at Elleray Park. Mr Craven had concluded that both Schools could meet the needs of those in Band J.

- The transition of children with PMLD to Secondary School had been looked at in detail 2/3 years ago. There had been a consultation exercise based on a 2-19 school where pupils could stay behind for longer until they were ready to make the transition. Primarily, the Lyndale School had favoured it. However, Foxfield and Meadowside Schools had informed that children did manage to make the transition.
- If Lyndale School did close the transition elsewhere would have to be managed for all the children in the School.

Summary of the Lead Call-In Signatory, Councillor Tom Harney

Councillor Tom Harney thanked the Committee for the questions that had been asked. He informed that the resolution of the Council on 14 February 2011 (Council Minute No. 80(B) refers.) arose out of a petition organised by parents of children who were pupils at the Lyndale School. Councillor Harney considered that the information gathered as a result of it should have been included in the Cabinet's considerations. He queried why it had not been included in the Cabinet report. He also considered that this omission could be a reason why people were not confident in the process.

Councillor Harney informed that children with CLD and PMLD were stimulated by colour whilst those on the autistic spectrum required a more subdued environment. It would be difficult for a school to cater for both types of pupils at the same time.

Councillor Harney was of the view that there was a need to cut away irrelevances and look at what has happened in the Borough over the years. The funding provided for PMLD had never been enough. In the classroom there had not been enough money per child to pay for the adults needed. The formula set had followed negotiations between Head Teachers and School Governors. Councillor Harney considered that there was a cross subsidy and the local education authority had a responsibility to spell it out to the Schools Forum. Funding drove the system.

Councillor Harney told the Committee that it needed to listen to the reality of the daily lives of the children at the Lyndale School. It should query how much per child things cost and where does the money come from. This was about Members understanding the children, understanding their needs and finding a way to pay for it. The local education authority should look at what was the best means to educate these children.

The Committee then questioned Councillor Harney and it was noted that:

- The Committee had to decide if consultation on closure was a reasonable route to take.
- There were concerns over the process because the Cabinet report was considered to have been inadequate. It had been based on finance

and was considered not to be comprehensive enough as it had not covered all of the issues.

- All of the evidence presented would influence the production of the consultation document.

Summary of the Cabinet Member, Councillor Tony Smith

Councillor Tony Smith informed that he was grateful to the people who had attended the meeting and made a contribution to it. He was aware that this was a difficult period for the Lyndale School and those whose children were pupils. He hoped that people's questions had been answered and that important information had been received.

Councillor Smith reported that when he had become the Cabinet Member for Children and Family Services in June 2014 he had noted the amount of work that had been carried out in respect of special schools. He had also noted the uncertainties that had existed around the Lyndale School. The three primary schools were outstanding with wonderful staff and parents. Councillor Smith was very supportive of them and he knew that all Members felt the same way. He also informed that in the last few years a new special school had been built and Foxfield was to transfer to a new building soon.

Councillor Smith reported that the local education authority published School Admission Booklets which set out all the schools available in its administrative area. Parents were welcome to visit the schools and speak to the Head Teachers. He did not think that any of the officers had directed parents to any particular school and he did not know why the pupil numbers at the Lyndale School remained so low whilst the numbers at the other two special primary schools had increased rapidly.

Councillor Smith proposed a thorough, open and transparent consultation on the closure of the Lyndale School to alleviate the uncertainties that had existed for at least the last six years. He understood the emotional side and how it was difficult to move from something people knew so well. Councillor Smith wanted Officers to look at all of the options available and any others that were put forward. He wanted to go out to full consultation so that whatever the findings, the local education authority could get it right this time.

The Committee then questioned Councillor Smith and it was noted that:

- The years of uncertainty over the School's future will have influenced parents as they would have been worried about their children having to make a transition elsewhere at some stage.
- It was important to consult and engage those people who worked in the National Health Service.
- Wirral had more special schools than other local education authorities.
- Special Educational Needs provision needed to be kept under review and some SEN could be met in main stream schools.

- The Cabinet Member wanted to ensure that the local education authority had enough places in appropriate establishments for children with PMLD.
- The Cabinet Member wanted to consult all stakeholders on what was best for children with PMLD.

Having heard all of the evidence, the Chair asked the Head of Legal and Member Services if he thought that there were any grounds for a legal challenge.

The Head of Legal and Member Services responded that he was not aware of any particular issues.

The Chair then referred to the three options available to the Committee and sought Members views.

A Member asked whether the Committee should agree to start the consultation process. She reminded Members that parents, called as witnesses, had made it clear that they had little faith in the process. Her view was that Officers would have to seriously address this but that it was a starting point. There were already eight options available to consult on.

Another Member's view was that the 'to do nothing' option was not valid. He considered that the Lyndale School in a thorough and detailed way. He considered that there were some omissions and he wanted to see a consultation document that set out the costs and implications of each of the options.

A Member considered that what the Committee's decision on this matter would be relevant to any future decision-making.

A Member was concerned about what the parents had said about the Lyndale School not being offered to them. This was very worrying as it tied in with the School's falling school numbers.

Another Member referred to the School Admissions Booklet published by the local education authority. Details of the Lyndale School were included in it and he hoped that that provided reassurance.

Having carefully considered the options that were open to the Committee, it was moved by the Councillor P Glasman and seconded by Councillor M McLaughlin

"That the Committee upholds the Cabinet's decision to go out to consultation on the closure of the Lyndale School."

Councillor L Fraser proposed the following amendment which was seconded by Councillor A Hodson:

“That the Council complete the review on the best ways to educate, support, care and best provision for children and young people with PMLD in Wirral, even if that means keeping the Lyndale School open, with the parents of those children being fully involved with the planning and writing of this review.”

A vote was then taken on the amendment as follows:

For the amendment (6) Councillors W Clements, D Elderton, L Fraser, A Hodson and A Sykes and Ms Nicola Smith (Parent Governor representative).

Against the amendment (9) Councillors A Brighthouse, P Doughty, S Foulkes, P Glasman, M McLaughlin, B Moonie, D Roberts, J Salter and J Stapleton.

The amendment was therefore lost (6:9)

A vote was then taken on the motion as follows:

For the motion (9) Councillors A Brighthouse, P Doughty, S Foulkes, P Glasman, M McLaughlin, B Moonie, D Roberts, J Salter and J Stapleton.

Against the motion (6) Councillors W Clements, D Elderton, L Fraser, A Hodson and A Sykes and Ms Nicola Smith (Parent Governor representative).

The motion was therefore carried (9:6)

RESOLVED: (9:6)

That the Committee upholds the Cabinet’s decision to go out to consultation on the closure of the Lyndale School.

The Chair then drew the Committee’s attention to the final two paragraphs of the Call-in Procedure:

In the event of any political group not agreeing with the majority decision of the Coordinating Committee, it may prepare a written minority report for consideration by Council when the minutes of the Coordinating Committee are considered. Any such report must be handed to the Head of Legal and Democratic Services in accordance with Standing Order 7(2).

The Leader of the relevant group or his/her representative will have an opportunity to explain the minority report to the Council and Council and Council may discuss and vote for/or against such a report without prejudice to any decision already implemented.

CALL-IN OF A DELEGATED DECISION - CABINET MINUTE NO. 140 - PROPOSALS FOR CHANGES TO SCHOOL TOP UP PAYMENTS FOR STUDENTS WITH HIGH NEEDS

In accordance with the procedure previously agreed by the Committee, the Chair referred to the decision of the Cabinet made at its meeting on 16 January 2014 to agree:

“That the recommendations of the Schools Forum in Appendix 1 to the report be approved with the following amendments and additions:

- Notional SEN costs (LCHI) are funded from Schools Contingency (new addition).
- The costs arising from a High Needs MFG is funded from an SEN under spend in 2013-14 (addition to final recommendation).
- The Special Schools Contingency is used to support specialist provision facing financial difficulties (amendment to the second sentence of recommendation 3).”

(Cabinet Minute No. 140 refers.)

The decision had been called-in by Councillors T Harney, P Gilchrist, J Green, I Lewis, C Povall and P Williams, on the following grounds that:

The banding proposals (para 2.7) are not based on a clear costing of the needs of the children. In particular, the needs of the children with profound and multiple learning difficulties should be quantified.

There is a clear need for one to one in terms of adult presence for many of the children. There is also a need for teaching and other staff. These are in addition to the running costs of the school.

In the case of the Lyndale, the funding proposals will result in the closure of the school. This has not been made clear in the paper.

We would like to seek assurance that the required contingency funding is in place to top up the special educational funding required for the best care and education to be provided for all children.

The Committee was invited to consider the decision that had been made and determine, in the light of evidence to be presented, the most appropriate course of action. The Committee had no power to overturn a Cabinet decision, or to substitute its own decision in place of the original. The options open to the Committee were:

- to take no further action, in which case the original decision shall take immediate effect and may be implemented;

- to refer the decision back to the Cabinet Member for reconsideration, setting out in writing the nature of the Committee's concerns;
- to refer the matter to the Council, if the Committee believes that the decision was outside the policy framework or contrary to or not wholly in accordance with the budget.

Explanation of the Call-In by the Lead Signatory, Councillor Tom Harney

Councillor Tom Harney provided a brief rationale for the call-in of the Cabinet's decision. He informed that a decision had been made about funding which meant that the Lyndale School had to close as there is insufficient money per child to educate children in the School. Councillor Harney considered that insufficient information had been provided for a rational person to make a rational decision.

The Head of Legal and Member services informed that the Cabinet had made its decision on the basis that it had considered that it had sufficient information to make it. The Committee could now test this and satisfy itself that an informed decision was made.

Explanation of the Decision Taken by the Cabinet – Councillor Tony Smith – Cabinet Member – Children and Family Services

Councillor Tony Smith informed that high needs top up payments were complex with 24 separate recommendations. Changes had been introduced in respect of funding high needs by the Department for Education. There had been an initial report to the Cabinet in 2012 which had been agreed. There had been a reduction in the planned admission number from 45 to 40 at the Lyndale School in 2012/13. It was now likely that a banding system would be needed.

The report presented to the Cabinet on 16 January 2014 recommended revised funding arrangements for SEN Top-Ups in maintained Primary, Secondary, Special and Academy Schools. In addition revised place numbers were recommended in some specialist school and base provision.

The proposals had been developed through a working group of the Schools Forum and were advised by a series of meetings with special schools, SEN resourced provision, alternative provision and colleagues from other authorities of the Merseyside Learn Together Partnership. There had been an extended consultation with schools and providers (3 July to 18 October). The report had been discussed with and was approved by the Schools Forum at its meeting on 13 November.

Basically, the report had dealt with the banding model and informed how top ups would be made. The Committee noted that the minimum funding

guarantee was now more affordable, therefore the application for an exemption from this requirement had been withdrawn.

Evidence from Call-In Witness

Ian Harrison, Vice Chair of the Governors and Chair of the Finance Committee

Mr Harrison informed that the Lyndale School now had a surplus forecast for 2013/14. It was going to get the minimum funding guarantee. There would be a small surplus in 2014/15. Savings would continue, approximately £70,000 in future years.

Mr Harrison also informed that the number of school places had to be agreed with the Education Funding Agency. The Governors of the Lyndale School considered that 28 places would be appropriate. The top up regime had changed. Each place was allocated £10,000, as per the national agreement. Locally top up funding was put in to allow for the needs of the pupils. The top up for Band 5 was £16,000. The governors considered that the top up should be £27,500 per pupil to ensure adequate cover for their needs.

Mr Harrison reported that the governors considered that it was imperative that children were educated in a safe environment. The proposals did not allow for this. Ellera Park was expanding to cater for the numbers it currently had on roll. The current proposals would be detrimental to the staff whose experience had been built up over the last few years.

Mr Harrison told the Committee that the Lyndale School had put forward a proposal that if implemented would reduce its non teaching staff costs from May 2014.

Members then asked Mr Harrison some questions which he answered as appropriate. It was noted that:

- The Cabinet had received an early estimate rather than one at the end of the period when it would have been more realistic.
- The ratio of staff to pupils at the Lyndale School had reduced in 2012 as a result of an independent survey conducted by Eric Craven.
- None of the special schools agreed with the formula that had been approved.
- The £16,000 per year for all schools had not been suitable because of the types of needs pupils assessed in Band 5 had.
- The Lyndale School considered that £27,500 per year was more realistic to educate its pupils and it wanted £37,500 altogether.

Evidence from Cabinet Member's Witness

Julia Hassall, Director of Children's Services, David Armstrong, Head of Service CYPD and Assistant Chief Executive and Andrew Roberts, Senior Manager School Funding and Resources

Andrew Roberts, Senior Manager School Funding and Resources informed the Committee of the budget for special schools, the national changes in funding formula and the changes to introduce a banding system which followed Department for Education guidance.

Mr Roberts informed that the 2013 consultation exercise had been fairly extensive and had gone out to all schools. The general view was that the proposals were reasonable starting point but there would be a need to review and develop further.

The major issues identified and taken into account in consultation with specialist SEN providers was the need for any banded approach to:

- Ensure stability of budgets by minimising as much as possible any disturbance to current levels of funding.
- Take account of possible fluctuations to funding because of part year occupancy of places and the interest of the authority to have places available.
- Not to be too simplistic. Very early suggestions around banding looked at the possibility of just 3 bands – low, medium and high.
- Recognise the needs of a growing number of pupils with social communication needs with relatively stronger funding than has been the case to date.
- Recognise the resource intensive nature of making provision for those with the most profound and multiple difficulties.
- Honour existing commitments.
- Take account of the fact that there was limited scope to redistribute monies without additional funding for pupils already in the system.

Members then asked Mr Roberts some questions which he answered as appropriate. It was noted that:

- The Schools Forum had received the same report that was presented to the Cabinet and because of its representative nature was aware of all of the issues when it made its recommendations.
- If there were any savings if the Lyndale School closed they would be redistributed because wherever children went funding followed.
- The Lyndale School said it needed £37,500 per year for each child but had only been offered £26,000. Other schools had been content for the Lyndale School to be funded from empty places.
- There was a £900,000 contingency fund within the budget.

- The changes proposed were for a two year period April 2014-16 and would be kept under review with regular reports to the Schools Forum.
- The banding structure also applied to independent placements.

Summary of the Lead Call-In Signatory, Councillor Tom Harney

Councillor Tom Harney reported that the Lyndale School's numbers had changed as had the funding formula over the years. In a school most of its funding went on its staffing. There were different means of controlling expenditure and he would like to see what the daily life of the child was like and how much it cost. It was time to take a radical look at what was happening.

Councillor Harney told the Committee that the Lyndale School was unique in this country for a maintained school. Research was required. What was the children's' and parents' experiences? What was best? Objective advice was needed.

Councillor Harney was asked whether he took comfort from the fact that Officers had had the foresight to put to put contingencies in the budget. His response was that research was required so that the facts could be established to make an informed decision. The cost, the real cost of being safe and comfortable needed to be identified.

Summary of the Cabinet Member, Councillor Tony Smith

Councillor Tony Smith informed that the technical details had been explored by Officers who had a better understanding of how the formula worked. All Head Teachers considered their schools to be special. This was a new situation with a national formula that the local education authority had to operate.

A Member asked that when the local education authority did consult would Officers make sure that a realistic estimate of what the alternatives were was included.

Another Member informed that the budget was adequate with contingency fund and that the detailed Minutes from this meeting would be referred back to those who were making the decision.

Having carefully considered the options that were open to the Committee, it was moved by the Councillor B Mooney and seconded by Councillor P Doughty

"That the Committee upholds the Cabinet's decision and it be ensured that consultation is meaningful, informed and transparent."

Councillor A Sykes proposed the following amendment which was seconded by Councillor W Clements:

“We would like to seek assurance that the required contingency funding is in place to top up the special educational funding to ensure that the level of funding required for the best care and education is provided for all children.”

A vote was then taken on the amendment as follows:

For the amendment (7) Councillors A Brighthouse, W Clements, D Elderton, L Fraser, A Hodson and A Sykes and Ms Nicola Smith (Parent Governor representative).

Against the amendment (8) P Doughty, S Foulkes, P Glasman, M McLaughlin, B Moonie, D Roberts, J Salter and J Stapleton.

The amendment was therefore lost (7:8)

A vote was then taken on the motion as follows:

For the motion (8) Councillors P Doughty, S Foulkes, P Glasman, M McLaughlin, B Moonie, D Roberts, J Salter and J Stapleton.

Against the motion (7) Councillors A Brighthouse, W Clements, D Elderton, L Fraser, A Hodson and A Sykes and Ms Nicola Smith (Parent Governor representative).

The motion was therefore carried (8:7)

RESOLVED:

That the Committee upholds the Cabinet’s decision and it be ensured that consultation is meaningful, informed and transparent

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WIRRAL COUNCIL

Policy and Performance Coordinating Committee

1st April 2014

SUBJECT:	Update on the Community Budgets/Public Service Transformation project
WARD/S AFFECTED:	ALL
REPORT OF:	Emma Degg
RESPONSIBLE PORTFOLIO HOLDER:	Cllr Phil Davies
KEY DECISION?	No

1.0 EXECUTIVE SUMMARY

1.1 This report updates members on the Public Service Transformation initiative that Wirral Council is part of. Members are asked to comment on the latest developments and proposed activity as the project workstreams move into implementation from April 2014.

2.0 BACKGROUND AND CONTEXT

2.1 Members will be aware that the Council has embarked on a significant agenda of strategic change. Together with our partners, we are committed to new ways of working, to deliver public service transformation across the Borough based on the clear principle of finding local solutions to local problems.

2.2. One strand of activity within this agenda is Wirral's role in the Public Service Transformation (PST) Network. Public Service Transformation aims to build on the opportunities created by Community Budgets around the country, leading to more joint working and shared services and a new way for local public service providers to work together to meet local needs. The Community Budgets Pilots, initially launched in 2011, aimed to encourage public service partners to share budgets, improving outcomes for local people and reducing duplication and waste in order to:

- make better use of their resources by establishing joint budgets and sharing local knowledge, community assets and voluntary effort;
- flex central rules and regulations so local partners can provide better services that suit their area;
- give people greater control over their local public services; and
- establish local partnership & governance arrangements to create a unified approach

2.3. During 2012, four areas in England (Cheshire West, Essex, Greater Manchester, and in London the Tri-borough of Hammersmith and Fulham,

Kensington and Chelsea and Westminster) began piloting Community Budgets as a mechanism for tackling some of their biggest local challenges, from domestic violence to skills and employment. In each of those four localities, public services, business and the voluntary sector have been working together to develop new joint responses to those challenges. See link for further detail. <http://communitybudgets.org.uk/>

2.4. Building on this approach, in July 2013, the Government announced that Wirral was one of the nine new areas that had been selected to be part of the Public Services Transformation Network as set out below::

- Bath and North East Somerset
- Bournemouth, Poole and Dorset
- Hampshire
- Lewisham, Lambeth and Southwark
- Sheffield
- Surrey
- Swindon
- the West London Alliance (Barnet, Brent, Ealing, Harrow, Hillingdon and Hounslow)
- Wirral

3.0 PUBLIC SERVICE TRANSFORMATION WORKSTREAMS

3.1. Wirral’s broad approach to the Public Sector Transformation initiative is set out within the Joint Statement of Intent (JSI), attached as Appendix 1. Wirral’s Public Service Board (PSB) is providing the overarching direction for Public Sector Transformation activity, and partners have now developed a number of workstreams as part of this.

3.2. A key point to note is that the PST initiative is one strand within a number of wider transformational initiatives for Wirral, The workstream projects outlined below will have a very specific focus on one strand of activity, but clearly there is also a range of related projects and delivery taking place across all public service agencies.

3.1. PRIORITY THEMES

Wirral’s JSI sets out a focus on a number of priority themes, each with a specific workstream focus as set out below. Each workstream has a project lead and a detailed project plan, currently being developed, which sets out the specific activity that will take place in the coming months.

Priority Theme	Workstream Focus	Lead
Addressing Health Inequalities	Wirral Food Plan Public Health officers are leading on the development of the Wirral Food Plan. This aims to transform local food culture and attitudes to eating in order to improve the health and	Julie Webster, Head of Public Health

	<p>wellbeing of the local population whilst enabling economic growth and prosperity.</p> <p>Wirral Health and Wellbeing Board originally sponsored the development of a Food Plan, and they provide ongoing oversight.</p> <p>This programme also reports to the Public Service Board for strategic direction and ongoing steer.</p> <p>4 Constituency Teams are engaged on this issue and are harnessing community interest. VCAW is similarly providing support to develop an understanding of community assets.</p> <p>Additional support has been secured from the national Systems Leadership Programme to develop the project.</p>	
<p>Driving Economic Growth</p>	<p>Tackling Health Related Worklessness</p> <p>Building on a range of discussions that have been taking place with WEDS & Welfare Reform, Health and Housing partners, the focus for this theme is Health Related Worklessness.</p> <p>Wirral has some persistent spatial concentrations of residents claiming key out of work Benefits, with a significant proportion of these because of a health condition. Headline data includes:</p> <ul style="list-style-type: none"> • 38,930 residents claiming 	<p>Rose Boylan</p>

	<p>key out of work benefits (19.5%)</p> <ul style="list-style-type: none"> • 48% (18,750) health related (ESA/IB) • ESA/IB represents 9.5% of working age population <p>Specific spatial concentrations</p> <ul style="list-style-type: none"> • Centre for Social Justice identifies Vittoria Dock in Birkenhead as 'benefit ghetto' with the 4th highest rate of worklessness in England/Wales (56%) • Morpeth Dock – Stronger Communities Initiative (43.3%) <p>Within the context of welfare reforms, recent discussion with partners have focused on developing a pilot initiative to work together to develop new approaches to address high levels of health related worklessness.</p> <p>The proposal is to link this to the newly established Parliamentary Constituency Model to drive a pilot in Birkenhead. Health, Housing and Employment partners are key to shaping up new joint delivery and services.</p>	
<p>Increasing Neighbourhood Resilience</p>	<p>Increasing Neighbourhood Resilience</p> <p>This project aims to inspire communities to come together to find the right solutions to address local need. To do this we will identify new and innovative ways of ensuring our residents have access to the services, advice and guidance that they need and provide them with the tools and</p>	<p>Jacqui Cross</p>

	<p>knowledge to enable them to make the choices that are right for them and their families.</p> <p>This will lead to reduced demand for services and improvements to health, the economy and the local environment through the following:</p> <ul style="list-style-type: none"> • Behaviour change among partners, residents, service users and customers • Major service review and redesign • Reduced duplication and waste among services • Increased joint commissioning, shared services and budgets • Reduced demand for public services 	
<p>Data sharing and improved intelligence</p>	<p>Mapping public sector investment into Early Years 0-5 services</p> <p>This project aims to develop a more cost efficient approach to targeting public sector resources through use of data, intelligence and analysis to understand service delivery and need.</p> <p>The project will ensure public sector partners can share data on investments and expenditure as part of transforming services in Wirral</p> <p>It will also help to inform Public Sector priorities for investment</p> <p>It also aims to ensure that the 'Wirral Pound' is spent in the most effective and efficient way possible</p> <p>The initial pilot scoping exercise is mapping public</p>	<p>Jacqui Cross</p>

	sector services expenditure for 0-5 year olds across the 4 constituencies	
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4. NEXT STEPS

4.1. Detailed business cases and project plans for each workstream are currently being developed. From April 2014, the workstream projects move into detailed delivery and implementation. Ongoing updates will be brought to PSB meetings in order to monitor delivery, and to further refine the focus of the projects.

5. RELEVANT RISKS

5.1. There are none directly relating to this report.

6. OTHER OPTIONS CONSIDERED

6.1. N/A

7. CONSULTATION

7.1. The project business cases include detailed proposals for further partner and community engagement, and a number of stakeholder events are being planned for the coming months.

8. OUTSTANDING PREVIOUSLY APPROVED ACTIONS

8.1. N/A

9. IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

9.1. A key principle running through all of the PSTN aims to share local knowledge, community assets and voluntary effort, and to inspire communities to come together to find the right solutions to address local need.

10. RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

10.1 N/A

11. LEGAL IMPLICATIONS

11.1 N/A

12. EQUALITIES IMPLICATIONS

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

The report is for information to Members and there are no direct equalities implications at this stage. Detailed EIA's are being developed for each project workstream.

13. CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS

13.1 N/A

14. PLANNING AND COMMUNITY SAFETY IMPLICATIONS

14.1 N/A

15.RECOMMENDATION/S

Members are requested to:

- a) Comment on the proposed direction and focus of the PSTN workstreams;;and
- b) Identify any issues, barriers or support required in order for it to progress.

REPORT AUTHOR:

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APPENDICES

Appendix 1: Joint Statement of Intent

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APPENDIX 1: PUBLIC SERVICE TRANSFORMATION UPDATE

Joint Statement of Intent: October 2013

1. Background

- 1.1 This statement sets out the commitment of partners from across Wirral to deliver public service transformation across the Borough based on the clear principle of finding local solutions to local problems.
- 1.2 Our elected Members will be empowered as leaders within their communities, using devolved powers and responsibilities to make the best use of public resources in their area, inspiring their communities to come together to find the right solutions to address local need and improve residents lives.
- 1.3 We will strive to ensure all residents, especially the most vulnerable, are recognised for the talents and assets they have. We will provide them with the tools and knowledge to enable them to make the choices that are right for them and their families. In this way together we will deliver the best possible health, wellbeing, local environment and quality of life outcomes for residents.
- 1.4 We will work with residents encouraging them to hold the same level of ambition for their communities as we have for Wirral; driving growth in our economy and with it aspiration, achievement and employment, particularly among our younger people. This will help to reduce poverty and secure a healthier economic future for our communities.
- 1.5 Wirral's public sector is working together to address a number of challenges including increasing financial pressures, rising demand for services, higher expectations from residents and communities, and longer term challenges (for example caring for an ageing population). The financial constraint facing Wirral Council is £83 million savings over the next three years with £27.5 million savings require in 2014/15.
- 1.6 This approach will not just deliver more cost effective services; it will deliver better outcomes for local residents.

2. Vision

- 2.1 Wirral Council's vision for the future is that:

‘Wirral is a place where the vulnerable are safe and protected, where employers want to invest and local businesses thrive, and where good health and an excellent quality of life is within reach of everyone who lives here’.

- 2.2 In partnership with the Network, and our Public Service Board work is now underway to identify what our collaborative priorities and work streams should be deliver to deliver tangible change that will contribute to this ambitious vision.

3. Objectives

3.1 Addressing Health Inequalities:

- 3.1.1 Wirral has an ageing population with more vulnerable adults requiring our help. We also have more children needing support and increasing levels of child poverty. Partners share a determination to address this challenge by working more closely together, targeting resources more effectively and designing innovative solutions to ensure maximum value for money and better outcomes for our residents.
- 3.1.2 We will shift our focus by proactively involving service users in all aspects of service design and delivery. We will commit resources only where they will have the most impact and deliver the most positive outcomes.
- By 2017 we will have re-designed and integrated our social care services to address our growing population, which will increase by 10,000 people by 2035.
 - By 2017 we will be well on our way to re-balancing our spending on acute health services which currently cost £100 million per year and prevention / early intervention services which cost £3 million per year.
 - By 2017 we will have reduced the attainment gap between children eligible for free school meals and those who are not eligible across all key stages.

3.2 Driving Economic Growth:

- 3.2.1 Wirral has demonstrated great success in driving economic growth in the area and this continues to be an important priority for the Council and its partners to ensure that local people can access employment opportunities.
- 3.2.2 In 2008, the Council established a Public / Private Investment Board and developed Wirral's Investment Strategy focussing on three core themes; People, Places and Business. In 2012, the Council was a winner of the economic development category for its Investment Strategy at the LGC Awards, in recognition of the approach taken by the Council and partners to supporting and developing the local economy.
- 3.2.3 Wirral's economy today has a total value of around £3.4 billion per year and is home to many international businesses. There is a strong track record for securing opportunities for investment in key growth sectors such as the offshore wind energy industry (which has secured a successful £5 million regional growth fund bid), low carbon economy, advanced engineering, technology and manufacturing services and in particular the automotive supply chain.
- 3.2.4 The Public Sector Board has identified the collective contribution that can be made to the economic well being of our residents and businesses. This priority focuses on ensuring an integrated approach is taken to enabling all residents to benefit from the employment opportunities that are being created. The number of Jobseekers allowance claimants in Wirral has fallen steadily since March 2013 outperforming both the regional and national averages; however focus is required on those who are most hard to reach.

3.2.5 In particular, we will

- reduce youth unemployment and particularly the number of NEETs by better coordinating activities between Job Centre+, Wirral Metropolitan College, the Private Sector and the Council. Public sector partners such as the Fire Brigade will also play an active role in the engagement and raising of aspirations for this cohort.
- better coordinate health support for both individuals and businesses to assist in both securing employment and also enabling employers to retain valuable employees when they fall ill.
- reduce child poverty by taking a whole agency and whole family approach to those families who find themselves in poverty while prioritising the importance of employment as the best route out of poverty.

3.3 Increasing Neighbourhood Resilience

3.3.1 We will inspire communities to come together to find the right solutions to address local need. To do this we will identify new and innovative ways of ensuring our residents have access to the services, advice and guidance that they need and provide them with the tools and knowledge to enable them to make the choices that are right for them and their families.

3.3.2 This will lead to reduced demand for services and improvements to health, the economy and the local environment.

- By 2017 we will have improved lifestyle behaviours among Wirral residents to address current health inequalities.
- By 2017 more residents will recycle more waste, and we will have reduced the incidents of fly-tipping, dog-fouling, anti-social behaviour and graffiti.

3.3.3 We will empower our communities by devolving both services and decisions regarding the deployment of service delivery to the Constituency Committees. No decisions will be made at the Borough wide scale that will not be better made locally. We will endeavour to provide the maximum flexibility to our Constituency Committees to design their own services and decide how local needs are best met.

- We will devolve the first place based services by April 2014
- We will review, and where appropriate, further devolve all other by 2015.

4. How the objectives will be delivered

4.1 Partners have committed to:

- Working in collaboration to drive through the transformation agenda to ensure services are delivered more effectively and efficiently. All partners focus on outcomes for residents not organisational distinctions.
- We will enable our communities to make the right decisions for themselves, leading to reduced demand for services and improvements to health, the economy and the local environment.

- We work in partnership with residents and communities to create innovative solutions to service delivery, and distribute our shared resources in a way that is fair, equitable and ensures they are targeted at those who need them most.

- 4.2 The Wirral Public Service Board was established in November 2012 to act as the strategic driver for transformation. We will also establish four Local Public Service Boards by January 2014 which will act as the operational co-ordination of the 'team around the issue' approach across the four parliamentary constituencies of Wirral. Four Constituency Committees will formally launch in October / November 2013 to agree priorities for Neighbourhood Plans and commission activities accordingly with devolved neighbourhood budgets. Elected members and community representatives will make up the membership of the Constituency Committees. With support from the Network, we will identify work stream priorities in order to develop more detailed business plans.
- 4.3 The management and staffing structure for the transformational neighbourhoods programme is already taking shape across the partnership. The Council has established four constituency teams with Constituency Managers and Neighbourhood Engagement Officers in post since July 2013. Merseyside Police and Merseyside Fire and Rescue Service have also restructured on the same constituency footprint. Discussions are also well underway with health and other partners as to how they will link into the local public service boards.
- 4.4 Full service reviews are currently underway in the areas of community safety (including anti-social behaviour), streetscene activities, youth activities, and faith provision (including child poverty). These reviews will highlight which activities will be devolved to constituency level, where more collaboration and service re-design need to take place, and where efficiencies can be made. The Wirral Public Service Board will also identify current public sector spend across all services.
- 4.5 An evaluation of current public sector partnerships will take place in order to a) identify successful partnerships to be further supported, and b) identify where more collaboration needs to take place.
- 4.6 Residents and communities will play a vital role in the re-design and delivery of future services. This will be facilitated through our neighbourhood working programme.

5. Resources

- 5.1 The Public Service Board will provide the key interface for the Public Sector Transformation Network, facilitated by Emma Degg, Head of Neighbourhoods and Engagement, as the project lead for the Council. The project co-ordinator, Jacqui Cross, will work with the project lead to ensure that sufficient resources in kind are allocated to support Network activity and share learning.
- 5.2 It is also worth noting that the Council views the neighbourhoods programme as being the tool for transformation across the local authority workforce and is re-organising its services to the constituency footprint.

6. Key Milestones and Deadlines

Key Milestones	Deadlines
6.1 Constituency Committees launched	October / November 2013
6.2 Service reviews completed for Community Safety, Streetscene, Youth Activities and Child Poverty	October 2013
6.3 Evaluation of current partnerships completed	November 2013
6.4 Wirral Public Service Board to sign-off shared vision and priority work streams	December 2013
6.5 Local Public Service Boards established	January 2014
6.6 Commence joint work streams	January 2014
6.7 Wirral Public Service Board to identify cost benefits of the neighbourhood programme	January 2014
6.8 Develop new approach to joint-commissioning	April 2014
6.9 Commence community budget pilot schemes	April 2014
6.10 Develop and commence delivery of a programme of activities to support elected members in their community leadership role	April 2014

7. Network Resource Requirements

7.1 Partners in Wirral require project support from the Network to:

- Support the Public Service Board further developing its shared vision and work stream priorities;
- Develop local skills and expertise in respect of projecting the cost benefits of the neighbourhood programme, further to the work that is now underway to assess cumulative public sector spend by constituency;
- Develop a programme of activities which provides councillors with the tools to help break down barriers to integration at the local level and which further develops their community leadership role.
- Work with the Public Service Board to develop innovative approaches and ways of working amongst partner organisations at a very local level to deliver better outcomes on issues that are negatively affecting local communities. This will require the Network to act as an important interface and broker between the Public Service Board and central government departments, in order to provide the necessary flexibility and support that may be required to remove barriers that may stifle innovation, e.g. current government policy and legislative requirements and traditional models of service delivery.

8. Communications Strategy

- Wirral Public Service Board – for key public sector partners;
- Local Public Service Boards – a workshop was held during August 2013 for public sector partners’ operational management to identify opportunities and potential barriers with this new way of neighbourhood working. The key issues were fed back to the Wirral Public Service Board;
- Constituency Committees – for elected members and community representatives;
- Residents and Communities – we are currently developing four communication strategies for each of the constituency areas including utilising existing local communication platforms, developing new platforms where gaps exist, and also incorporating social media initiatives. The Council’s new Neighbourhood Engagement Officers are also developing comprehensive community engagement programmes for each constituency area.

9. Key Stakeholders and Signatories

The signatories to this statement of intent are:

- Graham Burgess *on behalf of* Wirral Council
- Dr Phil Jennings *on behalf of* NHS Wirral Clinical Commissioning Group
- Chief Supt John Martin *on behalf of* Merseyside Police
- Paul Murphy *on behalf of* Merseyside Fire and Rescue Service
- Sheena Cumiskey *on behalf of* Cheshire and Wirral Partnership NHS Foundation Trust
- David Allison *on behalf of* Wirral University NHS Hospital Trust
- Sue Riley *on behalf of* Department for Work and Pensions / Jobcentre Plus
- Sue Higginson *on behalf of* Wirral Metropolitan College
- Simon Gilby *on behalf of* Wirral Community NHS Trust
- Brian Simpson *on behalf of* Magenta Living (formerly Wirral Partnership Homes) and Wirral’s Strategic Housing Partnership
- Moira Dumma *on behalf of* NHS Cheshire, Warrington and Wirral PCT Cluster

WIRRAL COUNCIL

POLICY & PERFORMANCE CO-ORDINATING COMMITTEE

1 APRIL 2014

SUBJECT:	UNIVERSAL CREDIT PROGRESS REPORT
WARD/S AFFECTED:	ALL
REPORT OF:	HEAD OF BUSINESS PROCESSES
RESPONSIBLE PORTFOLIO HOLDER:	COUNCILLOR ANN MCLACHLAN (GOVERNANCE & IMPROVEMENT)
KEY DECISION	NO

1.0 EXECUTIVE SUMMARY

1.1 This report updates Members on the latest information with regard the introduction of Universal Credit in Wirral and nationally as part of central governments welfare reform programme. The report is for noting.

2.0 BACKGROUND AND KEY ISSUES

- 2.1 Universal Credit (UC) is set to replace six other Benefits or Welfare Credits, for those of working age. This will include the locally administered Housing Benefits but not the Council Tax Support Scheme. Universal Credit will be a single monthly payment for those on a low income or out of work and was to be introduced in phases from April 2013 through to October 2017.
- 2.2. A restricted roll-out started in April 2013, when it was introduced in Ashton-under-Lyne Job Centre here in the North West. It was then extended to Wigan and Warrington Job Centres each starting to accept UC claims in July 2013. Originally this was to be followed by an incremental national roll out so that all authorities were involved by late 2013. However the DWP then decided to slow down this roll out and only Hammersmith, Inverness, Rugby, Bath and Harrogate Job Centres followed during October and November 2013. The next phase of roll-out will see Shotton Jobcentre taking UC claims from 7 April 2014.
- 2.3. Roll-outs to date have been confined to limited eligibility criteria claimants. This have been new claimants who are Single, Fit for work with no children, without housing costs and without savings in excess of £6,000.
- 2.4. The Department for Work and Pensions (DWP) have advised that during summer 2014 they expect to progressively start taking claims for UC from couples and then in the Autumn of 2014 from families at the initial sites.

- 2.5. The DWP further advised that once the above has been safely tested, roll-out is to be further extended within the North-West area, with it being available in each part of Great Britain during 2016. The majority of claimants on legacy benefits are then expected to move onto UC during 2016 and 2017. There has been no move from the completion date of the transfer at the end of 2017. There is currently no identified timescale within which we can expect Wirral residents, at some level, to be making claims in respect of UC.
- 2.6. Twelve Local Authority led pilots were launched in September 2012 for a twelve month period. The aim of these pilots was to support UC go live by delivering learning and evaluation about more collaborative working to reduce mediated support for those claimants who may require some assistance in becoming work ready and more able to self-serve.
- 2.7. In June 2013 the pilots were extended to 31 December 2013 this being on the understanding that they would collectively develop a set of questions and answers, around their four key areas of focus:-
- Digital Inclusion
 - Financial Inclusion
 - Triage
 - Partnership Working
- All local authorities could ultimately use the outcomes of these when the time came to prepare for the implementation of UC in their area and to develop their provision of their local UC support.
- 2.8. The Local Support Services Framework and Trialling Plan was published in February 2013, followed by the responses report in August 2013 and with the Local Support Services Update and Trialling Plan being issued in December 2013.
- 2.9. This framework is intended to cover those who may need help in making their application for UC, what services those people may need and how these services might be developed locally and tailored to their local need.
- 2.10. The principles and processes of the Framework are to be tested in the areas where UC is in live payment (Pathfinder areas) and then extended to being trialled in other areas as the roll-out programme develops over the coming months. It is expected by Autumn 2014 that a further, updated Framework document will be published.
- 2.11. From the material and information available sourced it is clear that it is the Government's intention is to ensure a closely controlled, progressive roll-out, allowing more capacity through space and time for greater testing, evaluation and development of the role of local authorities in support provision.

- 2.12. It would appear that it is the intention for local authorities to be partners in the support work and it is understood that an associated role is envisaged for authorities until at least 2020. There is though no discussion with regard cost and support to do this at this early stage.
- 2.13. With no identified timescale for Wirral residents to start making claims in respect of UC the Support Framework has not been rolled out here. The pending introduction of UC in nearby Shotton will provide some opportunity to observe more closely the impacts together with the experience of our other local authority colleagues in the delivery of their services and support offered to affected service users.
- 2.14. In light of the above there is little that can be done operationally or strategically in Wirral at this stage, specifically linked to the implementation of UC. Senior managers are keeping abreast of any national activity and developments with the roll-out schedule and routinely refresh associated papers and reports as the Department often produces without wider circulation.
- 2.15. It is important to note that the broader foundations of the Support Framework are already mirrored in long term and ongoing development work on access channels and support that Wirral have been dealing with as the already seen impacts of the wider Welfare Reform Programme since it's inception in Housing Benefit changes starting with Local Housing Allowance in April 2008.
- 2.16 Partnership working between the Benefits Service as well as our Customer Services and our key partners already exist and can quite readily be further developed. This includes working with our local social and private sector landlords as well as the Business Development Managers locally in Jobcentre Plus. Senior Benefit and Customer Services managers continued role in this engagement is imperative and as this partnership is already established through the Welfare Reform subgroup of Wirral's Equality and Diversity group. It is likely this group will form the basis of Wirral's Support Framework group.
- 2.17. On line access to Benefits Services and particularly the experience of designing, establishing and delivering Wirral's Local Welfare Assistance Scheme has further strengthened the links between the role of Customer Services and that of our core processing and assessment work as clients present to us with increasingly diverse and difficult situations in making applications for hardship support.
- 2.18. Further development plans to enhance access to include other channels such as social media, hand held mobile devices etc. These will also form part of the wider customer contact strategy and senior benefit managers, specifically with regard to the move to UC, are in the process of evaluating the benefits of the increasingly used 'Looking Local' solution, a national access channel available

to Sky/Virgin customers as well as PC, Mobiles and Nintendo Wii users. This will be accompanied by a review and update of Wirral's own UC internet pages and links which will include access to the national UC toolkit.

- 2.19. Universal Credit is in respect of working age claimants and the welfare reform programme intended that pensioners would also move to a new scheme Pension Credit probably about 12 months behind Universal Credit transfer. There have been widely publicised issues in respect of the Universal Credit timescale for roll out. The government announced in late 2013 that it was likely Pension Credit introduction would be delayed at least 12 months from its original timing. Thus there are no significant details about this scheme at the present time.
- 2.20. The introduction and impacts of Benefit Reforms such as the Spare Room Subsidy, Benefit Cap, extension of Discretionary Housing Payment and the introduction and administration of both the Local Welfare Assistance Scheme and Localised Council Tax Support Scheme demonstrate the service area's ability to respond to high volume, complex change and to react to the associated needs of those affected.

3.0 RELEVANT RISKS

- 3.1 If the authority does not support this national welfare change its claimants looking to ensure they access this benefit may be adversely affected.

4.0 OTHER OPTIONS CONSIDERED

- 4.1 The option to not engage with this legislative change is not appropriate and it will be the breadth of local support offered by the Council that will be for consideration as the scheme rolls out.

5.0 CONSULTATION

- 5.1 None is required by the authority at this time on Universal Credit.

6. IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

- 6.1 These organisations have already experienced increases in support requirements, especially around Welfare Support and Advice, as benefit levels reduce and more changes are introduced.
- 6.2. This is similar to the impacts seen by our own staff both at the front and back of house service areas and it is clear these impacts will accelerate for all.
- 6.3. Wirral has been proactive in supporting this support and advice requirement by agreeing additional funding to support the voluntary sector in this work.

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

- 7.1 The financial impact for Wirral is not yet known and this will be key to any ongoing role in work anticipated under the Local Support Service Framework.
- 7.2. The DWP funds Housing Benefits work via direct grant and this will be affected in the future as transfers commence. Despite the service seeing its work volumes increase in 2013/14 by around 25% the DWP have reduced the administration grant received by Wirral. In 2013/14 this was £2,691,091 plus a one off downturn payment of £133,097 and an additional in year grant of £140,124, totalling £2,964,312. For 2014/15 this has reduced to £2,041,008, a reduction of £923,304 (31.1%). This is explained by two issues. Firstly it reflects that the grant no longer covers Council Tax Support and 20% of 2013/14 grant has transferred to the Department for Communities & Local Government to meet 2014/15 Council Tax Support costs which is to be advised separately. The grants are then subject to a 10% government efficiency challenge which reduces overall national funding, although a reduction in the higher work levels are yet to be seen.
- 7.3. The direct staffing impact of UC in Wirral thus far has been negligible and is likely to remain so during at least 2014/15. As the move to UC ultimately progresses and the caseload of working age claimants transfers, the management of a diminishing service will necessitate a critical review of staffing establishments as over a period of time it will be managed down to reflect the changes. The Benefits Service, Revenues Service, Call Centre and Library One Stop Shops areas will all be affected. Discussions with staff representatives continue as all recognise the significant impact these changes have on staff and service users alike.
- 7.4. There are no IT or Asset implications arising from this report.

8.0 LEGAL IMPLICATIONS

- 8.1 There are none arising directly from this report.

9.0 EQUALITIES IMPLICATIONS

- 9.1 An Equality Impact Assessment in regard Universal Credit is not at this stage necessary by Wirral but Welfare Reform / Housing Benefit EIA's have been undertaken and are shown at

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

9.2 National EIA's have been undertaken by the DWP for all areas of the welfare reform agenda and a full in depth UC EIA is shown at this link;

<https://www.gov.uk/government/publications/universal-credit-equality-impact-assessment>

10.0 CARBON REDUCTION IMPLICATIONS

10.1 There are none arising directly from this report.

11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

11.1 There are none arising directly from this report.

12.0 RECOMMENDATION

12.1 That the report be noted.

13.0 REASON FOR RECOMMENDATIONS

13.1 To ensure Members are aware of the up to date position on Universal Credit both nationally and on Wirral.

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APPENDIX: None

REFERENCE MATERIAL: Department for Work & Pensions Guidance Updates

SUBJECT HISTORY

Council Meeting	Dates
Scrutiny Programme Board	19 February 2013
Council Excellence	30 January 2013
Cabinet	19 July 2012
Council Excellence	26 March 2012

WIRRAL COUNCIL

Policy and Performance Coordinating Committee

01 April 2014

SUBJECT:	Protocol for the establishment of joint health scrutiny arrangements for Cheshire and Merseyside
WARD/S AFFECTED:	ALL
REPORT OF:	Director of Public Health / Head of Policy and Performance.
Portfolio Holder	Cllr Ann McLachlan (Governance and Improvement)

1.0 EXECUTIVE SUMMARY

- 1.1 The purpose of the report is to outline the process currently being undertaken to develop a joint health scrutiny protocol/arrangements covering the Cheshire and Merseyside area pursuant to The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 ("Regulations").
- 1.2 A copy of the draft protocol is attached at Appendix 1 to the report. The protocol responds to a requirement set out in Regulations and provides a vehicle for establishing joint health scrutiny committees with the other authorities in the Cheshire and Merseyside area as the need may arise.
- 1.3 The requisite changes required to the Council's Constitution are set out at Appendix 2.

2.0 BACKGROUND AND KEY ISSUES

- 2.1 Since 2001, local authority overview and scrutiny committees have had specific powers which relate to the scrutiny of health services. These powers include setting out how overview and scrutiny committees are statutorily obliged to scrutinise proposals for 'substantial' variation to local health services.
- 2.2 The term 'substantial' is not defined in legislation. However it is generally considered that a substantial change or variation to a health service is one that has a major impact on services experienced by patients and/or future patients.
- 2.3 Ultimately legislation gives overview and scrutiny committees the power to refer a proposal to the Secretary of State if they believe that it is not in the interests of the health service or if they have not been adequately consulted on a proposal. This means that all providers of NHS services, such as hospital Trusts, Clinical Commissioning Groups and mental health trusts are required to

undertake engagement and consultation with health overview and scrutiny committees before they implement a health service change.

- 2.4 New Health Scrutiny Regulations came into effect last year from 1st April 2013. The Regulations allows for the establishment of joint health scrutiny committees where more than one local authority's health scrutiny arrangements consider a proposed change in NHS services to be substantial in terms of the impact on its area. There is no provision within the regulations for a local authority to undertake its own scrutiny into a proposed substantial variation if the service is provided across local authority boundaries and is deemed to be substantial by more than one authority. The regulations also provide for the discretionary establishment of joint health scrutiny committees in other circumstances.
- 2.5 Work has been undertaken to produce a protocol which will provide a framework for the establishment of such joint committees. The intention is to develop a mutual understanding between the relevant authorities and to deliver a document that facilitates such joint working in the future.
- 2.6 Officers from Knowsley Council have taken the lead liaison role in terms of developing the draft document and coordinating the circulation / version control. The protocol has been developed using a model established in Yorkshire and Humberside. It is proposed that the protocol would be reviewed on an annual basis to ensure that it works effectively and complies with any new legislation and guidance.
- 2.7 The intention is to secure the agreement of all Cheshire and Merseyside authorities to the draft protocol during the coming months. This includes the following authorities:
- Cheshire East Council
 - Cheshire West and Chester Council
 - Halton Borough Council
 - Knowsley Metropolitan Borough Council
 - Liverpool City Council
 - St Helens Metropolitan Borough Council
 - Sefton Council
 - Warrington Borough Council
 - Wirral Borough Council
- 2.8 The first instance where the protocol will be require will be to deal with proposals to change the delivery of cancer services currently provided by Clatterbridge Cancer Centre NHS Foundation Trust.

3.0 THE DRAFT PROTOCOL

- 3.1 The 'Protocol for the establishment of joint health scrutiny arrangements for Cheshire and Merseyside' (Appendix 1) is intended to provide a framework to guide the operation of joint health scrutiny arrangements for all Merseyside and Cheshire local authorities.
- 3.2 The protocol sets out the following:

1. The requirement on local NHS bodies and providers to consult with health overview and scrutiny committees at the earliest opportunity. This involves direct consultation with each individual local authority as soon as a formal proposal has been developed.
 2. A process for how individual local authorities should decide whether health service proposals constitute a substantial change, effectively stage 1 in the process for setting up a Joint Committee. This includes suggested criteria on which to judge whether a proposed change is 'substantial'.
 3. The circumstances when joint health scrutiny arrangements are required to be formed. Only those authorities that agree that a change is "substantial" can enter into a joint arrangement.
 4. The Powers of a joint health overview and scrutiny committee. This includes powers to:
 - make comments and recommendations on any proposal;
 - require local NHS providers to respond to requests for information or specific recommendations; and
 - report to the Secretary of State.
 5. The Membership arrangements of any joint scrutiny committee. This includes a sliding scale membership approach for nominees from each authority, determined by the number of local authorities participating.
 6. Committee administration and conduct. This includes identification of a lead local authority, conduct in meetings, and reports of committee.
- 3.3 The protocol also allows for discretionary joint health scrutiny to take place. This is where two or more local authorities agree to form a joint overview and scrutiny committee for the purposes of 'general' scrutiny of a local NHS body or health service provider.

4.0 IMPLICATIONS FOR WIRRAL

- 4.1 For all 9 local authorities, the proposed joint health scrutiny arrangements would require a change to the constitution to comply with the regulations. The regulations effectively require an authority to delegate its health scrutiny to a joint committee where a proposed service change covers two or more local authority areas.
- 4.2 It is proposed that nominations for any joint committee would come from the Families and Wellbeing Policy and Performance Committee, as the committee charged with the responsibility for Health Scrutiny in Wirral. Nominations would be put forward from the Committee as the case for a Joint Health Scrutiny Committee arises.
- 4.3 The number of Committee Members per local authority ranges between one and three depending on the number of authorities involved in the joint

committee. The rationale for the proposal of one Member, where eight or nine local authorities establish a joint committee is based on the principle that the larger a committee becomes, the more difficult it is to coordinate diaries and effectively manage business.

- 4.4 In developing the Membership arrangements set out in the Protocol, two options were considered. The alternative option provided for additional Committee Members to be allocated to those authorities with larger populations. This option was considered to be more favourable for Wirral Council (with the fourth largest population of the nine authorities). However, of the nine authorities, seven were in favour of the simpler option as set out in the draft protocol.
- 4.5 The protocol requires that authorities nominate membership of a joint committee to reflect its own political balance. To accommodate nominations of one, two or three Members from Wirral, the following allocation is suggested for consideration by Members in line with the Council's current proportionality:

No of Members	Allocation
One	One Labour
Two	One Labour, One Conservative
Three	Two Labour, One Conservative

- 4.6 To ensure that Member/s on any joint committee best reflect the collective views of the Families and Wellbeing Policy and Performance Committee, it is proposed that a meeting of that committee is held prior to Wirral's Member/s going forward to sit on the Joint Committee. In addition, a briefing could be provided setting out the purpose of the consultation to solicit the views of all Members of the Council.
- 4.7 To give effect to the proposals as outlined in this report, the Committee is invited to recommend to Council the proposed changes to the Council's Constitution as detailed in Appendix 2 to this report.

5.0 TIMETABLE

- 5.1 The protocol has been shared at officer level across all potential participating local authorities. It is currently in the process of being taken through the approval processes of all nine authorities prior to being adopted by each authority at Full Council.
- 5.2 The Clatterbridge Cancer Centre NHS Foundation Trust is currently developing proposals to relocate some service provision to the Royal Liverpool Hospital. These services are provided to all residents covering Cheshire and Merseyside. The indication is that a public consultation will be launched in June/July. The Health Scrutiny of this proposal would follow soon after with the consultation results being considered by the Joint committee as part of its evidence.
- 5.3 A letter to each of the 9 authorities setting out the proposals and timeframe is expected in the coming weeks. It will be for the Families and Wellbeing Policy and Performance Committee to determine whether proposals are deemed to

represent a substantial development or variation for Wirral (stage 1 of the process).

- 5.4 It is essential therefore that the protocol can be adopted by each authority at the earliest opportunity to allow it to be used to govern the operation of a joint arrangement for the purposes of considering these proposals. The aim is for the protocol to have been approved by all authorities by June 2014. A recommendation would need to be made in relation to proposed amendments to the Constitution at Council's Annual Meeting in June.

6.0 CONCLUSION

- 6.1 The Protocol for the establishment of joint health scrutiny arrangements for Cheshire and Merseyside has been developed in response to new Health Scrutiny Regulations. Subject to the approval of the Coordinating Committee, there is a need for Wirral to endorse this protocol to ensure its participation in the future establishment of any Joint Health Scrutiny Committee. The timetable for approval is dependent on the need for all authorities to approve the same version of the document. There is also a need to have the protocol approved in order to respond to the anticipated consultation on proposed changes by Clatterbridge Cancer Centre Foundation Trust in the summer.

7.0 RELEVANT RISKS

- 7.1 There is a risk that individual Councils may not ultimately be in a position to adopt the finalised substantive document. This can only be mitigated by attempting to ensure that views from each authority are accommodated, as far as practically possible, to ensure that ownership of the document is shared across the region. However, a cut off point for amendments will be required to ensure authorities can all approve the same version. In line with 2.6 (above) there will be an opportunity to make amendments to the protocol through a regular review process to ensure that it is fit for purpose.

8.0 OTHER OPTIONS CONSIDERED

- 8.1 N/A

9.0 CONSULTATION

- 9.1 A briefing session was held for the Chair, Vice Chair and Party Spokespersons of the Coordinating Committee and the Families and Wellbeing Committee on 11th March to identify any issues and seek any clarifications. These are set out in support of this report as Appendix 3.

10.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS

- 10.1 N/A

11.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

- 11.1 N/A

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

12.1 N/A

13.0 LEGAL IMPLICATIONS

13.1 The Council's Constitution requires amendment in order to give effect to the changes proposed in this report.

13.2 The Access to Information Regulations shall apply to any Joint Scrutiny Committee.

13.3 Where it is determined under the 'Protocol for the Establishment of Joint Health Scrutiny Arrangements for Cheshire and Merseyside' that a proposed health service change covers two or more local authority areas, the Council will be delegating its health scrutiny to a joint health committee in accordance with and as determined by the said Protocol pursuant to The Local Authority (public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013

14.0 EQUALITIES IMPLICATIONS

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

(c) No because of another reason which is

The report is for information to Members and there are no direct equalities implications at this stage.

15.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS

15.1 N/A

16.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

16.1 N/A

17.0 RECOMMENDATION/S

That the Committee:

17.1 Endorses the draft Protocol for the Establishment of Joint Health Scrutiny Arrangements for Cheshire and Merseyside set out Appendix 1 to this report

17.2 Recommends the Protocol for the Establishment of Joint Health Scrutiny Arrangements for Cheshire and Merseyside set out Appendix 1 to Annual Council on 9 June, for approval.

17.3 Recommends to Council that the Policy and Performance Co-ordinating Committee have delegated authority to amend and revise the Protocol for the Establishment of Joint Health Scrutiny Arrangements for Cheshire and Merseyside as considered appropriate and necessary.

17.3 Recommends to Annual Council on 9 June, that Article 6A as set out at Appendix 2 be included within the Council's Constitution.

18.0 REASON/S FOR RECOMMENDATION/S

18.1 For Members of the Policy and Performance Coordinating Committee to consider the draft Joint Health Scrutiny Protocol, provide appropriate feedback and refer this matter to full Council on 9 June.

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APPENDICES

Appendix 1 – Protocol for the establishment of joint health scrutiny arrangements for Cheshire and Merseyside

Appendix 2 – Proposed revision to the Constitution Article 6A - Joint Health Scrutiny Committee(s).

Appendix 3 – Additional clarifications in respect of the Protocol for the establishment of joint health scrutiny arrangements for Cheshire and Merseyside

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PROTOCOL FOR ESTABLISHMENT OF JOINT HEALTH SCRUTINY ARRANGEMENTS FOR CHESHIRE AND MERSEYSIDE

1. INTRODUCTION

- 1.1 This protocol has been developed as a framework for the operation of joint health scrutiny arrangements across the local authorities of Cheshire and Merseyside. It allows for:
- scrutiny of substantial developments and variations of the health service; and,
 - discretionary scrutiny of local health services
- 1.2 The protocol provides a framework for health scrutiny arrangements which operate on a joint basis only. Each constituent local authority should have its own local arrangements in place for carrying out health scrutiny activity individually.

2. BACKGROUND

- 2.1 The Health and Social Care Act 2012 and the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 came into effect on 1 April 2013 revising existing legislation regarding health scrutiny.
- 2.2 In summary, the revised statutory framework authorises local authorities to:
- review and scrutinise any matter relating to the planning, provision and operation of the health service; and,
 - consider consultations by a relevant NHS body or provider of NHS-funded services on any proposal for a substantial development or variation to the health service in the local authority's area.
- 2.3 Ultimately the regulations place a requirement on relevant scrutiny arrangements to reach a view on whether they are satisfied that any proposal that is deemed to be a substantial development or variation is in the interests of the health service in that area, or instead, that the proposal should be referred to the Secretary of State for Health. In instances where a proposal impacts on the residents of one local authority area exclusively, this responsibility lays with that authority's health scrutiny arrangements alone.
- 2.4 Where such proposals impact on more than one local authority area, each authority's health scrutiny arrangements must consider whether the proposals constitute a substantial development or variation or not. The regulations place a requirement on those local authorities that agree that a proposal is substantial to establish, in each instance, a joint overview and scrutiny committee for the purposes of considering it. This protocol deals with the

proposed operation of such arrangements for the local authorities of Cheshire and Merseyside.

3. PURPOSE OF THE PROTOCOL

3.1 This protocol sets out the framework for the operation of joint scrutiny arrangements where:

- a) an NHS body or health service provider consults with more than one local authority on any proposal it has under consideration, for a substantial development/variation of the health service;
- b) joint scrutiny activity is being carried out on a discretionary basis into the planning, provision and operation of the health service

3.2 The protocol covers the local authorities of Cheshire and Merseyside including:

- Cheshire East Council
- Cheshire West and Chester Council
- Halton Borough Council
- Knowsley Council
- Liverpool City Council
- St. Helens Metropolitan Borough Council
- Sefton Council
- Warrington Borough Council
- Wirral Borough Council

3.3 Whilst this protocol deals with arrangements within the boundaries of Cheshire and Merseyside, it is recognised that there may be occasions when consultations/discretionary activity may affect adjoining regions/ areas. Arrangements to deal with such circumstances would have to be determined and agreed separately, as and when appropriate.

4. PRINCIPLES FOR JOINT HEALTH SCRUTINY

4.1 The fundamental principle underpinning joint health scrutiny will be co-operation and partnership with a mutual understanding of the following aims:

- To improve the health of local people and to tackle health inequalities;
- To represent the views of local people and ensure that these views are identified and integrated into local health service plans, services and commissioning;

- To scrutinise whether all parts of the community are able to access health services and whether the outcomes of health services are equally good for all sections of the community; and,
- To work with NHS bodies and local health providers to ensure that their health services are planned and provided in the best interests of the communities they serve.

5. SUBSTANTIAL DEVELOPMENT/VARIATION TO SERVICES

5.1 Requirements to consult

- 5.1.1 All relevant NHS bodies and providers of NHS-funded services¹ are required to consult local authorities when they have a proposal for a substantial development or substantial variation to the health service.
- 5.1.2 A substantial development or variation is not defined in legislation. Guidance has suggested that the key feature is that it should involve a major impact on the services experienced by patients and/or future patients.
- 5.1.3 Where a substantial development or variation impacts on the residents within one local authority area boundary, only the relevant local authority health scrutiny function shall be consulted on the proposal.
- 5.1.4 Where a proposal impacts on residents across more than one local authority boundary, the NHS body/health service provider is obliged to consult all those authorities whose residents are affected by the proposals in order to determine whether the proposal represents a substantial development or variation.
- 5.1.5 Those authorities that agree that any such proposal does constitute a substantial development or variation are obliged to form a joint health overview and scrutiny committee for the purpose of formal consultation by the proposer of the development or variation.
- 5.1.6 Whilst each local authority must decide individually whether a proposal represents a substantial development/variation, it is only the statutory joint health scrutiny committee which can formally comment on the proposals if more than one authority agrees that the proposed change is “substantial”.
- 5.1.7 Determining that a proposal is not a substantial development/variation removes the ability of an individual local authority to comment formally on the proposal and exercise other powers, such as the power to refer to the Secretary of State. Once such decisions are made, the ongoing obligation on the proposer to consult formally on a proposal relates only to those authorities

¹ This includes the NHS England, any Clinical Commissioning Group providing services to the residents of Cheshire and Merseyside, an NHS Trust, an NHS Foundation Trust and any other relevant provider of NHS funded services which provides health services to those residents, including public health.

that have deemed the proposed change to be “substantial” and this must be done through the vehicle of the joint committee. Furthermore the proposer will not be obliged to provide updates or report back on proposals to individual authorities that have not deemed them to be “substantial”.

5.2 Process for considering proposals for a substantial development/variation

5.2.1 In consulting with the local authority in the first instance to determine whether the change is considered substantial, the NHS body/ provider of NHS-funded service is required to:

- Provide the proposed date by which it requires comments on the proposals
- Provide the proposed date by which it intends to make a final decision as to whether to implement the proposal
- Publish the dates specified above
- Inform the local authority if the dates change²

5.2.3 NHS bodies and local health service providers are not required to consult with local authorities where certain ‘emergency’ decisions have been taken. All exemptions to consult are set out within regulations.³

5.2.4 In considering whether a proposal is substantial, all local authorities are encouraged to consider the following criteria:

- *Changes in accessibility of services:* any proposal which involves the withdrawal or change of patient or diagnostic facilities for one or more speciality from the same location.
- *Impact on the wider community and other services:* This could include economic impact, transport, regeneration issues.
- *Patients affected:* changes may affect the whole population, or a small group. If changes affect a small group, the proposal may still be regarded as substantial, particularly if patients need to continue accessing that service for many years.
- *Methods of service delivery:* altering the way a service is delivered may be a substantial change, for example moving a particular service into community settings rather than being entirely hospital based.
- *Potential level of public interest:* proposals that are likely to generate a significant level of public interest in view of their likely impact.

² Section 23 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013

³ Section 24 *ibid*

5.2.5. This criteria will assist in ensuring that there is a consistent approach applied by each authority in making their respective decisions on whether a proposal is “substantial” or not. In making the decision, each authority will focus on how the proposals impacts on its own area/ residents.

6. OPERATION OF A STATUTORY JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE

6.1 General

6.1.1 A joint health overview and scrutiny committee will be made up of each of the constituent local authorities that deem a proposal to be a substantial development or variation. This joint committee will be formally consulted on the proposal and have the opportunity to comment. It will also be able to refer to the Secretary of State for Health if any such proposal is not considered to be in the interests of the health service.

6.1.2 A decision as to whether the proposal is deemed substantial shall be taken within a reasonable timeframe and in accordance with any deadline set by the lead local authority, following consultation with the other participating authorities.

6.2 Powers

6.2.1 In dealing with substantial development/variations, any statutory joint health overview and scrutiny committee that is established can:

- require relevant NHS bodies and health service providers to provide information to and attend before meetings of the committee to answer questions
- make comments on the subject proposal by a date provided by the NHS body/local health service provider
- make reports and recommendations to relevant NHS bodies/local health providers
- require relevant NHS bodies/local health service providers to respond within a fixed timescale to reports or recommendations
- carry out further negotiations with the relevant NHS body where it is proposing not to agree to a substantial variation proposal; and
- where agreement cannot be reached, to notify the NHS body of the date by which it intends to make the formal referral to the Secretary of State

6.2.2 A joint health overview and scrutiny committee has the power to refer a proposal to the Secretary of State if:

- the committee is not satisfied that consultation with the relevant health scrutiny arrangements on any proposal has been adequate
- it is not satisfied that reasons for an ‘emergency’ decision that removes the need for formal consultation with health scrutiny are adequate

- it does not consider that the proposal would be in the interests of the health service in its area

6.2.3 Where a committee has made a recommendation to a NHS body/local health service provider regarding a proposal and the NHS body/provider disagrees with the recommendation, the local health service provider/NHS body is required to inform the joint committee and attempt to enter into negotiation to try and reach an agreement. In this circumstance, a joint committee has the power to report to the Secretary of State if:

- relevant steps have been taken to try to reach agreement in relation to the subject of the recommendation, but agreement has not been reached within a reasonable period of time; or,
- There has been no attempt to reach agreement within a reasonable timeframe.

6.2.4 Where a committee disagrees with a substantial variation and has either made comments (without recommendations) or chosen not to provide any comments, it can report to the Secretary of State only if it has:

- Informed the NHS body/local health service provider of its decision to disagree with the substantial variation and report to the Secretary of State; or,
- Provided indication to the NHS body/local health service provider of the date by which it intends to make a referral.

6.2.5 In any circumstance where a committee disagrees with a proposal for a substantial variation, there will be an expectation that negotiations will be entered into with the NHS body/local health service provider in order to attempt to reach agreement.

6.2.6 Where local authorities have agreed that the proposals represent substantial developments or variations to services and agreed to enter into joint arrangements, it is only the joint health overview and scrutiny committee which may exercise these powers.

6.2.7 A statutory joint health overview and scrutiny committee established under the terms of this protocol may only exercise the powers set out in 6.2.1 to 6.2.3 above in relation to the statutory consultation for which it was originally established. Its existence is time-limited to the course of the specified consultation and it may not otherwise carry out any other activity.

6.3 Membership

6.3.1 Each participating local authority should ensure that those Councillors it nominates to a joint health overview and scrutiny committee reflect its own political balance.⁴ However, overall political balance requirements may be waived with the agreement of all participating local authorities.

⁴ Localism Act 2011, Schedule 2 9FA, 6 (b)

6.3.2 A joint committee will be composed of Councillors from each of the participating authorities within Cheshire and Merseyside in the following ways:

- where 8 or more local authorities deem the proposed change to be substantial – the joint health overview and scrutiny committee will consist of 1 nominated elected member from each participating authority (or a nominated substitute)
- where between 4 and 7 local authorities deem the proposed change to be substantial, each authority will nominate 2 elected members
- where 3 or less local authorities deem the proposed change to be substantial, then each participating authority will nominate 3 elected members.

(Note: In making their nominations, each participating authority will be asked to ensure that their representatives have the experience and expertise to contribute effectively to a health scrutiny process)

Local authorities who consider change to be 'substantial'	No' of elected members to be nominated from each authority
8 or more	1 member
Between 4 and 7	2 members
3 or less	3 members

6.3.3 Each local authority will be obliged to nominate elected members through their own relevant internal processes and provide notification of those members to the lead local administrative authority at the earliest opportunity.

6.3.4 To avoid inordinate delays in the establishment of a relevant joint committee, it is suggested that constituent authorities arrange for delegated decision making arrangements to be put in place to deal with such nominations at the earliest opportunity.

6.5 Quorum

6.5.1 The quorum of the meetings of a joint committee shall be one quarter of the full membership of any Joint Committee, subject to the quorum being, in each instance, no less than 3.

6.5.2 There will be an expectation for there to be representation from each authority at a meeting of any joint committee established. The lead local authority will attempt to ensure that this representation is achieved.

6.6 Identifying a lead local authority

- 6.6.1 A lead local authority should be identified from one of the participating authorities to take the lead in terms of administering and organising a joint committee in relation to a specific proposal.
- 6.6.2 Selection of a lead authority should, where possible, be chosen by mutual agreement by the participating authorities and take into account both capacity to service a joint health scrutiny committee and available resources. The application of the following criteria should also guide determination of the lead authority:
- The local authority within whose area the service being changed is based; or
 - The local authority within whose area the lead commissioner or provider leading the consultation is based.
- 6.6.3 Lead local authority support should include a specific contact point for communication regarding the administration of the joint committee. There will be an obligation on the key lead authority officer to liaise appropriately with officers from each participating authority to ensure the smooth running of the joint committee.
- 6.6.4 Each participating local authority will have the discretion to provide whatever support it may deem appropriate to their own representative(s) to allow them to make a full contribution to the work of a joint committee.

6.7 Nomination of Chair/ Vice-Chair

The chair/ vice-chair of the joint health overview and scrutiny committee will be nominated and agreed at the committee's first meeting. It might be expected that consideration would be given to the chair being nominated from the representative(s) from the lead authority.

6.8 Meetings of a Joint Committee

- 6.8.1 At the first meeting of any joint committee established to consider a proposal for a substantial development or variation, the committee will also consider and agree:
- The joint committee's terms of reference;
 - The procedural rules for the operation of the joint committee;
 - The process/ timeline for dealing formally with the consultation, including:
 - the number of sessions required to consider the proposal; and
 - the date by which the joint committee will make a decision as to whether to refer the proposal to the Secretary of State for Health – which should be in advance of the proposed date by which the NHS body/service provider intends to make the decision.

6.8.2 All other meetings of the joint committee will be determined in line with the proposed approach for dealing with the consultation. Different approaches may be taken for each consultation and could include gathering evidence from:

- NHS bodies and local service providers;
- patients and the public;
- voluntary sector and community organisations; and
- NHS regulatory bodies.

6.9 Reports of a Joint Committee

6.9.1 A joint committee is entitled to produce a written report which may include recommendations. As a minimum, the report will include:

- An explanation of why the matter was reviewed or scrutinised
- A summary of the evidence considered
- A list of the participants involved in the review
- An explanation of any recommendations on the matter reviewed or scrutinised

The lead authority will be responsible for the drafting of a report for consideration by the joint committee.

6.9.2 Reports shall be agreed by the majority of members of a joint committee and submitted to the relevant NHS body/health service provider or the Secretary of State as applicable.

6.9.3 Where a member of a joint health scrutiny committee does not agree with the content of the committee's report, they may produce a report setting out their findings and recommendations which will be attached as an appendix to the joint health scrutiny committee's main report.

7. DISCRETIONARY HEALTH SCRUTINY

- 7.1 More generally, the Health and Social Care Act 2012 and the 2013 Health Scrutiny Regulations provide for local authority health scrutiny arrangements to scrutinise the planning, provision and operation of health services.
- 7.2 In this respect, two or more local authorities may appoint a joint committee for the purposes of scrutinising the planning, provision and operation of health services which impact on a wider footprint than that of an individual authority's area.
- 7.3 Any such committee will have the power to:
- require relevant NHS bodies and health service providers to provide information to and attend before meetings of the committee to answer questions
 - make reports and recommendations to relevant NHS bodies/local health providers
 - require relevant NHS bodies/local health service providers to respond within a fixed timescale to reports or recommendations
- 7.4 A discretionary joint committee will not have the power to refer an issue to the Secretary of State for Health.
- 7.5 In establishing a joint committee for the purposes of discretionary joint scrutiny activity, the constituent local authorities should determine the committee's role and remit. This should include consideration as to whether the committee operates as a standing arrangement for the purposes of considering all of the planning, provision and operation of health services within a particular area or whether it is being established for the purposes of considering the operation of one particular health service with a view to making recommendations for its improvement. In the case of the latter, the committee must disband once its specific scrutiny activity is complete.
- 7.6 In administering any such committee, the proposed approach identified in sections 6.3 – 6.9 (disregarding any power to refer to the Secretary of State) of this protocol should be followed, as appropriate.

8. CONCLUSION

- 8.1 The local authorities of Cheshire and Merseyside have adopted this protocol as a means of governing the operation of joint health scrutiny arrangements both mandatory and discretionary. The protocol is intended to support effective consultation with NHS bodies or local health service providers on any proposal for a substantial development of or variation in health services. The protocol also supports the establishment of a joint health overview and scrutiny committee where discretionary health scrutiny activity is deemed appropriate.
- 8.2 The protocol will be reviewed regularly, and at least on an annual basis to ensure that it complies with all current legislation and any guidance published by the Department of Health.

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Article 6A - Joint Health Scrutiny Committee(s)

1. Role and Function

- 1.1 The role and function of any Joint Health Scrutiny Committee shall be determined in accordance with the arrangements set out in the 'Protocol for the Establishment of Joint Health Scrutiny Arrangements for Cheshire and Merseyside'.
- 1.2 To undertake joint health scrutiny obligations arising under the Health Scrutiny Regulations (as detailed in the 'Protocol for the Establishment of Joint Health Scrutiny Arrangements for Cheshire and Merseyside') as from 1st April 2013 (i) where more than one local authority's health scrutiny arrangements consider a proposed change in NHS services to be substantial in terms of the impact on its area; and/or (ii) in other circumstances as permitted by the Health Scrutiny Regulations or the Protocol.

2. Composition

- 2.1 The composition of any Joint Health Scrutiny Committee shall be in accordance with the 'Protocol for the Establishment of Joint Health Scrutiny Arrangements for Cheshire and Merseyside' as approved by the Policy and Performance Coordinating Committee.

3. Membership

- 3.1 The appointment of Members to any Joint Health Scrutiny Committee will be in accordance with the 'Protocol for the Establishment of Joint Health Scrutiny Arrangements for Cheshire and Merseyside'. Nominations to any Joint Health Committee shall be determined and made by the Families and Wellbeing Policy and Performance Committee which is responsible for discharging the Council's Health Scrutiny responsibilities.

4. Quorum

- 4.1 The quorum of any Joint Health Scrutiny Committee shall be determined in accordance with the arrangements set out in the 'Protocol for the Establishment of Joint Health Scrutiny Arrangements for Cheshire and Merseyside'.

5. Frequency of Meetings

- 5.1 The frequency of meetings of any Joint Health Overview Scrutiny Committee will be determined at the first meeting of any Committee in line with the purposes for which it has been established.

6. Access to Information

- 6.1 The Access to Information Regulations shall apply to any Joint Health Scrutiny Committee.

Additional clarifications following Members Briefing.

1. Clarification on responsibilities around access to information for any Joint Overview and Scrutiny Committee.

There would be an obligation to ensure that all nominated members on a Joint Committee were in receipt of agenda papers at the same time (in hard copy and/or electronic form). In practical terms, the responsibility for ensuring this would probably fall to the Lead Authority. However, there would need to be some officer level co-ordination of this in each of the participating authorities. For those lead authorities that use the modern.gov software for committee administration, this should not be a problem. The software allows “users” external to the particular authority to be given access and notification rights to published agendas.

2. Clarification on the control and distribution of information that may be restricted under exemption.

This would be dependent on the flexibility of the software packages being used. However, there would have to be strong reasons for exemption to outweigh the public interest in such transparency.

3. Clarification on the attendance at meetings of other Local Health Scrutiny Members in an observation capacity?

As ‘members of the public’ there would be a right for anyone to attend the Committee meetings, including councillors not on the Committee.

4. The use of deputies generally.

The use of deputies is not broached directly in the protocol. However, paragraph 6.8.1 does provide a way to settle the question on a case by case basis by agreeing procedure rules particular to each Joint Committee. Obviously the alternative would be to enshrine it in the protocol itself. This question also links to 6.5.2 and the issue of quorum. There is a stronger argument to provide for substitutes where each authority is only represented by one member rather than where there are two or more representatives per authority.

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WIRRAL COUNCIL

COORDINATING POLICY AND PERFORMANCE

COMMITTEE

15 JANUARY 2014

SUBJECT:	CORPORATE PLAN PERFORMANCE MANAGEMENT REPORT
WARD/S AFFECTED:	ALL
REPORT OF:	DIRECTOR OF PUBLIC HEALTH AND HEAD OF POLICY & PERFORMANCE
RESPONSIBLE PORTFOLIO HOLDER:	CLLR ANN MCLACHLAN (GOVERNANCE AND IMPROVEMENT)
KEY DECISION?	NO

1.0 EXECUTIVE SUMMARY

1.1 The aim of this report (Appendix 1) is to update Members in relation to the current performance of the Council against the delivery of the Corporate Plan (as at 28th February 2014). The report translates the priorities set out in the Corporate Plan into a coherent and measurable set of performance outcome measures and targets. Members are requested to consider the details of the report and highlight any issues.

2.0 BACKGROUND AND KEY ISSUES

2.1 As part of the development of the Corporate Plan, a set of SMART (Specific, Measurable, Achievable, Realistic and Time related) outcome measures have been developed. The senior management team have determined the outcome indicators contained within the report and signed off the following parameters which underpin their on-going performance management:

- 2013/14 Plan
- 2013/14 Plan trajectory
- 2013/14 Performance tolerance levels (determine RAG [Red, Amber, Green] status)
- Head of Service responsible for delivery of target

2.2 Corporate Plan performance is monitored on a monthly basis against the parameters agreed as part of the business planning process (e.g. RAG tolerance levels). Some indicators are only available on a quarterly basis, in line with the availability of data. Heads of Service responsible for the delivery of targets must complete an exception report and delivery plan for all indicators which are under performing (e.g. red RAG rated indicators).

2.3 Monthly Corporate Plan Performance Reports are produced and made available to support corporate challenge via:

- Monthly DMTs
- Monthly Portfolio Lead briefings
- Quarterly Audit, Risk, Governance and Performance meetings
- Quarterly Policy and Performance Committees

3.0 SUMMARY

3.1 The Corporate Plan Performance Report (Appendix 1) sets out performance against 29 outcome measures. Of these there are 5 measures where the outcome metric is under design or due to report at the end of the year. A commentary is provided against these.

3.2 Of the 24 measures that are RAG rated, 19 are rated green, 3 are rated amber and 2 are rated red. The 2 measures rated red have action plans (included as Appendix 2 and 3) which refer to:

- Permanent admissions of older people (aged 65 and over) to residential and nursing care homes, per 100,000 population
- % Adult Care Packages supported by Direct Debit

4.0 RELEVANT RISKS

4.1 The performance management framework policy is aligned to the Council's risk management strategy.

5.0 OTHER OPTIONS CONSIDERED

5.1 N/A

6.0 CONSULTATION

6.1 N/A

7.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

7.1 N/A

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

8.1 Financial implications of undertaking the actions to deliver the Corporate Plan will be addressed by Directorates as appropriate.

9.0 LEGAL IMPLICATIONS

9.1 N/A

10.0 EQUALITIES IMPLICATIONS

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

(c) No because of another reason which is

The report is for information to Members and there are no direct equalities implications at this stage.

11.0 CARBON REDUCTION IMPLICATIONS

11.1 N/A

12.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

12.1 N/A

13.0 RECOMMENDATION/S

13.1 Committee are requested to use the information contained within this report to inform its future work programme.

14.0 REASON/S FOR RECOMMENDATION/S

14.1 To ensure that the report provides elected members with the information required to evaluate the delivery of the Council's Corporate Plan.

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APPENDICES

Appendix 1 – Corporate Plan Performance Report (28th February 2013/14).

Appendix 2 – % Adult Care Packages supported by Direct Debit.

Appendix 3 – Exception reports/Action Plans for Permanent admissions of older people (aged 65 and over) to residential and nursing care homes, per 100,000 population.

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Policy and Performance Coordinating Committee	3 September 2013
Policy and Performance Coordinating Committee	15 January 2014

WIRRAL COUNCIL
Corporate Plan Performance, Finance and Risk Report as at 28th February 2014



No.	Description	Data Source	Performance 2012/13	North West 2012/13	Target/Plan 2013/14	YTD Target 2013/14	YTD Performance	Forecast Outcome	Overall Status	Monthly Trend	Reporting Period	Accountable Officer (Head of Service)	Comments
PERFORMANCE													
DOMAIN 1: FAMILIES AND WELLBEING													
Children and Young People Department													
1	Rate of Children Looked After (per 10,000 population 0-17)	SSDA 903 Return	100.1	79.0	95.7	95.7	102.0	98.5	A	↓	Feb	E Taylor	Key performance areas are being targeted to begin to reduce the looked after children (LAC) population. Current focus is on discharging care orders in favour of special guardianship orders (SGOs).
2	Rate of Children in Need (per 10,000 population 0-17)	Children in Need Census	415.5	343.1	396.8	403.7	405.5	410.0	G	↑	Feb	E Taylor	Frontline teams have a plan to review all CIN cases. Working alongside colleagues within Targeted Services, cases will be identified which can either be closed or stepped down to TAF (Team Around the Family) over the next 12 weeks.
3	Preventative Services – Qualitative Measure (Placeholder)	A qualitative outcome metric to evaluate the impact of redesigning Family Support Services (as a result of a Peer Review by the Children's Improvement Board) on the experience of families has been developed during Q2.										D Gornik	A measure has been identified linked to the multi-agency distance travelled tool. A data recording mechanism has been developed for baselining of this information.
Department of Adult Social Services													
4	Safeguarding: % of Safeguarding Referrals acted within 24hrs	SWIFT	98.2%	N/A	100%	100%	98.4%	98.4%	G	↑	Feb	J Evans	A total of 40 alerts have been actioned outside of the 24hr target. Performance during February was 99.5% with only 1 alert out of 202 falling outside of target.
5	Permanent admissions of older people (aged 65 and over) to residential and nursing care homes, per 100,000 population	ASC-CAR & Office for National Statistics (ONS)	908.8	810.2	695.0	703.0	848.9	832.8	R	↑	Feb	C Beyga	A total of 17 placements have been recorded on Swift in February with start dates of January or earlier. Total placements for Quarter 1 equated to 163 (54 per month) with a reduction for Quarter 2 to 129 (43 per month). To have achieved the 2013-14 target the number of placements per month needed to be 37 per month. This was exceed in Q1 by 47% and in Q2 by 16%.
DOMAIN 2: REGENERATION AND ENVIRONMENT													
Environment & Regulation													
6	Number of interventions put in place for travel plans and transport (to improve accessibility to employment & opportunities)	Travel Solutions	868	N/A	1,000	897	2,244	2,300	G	↑	Apr - Feb	M Smith	This project continues to perform well despite experiencing the predicted slow down in take up since December 2013.
7	To maintain local environmental quality (LEQ) of litter, detritus, & dog fouling in main gateways and shopping areas	Local Survey Data	New Indicator	N/A	92%	94%	94.6%	92%	G	↑	Apr - Dec	M Smith	In Q3, the percentage of streets achieving an acceptable cleansing standard (grade b or above) was 94.6% against the Q3 target of 94%. Although targets for Q2 and Q3 have been met the poor performance achieved during Q1 will make it difficult to meet the anticipated year-end average performance target for 2013/14. To assist in achieving the very challenging Q4 target of 96%, the contractor has deployed bespoke mechanical sweepers to assist with cigarette butt litter removal in town centres as this is the element of performance that most needs improving.
Housing & Community Safety													
8	Number of new affordable homes	Homes & Communities Agency MIS (forecast outcome)	202	N/A	322	220	247	344	G	↑	Apr - Dec	I Platt	For 13/14 the target year-end figure was 322, however revised forecast figures have fluctuated since the last reported quarter with the year-end forecast for Quarter 3 2013/14 now being 344. This was due to reforecasting dates for schemes and a scheme not moving forward for development.



No.	Description	Data Source	Performance 2012/13	North West 2012/13	Target/Plan 2013/14	YTD Target 2013/14	YTD Performance	Forecast Outcome	Overall Status	Monthly Trend	Reporting Period	Accountable Officer (Head of Service)	Comments
9	Number of empty properties returned to use or demolished through local authority action	M3 Northgate Database	250 (forecast outcome)	N/A	255	160	175	255	G	↑ +	Apr - Dec	I Platt	It is anticipated that this indicator will meet or exceed the forecasted annual target. An output can only be counted when an empty property has been re-occupied and although work is on site for the majority of Empty Property Grant properties, it is likely to be Q4 that these properties are re-occupied and count towards this indicator.
10	Number of interventions to improve private rented sector properties	MVM Database	New Indicator	N/A	400	300	439	600	G	↑ +	Apr - Dec	I Platt	A number of mandatory licensed houses in multiple occupation (HMOs) have had their accreditation visits during this quarter and accommodation remains a decent standard to retain a good star rating. - New applications for single occupied properties in the private rented sector were put forward for accreditation with most coming from letting agents and landlords with small property portfolios. - mandatory HMO licensing decreased from the last quarter, however more enquiries were received and site visits regarding potential HMO'S were undertaken - All licensable HMO'S are providing the annual landlords gas safety record to comply with the licence conditions.
11	Number of adaptations completed	MVM Database	1,523	N/A	1,860	1395	1,507	1,860	G	↑ +	Apr - Dec	I Platt	
Regeneration & Investment													
12	Jobs created and safeguarded (via Invest Wirral)	Invest Wirral	1,580	N/A	925	748	929	925	G	↑ +	Apr - Jan	A Evans	The anticipated year-end outcome has been exceeded two months ahead of time, it is therefore possible an additional 20 jobs will be realised by the end of March but that cannot be guaranteed at this time. A clearer forecast will be known in February.
13	Apprenticeships supported (Wirral Apprenticeship Programme)	Hairon Information System	New Indicator	N/A	50		36	50	G	↔	Apr - Dec	A Evans	The number of apprenticeships supported remains on track to meet the annual target by the end of March 2014.
14	Number of working age people claiming out-of-work benefits (economic in-activity)	NOMISWEB	16.10%	N/A	15.60%	15.60%	15.60%	15.60%	G	↑ +	Jul-Sept	A Evans	Latest data, received during November 2013, relates to performance progress achieved during July to September 2013. Quarter three data will not be available until February 2014.
DOMAIN 3: TRANSFORMATION AND RESOURCES													
Resources													
15	Chargeable Services (% achievement versus best practice)	KPMG	TBC	N/A	Upper Middle Quartile (Feb 2014)	-	-	Upper Middle Quartile	G		Apr - Jan	V Quayle	KPMG study complete. Wirral approach is ok and improvements are being implemented where practicable. Fees and charges to be taken to Cabinet in February 2014. Reviews of charges / income to be developed in 2014/15. Funding streams have changed and more reliance placed on economic factors at local level.
16	% Adult Care Packages supported by Direct Debit	Accounts Payable Ledger	NIL	N/A	30%	25%	0%	10%	R		Apr - Jan	M Flanagan	System went live in January 2014. Only existing residential care users canvassed for Direct Debit for February 2014 start. Domestic care service users can only be considered for inclusion during 2014/2015 in agreement with Adult Social Services agreeing billing periods.

WIRRAL COUNCIL
Corporate Plan Performance, Finance and Risk Report as at 28th February 2014



No.	Description	Data Source	Performance 2012/13	North West 2012/13	Target/Plan 2013/14	YTD Target 2013/14	YTD Performance	Forecast Outturn	Overall Status	Monthly Trend	Reporting Period	Accountable Officer (Head of Service)	Comments
17	Establishment reduction compared to savings assumption	Establishment List	N/A	N/A	100%	100%	85%	100%	A	↔	Apr - Jan	V Quayle / C Hyams	Year to date performance is 85%. A major data matching exercise has been undertaken and a number of differences and queries identified and resolved. Transformation & Resources, Regeneration & Environment and Chief Executive's office are complete. A small number of queries outstanding in these areas relate to 'normal' timing issues between datasets. Work is now commencing to resolve Families and Wellbeing queries. Human Resources and Finance colleagues are working together to resolve these. This project was dependent upon restructures being finalised. This work now falls under the Future Council project and will link to the project timetable.
18	Budget savings achieved	General Ledger	N/A	N/A	£48.4m	£33.20	£38.36	£48.40m	G	+	Apr - Dec	V Quayle	As per month 9 budget monitor reported to Cabinet 12th February 2014.
Human Resources													
19	Agency/Consultancy costs	General Ledger	£2,000,000	N/A	£1,500,000	£1,366,667	N/A		G	+	Apr - Jan	C Hyams	The current reduction to date on Agency Spend, compared to January 2013, is £555,655.
20	Sickness absence: The number of working days/shifts lost due to sickness absence (cumulative)	M44 Form	10.50 days	N/A	10.50 days	7.70	6.93	9.48	G	+	Apr - Dec	C Hyams	The cumulative sickness absence (April to November) was 6.32 days, below the target of 6.82 days and an improvement on the actual for April to November 2012 which was 6.62 days. December's provisional cumulative sickness absence rate of 6.93 days remains below the 7.70 day target and the rate for December 2012 which was 7.47 days.
DOMAIN 3 - CORPORATE													
Public Health, Policy & Performance													
21	Alcohol-related admissions to hospital	Secondary Uses Service (SUS)	2,486.9	N/A	2,355.2	2,355.2	2,283.5	2,355.2	G	+	May 12 - Apr 13	J Webster	This year we have seen a decrease in the rate of alcohol-related admissions to hospital. October 2013 saw the launch of the local alcohol strategy whose implementation is being overseen by a multi-agency partnership. This is a key target for the Health and Wellbeing Board.
22	Smoking quitters (4 weeks)	Stop Smoking Service	2,259	N/A	3,500	1,818	1,359	2,621	A	+	1st Apr - 31st Jan	J Webster	This report sees an increase in the number of smokers who are still quit at 4 weeks compared to the previous month (December 2013 - January 2014, 93). Work is taking place with the provider, Wirral Community Trust to ensure all activity is recorded and intermediate advisers send in timely data returns. An action plan has been developed by the provider Wirral Community Trust, actions include: reallocation of resources to widen reach of advisers; big service push for No Smoking Day (12th March 2014), widening service provision to include e-cig users with marketing messages to promote this expansion.
23	Under 75 mortality rate from all cardiovascular diseases (including heart disease and stroke)	Office for National Statistics (ONS)	68.7 (2009-2011)	74.19 (2009-2011)	64.0	64.0	68.5	-	G	+	2010 - 2012	J Webster	Cardiovascular disease is one of the major causes of premature mortality (deaths in under 75s) in England. We are ranked 113 out of 150 local authorities for the level of premature deaths. We were ranked 14th in our peer group of 15. We have seen a reduction in premature death rates from heart disease and stroke. Interventions which have led to this reduction include – stop smoking services, identification and management of high blood pressure, prescribing of aspirin and statins to those people with established heart disease.

No.	Description	Data Source	Performance 2012/13	North West 2012/13	Target/Plan 2013/14	YTD Target 2013/14	YTD Performance	Forecast Outturn	Overall Status	Monthly Trend	Reporting Period	Accountable Officer (Head of Service)	Comments
Neighbourhoods & Engagement													
24	Constituency plans in place for 2014/15	-	-	N/A	Mar 2014	Mar 2014	-	-			-	E Degg	Annual measure.
25	Partial devolution of services to be delivered at constituency level	-	-	N/A	Sep 2013		Subject to agreement.				Nov	E Degg	Await the outcome of the service reviews process, as part of the Future Council programme, in order to determine which service areas could be delivered across the constituency footprint.
26	Full devolution of services to be delivered at constituency level	-	-	N/A	Mar 2014		Subject to agreement.				Nov	E Degg	Annual measure.
27	Local Government Equality Framework: To be an 'excellent council'	-	-	N/A	Amber (Mar 2014)	Mar 2014	-				-	E Degg	Annual measure.
FINANCE													
28	Revenue	General Ledger	-	N/A	£301.82m	TBD	TBD	£300.83m	G		Apr - Dec	V Quayle	At month 9 (December 2013), the full year forecast projects a General Fund underspend of £982k.
29	Capital programme	General Ledger	-	N/A	£36.64m	TBD	£17.95m	£36.64m	G		Apr - Dec	V Quayle	The Capital Programme has been reprofiled in December. Expenditure in year remains low.

Performance within tolerance for target set.
 Performance target slightly missed (outside of tolerance).
 Performance not on track, action plan required.

Performance is improving
 Lower is better
 Performance is deteriorating
 Higher is better
 Performance sustained
 in line with targets set

PERFORMANCE ACTION PLAN TEMPLATE

This template is to be completed for ALL measures showing **RED** status of non-compliance against the specified target.

INDICATOR OVERVIEW	
Indicator Title	% Adult Care Packages supported by Direct Debit – CP2
Strategic Director Lead	Joe Blott
Departmental Lead	Malcolm Flanagan
Target	30%

CURRENT SITUATION: Detail what the performance is for this measure and reason/s for non-compliance		
Performance this Period	0%	+ / - Target : -25%
Non-compliance reason	System package first available January 2014 with work required to ensure operation thus DD deadline for January (28 th) instalment could not reasonably be achieved. Limits capacity to introduce DD arrangements to February / March. Positively, following proactive canvass of existing residential users, circa 50 response / mandates received and accepted by banks for February payment collection.	

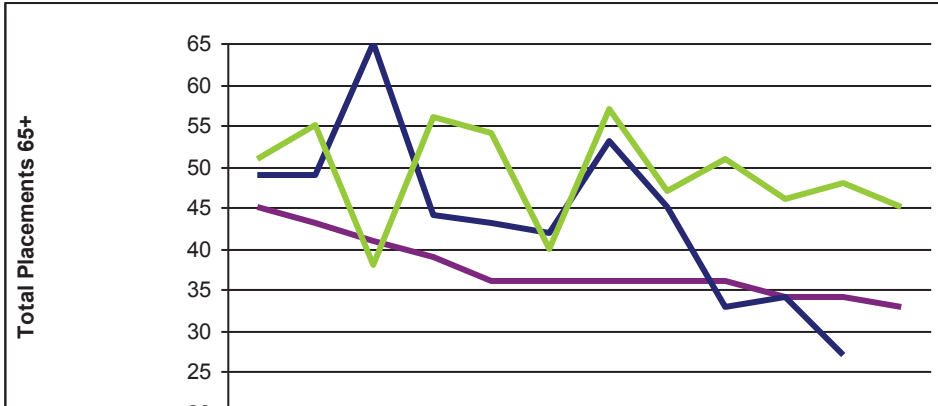
ACTIONS: This describes what's necessary or how to achieve a 'green' score. This way everyone is clear on what is required and when; knows the expected outcome and how to achieve it .	
What (is required)	Need for ongoing publicity of DD option to encourage and promote awareness and encourage take-up. Reliance on service users to elect to take-up option of making payment in this way influences out turn against PI target
How (will it be achieved)	Publicity and use when agreeing care packages with people residential cases only in agreement with DASS. Post April 2014 will look to develop for domiciliary care. From discussion with other local authorities these debts have a low take up of direct debit
Who (will be responsible)	PFU service manager and Team Leaders on a day to day operational basis. Senior Benefits manager to whom service manager reports
When (will results be realised)	Ongoing from initially targeting existing residential care users. Developing to wider client group during 2014/2015 if feasible to do so (care charge billing cycles against mandatory requirements of DD)

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PERFORMANCE ACTION PLAN TEMPLATE

This template is to be completed for ALL measures showing **RED** status of non-compliance against the specified target reported.

INDICATOR OVERVIEW	
Indicator Title	Permanent admissions of older people (aged 65 and over) to residential and nursing care homes, per 100,000 population
Strategic Director Lead	Clare Fish
Departmental Lead	Chris Beyga
Target	703.0 (February) / 695.0 (March 2014)

CURRENT SITUATION: Detail what the performance is for this measure and reason/s for non-compliance																																																					
Performance this Period	848.9 + / - Target: -145.9 (21%)																																																				
Non-compliance reason	<p>Performance to date during 2013/14 shows an 8% reduction in total placements when compared to the same period (Apr-Jan) in 2012/13.</p> <p>Placement levels have started to reduce in July 2013 with a further peak in October. Quarter 1 placement levels were 26% higher than target with June a particular outlier which has impacted on the overall status of this indicator.</p> <p>The targeted number of placements for Q2 was 111 and the total number of placements equalled 129 (+16%). There remains a risk that backdated placements may still be entered onto the social care system thereby impacting reported levels. This explains why performance for February appears to have decreased dramatically.</p> <div style="text-align: center;">  <p>The graph displays three data series: Target (purple line), Actuals (dark blue line), and 2012-13 (light green line). The Y-axis represents 'Total Placements 65+' ranging from 20 to 65. The X-axis shows months from April to March. The Target line starts at 45 in April and gradually declines to 33 by March. The Actuals line starts at 49 in April, peaks at 65 in June, and then fluctuates, ending at 27 in February. The 2012-13 line starts at 51 in April, peaks at 57 in October, and ends at 45 in March.</p> <table border="1"> <thead> <tr> <th></th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Aug</th> <th>Sept</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> </tr> </thead> <tbody> <tr> <td>Target</td> <td>45</td> <td>43</td> <td>41</td> <td>39</td> <td>36</td> <td>36</td> <td>36</td> <td>36</td> <td>36</td> <td>34</td> <td>34</td> <td>33</td> </tr> <tr> <td>Actuals</td> <td>49</td> <td>49</td> <td>65</td> <td>44</td> <td>43</td> <td>42</td> <td>53</td> <td>45</td> <td>33</td> <td>34</td> <td>27</td> <td></td> </tr> <tr> <td>2012-13</td> <td>51</td> <td>55</td> <td>38</td> <td>56</td> <td>54</td> <td>40</td> <td>57</td> <td>47</td> <td>51</td> <td>46</td> <td>48</td> <td>45</td> </tr> </tbody> </table> </div>		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Target	45	43	41	39	36	36	36	36	36	34	34	33	Actuals	49	49	65	44	43	42	53	45	33	34	27		2012-13	51	55	38	56	54	40	57	47	51	46	48	45
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar																																									
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ACTIONS: This describes what's necessary or how to achieve a 'green' score. This way everyone is clear on what is required and when; knows the expected outcome and how to achieve it.

What (is required)

Understanding the Problem

47% of all permanent admissions can be traced back to hospital discharges and a further 16% linked to other health related initiatives (Rapid Access, Social Care Funding, etc). These are placements that are generally made in the community by health practitioners.

All placements from hospital are short term, the only exception being where a long term placement has previously been agreed and there is a change of need e.g. residential to nursing. Short term placements can be commissioned for a variety of reasons including to expedite discharge whilst waiting for community based services, carer breakdown or environmental reasons where an immediate return is not viable or the level of presenting need is felt to be so great that the individual cannot be supported safely within a community setting. In some situations this can be affected by a lack of suitable community based alternative services, making placements the only viable and safe option.

A further 13% of admissions are due to capital depletion of individuals previously self funding their placements.

The above scenarios mean that in Wirral very high numbers of people are admitted to care on a short term basis. Many of these placements are made outside of the control of Local Authority pathways.

There are a number of risks engendered. There is clearly a financial risk which currently falls on the Local Authority to pick up people who have been placed by the NHS. There are quality risks in the placement processes. There is also a risk that once admitted people will lose their independent living skills

Focus of Activity to improve performance:

Community based options must be maximised post discharge and all reablement options exhausted for all Hospital discharges.

All disciplines within the acute hospital discharge team must focus on promoting independence rather than bed focused solutions. This does require some leverage and challenge to current processes

Current commissioning activity will deliver more capacity and a greater range of domiciliary care and reablement/intermediate care services work needs to continue with Health Commissioners to reduce and ultimately eliminate the use of alternative initiatives such as the social fund and rapid access, thus ensuring the health and social care economy work together to improve decision making , utilise resources and reduce the use of bed based options.

	<p>With immediate effect the Local Authority should not “automatically” take responsibility for picking up the funding for placements made by the NHS. The responsibility for these placements should remain with the NHS until DASS assessment and formal decision making processes have been followed including the scheme of delegation. All appropriate assessments should be fully completed including exploration where relevant of alternative funding streams such as CHC.</p>
How (will it be achieved)	<p>A new scheme of delegation has been issued within the department with regards all placements/packages of care arranged after the 31st July 2013 to ensure appropriate authorisation levels are in place and continued rigorous scrutiny.</p> <p>Within this there is now enhanced recording of short term placements being made which will enable in-depth analysis of the reasons for care home placements to inform future management actions and commissioning intentions.</p> <p>The Pull Pilot is now operational within A& E and DASS staff are working as part of a multi disciplinary team to avoid wherever appropriate hospital admission. This focuses on the use of community based resources. People that are unfunded and need a placement to meet their needs either from Hospital or community will be prioritised. There are a number of placements that are the responsibility of the NHS, the system of prioritisation and assessment will make NHS funded places a lower priority than the non funded placements. This will ensure that people are not at risk, however it will lead to the funding risk remaining with the NHS for people placed by them.</p> <p>Work is progressing regarding the joint appointment of an Integrated Discharge Manager (funded by DASS, Community trust and WUTH) to facilitate a more cohesive approach to discharge and work is going on to enhance the development of the team. Within this there is a key focus to reduce the numbers of individuals going direct to placements, to ensure the right assessment at the right time and a more joined up approach between health and social care colleagues.</p> <p>The recent restructure within DASS has resulted in several staff moving into the hospital from locality teams encouraging a sharing of differing experiences, skills and knowledge.</p> <p>The development of community Integrated Care Co-ordination Teams (ICCTs) may also assist with this as we move into a more fully integrated service model. Five ICCT’s are planned for October 2013 where the focus will be to maintain individuals within the community and where needed support earlier discharge.</p> <p>We have recently piloted a team in the Birkenhead locality who have focused upon ensuring that short term placements are picked up quickly in the community. This is currently being evaluated and processes transferred into the above Multi Disciplinary Team work across all teams to ensure speedy resolution.</p>

Who (will be responsible)	Head of Service (Delivery) Senior Manager (Independence), Senior Managers Neighbourhoods
When (will results be realised)	<p>If the volume of placements made during quarter 1 of 2013-14 were to continue it is unlikely that year end performance against this indicator would be within the “green” tolerance level.</p> <p>However, as identified above, there are a number of initiatives in place or progressing with Health partners. These initiatives, together with the management actions that have already been put in place, should have a positive impact on the number of permanent placements made by the Department.</p> <p>Data is currently being gathered to analyse the impact of the initiatives and management actions and this will be available at the end of September 2013.</p> <p>New contract arrangements for Domiciliary care and Reablement services, which will be in place early in the new year, should also have a positive impact offering enhanced capacity and responsiveness.</p> <p>Progress will continue to be rigorously monitored and dependent on the scale of impact and evaluation there may be a requirement for further management actions to be agreed.</p> <p>September Update</p> <p>As previously reported, data has been gathered to analyse the impact of the initiatives and management actions as at the end of September 2013.</p> <p>Whilst the data shows a marginal improvement some of the management actions are still being embedded in operational teams and the impact of these will continue to be closely monitored over the next few weeks.</p> <p>Analysis of the data indicates over 50% of people requiring a service post hospital discharge were not previously in receipt of a package of care prior to admission.</p> <p>In addition to the management actions and initiatives previously identified, the Department is also piloting a new mobile night service which is due to commence 14th October. This commissioned service will be able to respond to both planned and unplanned episodes of care and will facilitate both admissions prevention and discharge from hospital and care homes. This will have a positive impact on the number of permanent admissions to care homes.</p> <p>Improved monitoring arrangements have also been put in place together with enhanced performance reporting to Senior Managers.</p>

	<p>October Update</p> <p>Management actions now appear to be having an impact on placement levels. As take up of the mobile night service increases and the pull pilot continues to prevent hospital admissions there should be a continued positive impact on reducing permanent admissions to care homes.</p> <p>Assuming placement levels continue on target this indicator could potentially change to Amber status in November/December. However, demand due to winter pressures on the social care system is a potential risk.</p> <p>November Update</p> <p>Due to the level of activity to date it is now unlikely that this indicator will achieve a green status during 2013-14.</p> <p>As the result of a recent exercise completed to resolve outstanding queries there have been a number of backdated placements recorded this month. This was a one-off exercise and the impact should not be replicated in future months.</p> <p>Under the scheme of delegation senior managers will continue to authorise all permanent placements. Decisions about permanent placements will be recorded on a quality assurance document signed by the senior manager to ensure an auditable decision making process.</p> <p>Hospital discharges continue to be the main source of permanent placements although the majority of discharges are initially into a short term bed. This can be tackled in one of two ways, either preventing admissions to hospital or ensuring a range of services are available to facilitate discharge and provide tangible alternatives to bed based services.</p> <p>Two members of staff will be located in the Alternative 2 Hospital (A2H) service in Arrowe Park from January 2014 and will seek to support the prevention of admissions by ensuring individuals are appropriately supported through both short term placements and community based alternatives such as the mobile night service.</p> <p>In instances where short term placements are used to either prevent a hospital admission or facilitate a hospital discharge these placements will be followed up in a timely manner to ensure any long term needs are fully assessed and individuals can be supported to return home where possible and appropriate.</p> <p>The re-tender of the intermediate care and reablement contracts should ensure there is a positive impact on placements and availability of community based alternatives.</p> <p>Although the target is not currently being delivered, care home placements for older people are currently (M8) forecasting within</p>
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	<p>budget. The performance target is a more demanding reduction in the number of new placements than is implied by the budget allocation in order to change existing behaviours and highlight the importance of resolving this issue.</p> <p>Plans are currently in development to support delivery of the Better Care Fund (BCF) from 2014/15 onwards. The fund provides an opportunity to transform care so that people are provided with better integrated care and support.</p> <p>Full payment of the fund in 2015 will be based on performance against six key metrics, one being the number of permanent admissions of people aged 65+ to residential homes with the intention that there is a reduction in inappropriate admissions of older people in to residential care.</p> <p>A performance dashboard is currently in development which will baseline current performance, provide benchmarking information and track current performance against targeted performance.</p> <p>The dashboard will evidence performance against the 6 performance metrics as well as other key health and social care performance indicators, including hospital admissions/re-admissions, use of reablement and intermediate care services and discharges to residential homes. This will provide a focus on the interrelationships between these measures and will facilitate transformation underpinned by the commissioning activity previously referenced in this action plan.</p> <p>February Update</p> <p>Management actions have now been actioned and can be seen to be having a positive impact evidenced by the reduced number of placements.</p> <p>The Better Care Fund (BCF) dashboard has now been created and will be reported to future Health & Wellbeing Boards. This will support further scrutiny of placement levels and the wider dynamics within the health and social care system in Wirral.</p>
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Agenda Item

WIRRAL COUNCIL

CABINET

13 MARCH 2014

SUBJECT	FINANCIAL MONITORING 2013/14 MONTH 10 (JANUARY 2014)
WARD/S AFFECTED	ALL
REPORT OF	DIRECTOR OF RESOURCES
RESPONSIBLE PORTFOLIO HOLDER	COUNCILLOR PHIL DAVIES
KEY DECISION	YES

1 EXECUTIVE SUMMARY

- 1.1 This report details the Monitoring position for Month 10 (ending 31 January 2014). There are separate appendices for Revenue and Capital.

2 RECOMMENDATIONS

2.1 Revenue:

Cabinet is asked to note:-

at Month 10 (January 2014), the full year forecast projects a gross General Fund underspend of £966,000, net £197,000. Cabinet previously agreed to earmark £519,000 of any forecast underspend against future Council restructuring costs and a further £250,000 to replenish General Fund Balances used for the clean up and repairs to infrastructure from December's exceptional weather events. The remaining £197,000 available if the forecast is realised at the end of the financial year would be required to either contribute to the restructuring reserve or to raise the level of General Fund Balances to the required level for 2014/15.

2.2 Capital

Cabinet is asked to note:-

The spend to date at Month 10 of £19.8 million, with 83.3% of the financial year having elapsed;

Cabinet is asked to agree:

The revised Capital Programme of £35.9 million (Table 1 at 4.1 annex B);

The re-profiling of a number of schemes into 2014/15, totalling £0.762 million,

3 BACKGROUND AND KEY ISSUES

- 3.1 Throughout the financial year Cabinet will receive monthly updates in respect of Revenue and Capital Monitoring.

4 RELEVANT RISKS

- 4.1 The possible failure to deliver the Revenue Budget is a risk which will be mitigated by a number of actions including regular review and reporting, training for budget managers and use of a tracking system to monitor delivery of savings.
- 4.2 The possible failure to deliver the Capital Programme will be mitigated by the fortnightly review by a group of officers, charged with improving performance.

5 OTHER OPTIONS CONSIDERED

- 5.1 No other options were considered.

6 CONSULTATION

- 6.1 No consultation has been undertaken relating to this report.

7 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

- 7.1 There are none arising directly from this report. These would be considered when planning and implementing specific schemes or projects.

8 RESOURCE IMPLICATIONS

- 8.1 The financial implications are detailed within the Appendices.
- 8.2 There are no direct staffing, IT or asset implications arising directly from this report.

9 LEGAL IMPLICATIONS

- 9.1 The Chief Finance Officer is under a personal duty under the Local Government Finance Act 1988 section 114A to make a report to the executive if it appears to him that the expenditure of the authority incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to it to meet that expenditure.

10 EQUALITIES IMPLICATIONS

- 10.1 There are no equality implications arising from this report.

11 CARBON REDUCTION IMPLICATIONS

11.1 There are no implications arising directly from this report. These are included in reports to Cabinet on individual schemes and in the Carbon Budget report.

12 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

12.1 There are no implications arising directly from this report.

13 REASONS FOR RECOMMENDATIONS

13.1 To comply with legal requirements to ensure that expenditure is likely to be within the limit of resources available.

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APPENDICES

Appendix A Revenue Monitoring 2013/14 Month 10 (January 2014)

Appendix B Capital Monitoring 2013/14 Month 10 (January 2014)

SUBJECT HISTORY

Council Meeting	Date
Cabinet – Revenue Monitoring Cabinet – Capital Monitoring	Monthly reports since September 2012

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CABINET

13 MARCH 2014

SUBJECT	REVENUE MONITORING 2013/14 MONTH 10 (JANUARY 2014)
WARD/S AFFECTED	ALL
REPORT OF	DIRECTOR OF RESOURCES
RESPONSIBLE PORTFOLIO HOLDER	COUNCILLOR PHIL DAVIES
KEY DECISION	YES

1 EXECUTIVE SUMMARY

- 1.1 This report sets out the revenue position for 2013/14 at Month 10 (January 2014) and actions to minimise risk.

2 RECOMMENDATIONS

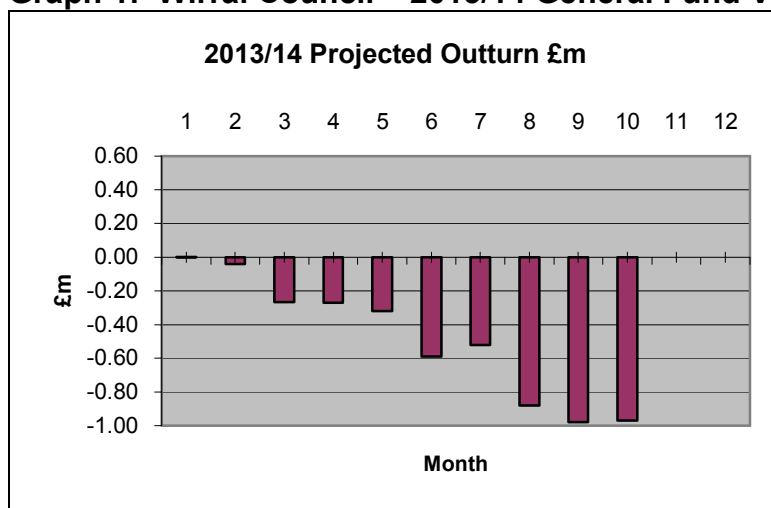
Cabinet is asked to note:

- a) at Month 10 (January 2014), the full year forecast projects a gross General Fund underspend of £966,000, net £197,000. Cabinet previously agreed to earmark £519,000 of any forecast underspend against future Council restructuring costs and a further £250,000 to replenish General Fund Balances used for the clean up and repairs to infrastructure from December's exceptional weather events. The remaining £197,000 available if the forecast is realised at the end of the financial year would be required to either contribute to the restructuring reserve or to raise the level of General Fund Balances to the required level for 2014/15.

3 OVERALL POSITION AT MONTH 10 (JANUARY 2014)

- 3.1 Month 10 shows a projected General Fund underspend of £966,000 (compared to the month 9 position of a £982,000 underspend). A number of departmental underspends have been earmarked against ongoing or emerging financial issues. An allocation of £1.6 million against the £2 million savings profiling account (page 7 of the Budget Book and Forecasts 2013-16) is assumed.

Graph 1: Wirral Council – 2013/14 General Fund Variance, by month



4 CHANGES TO THE AGREED BUDGET AND VARIATIONS

4.1 The Budget for 2013/14 was agreed by Council on March 5, 2013 and is detailed in Annex 2; any increase in the Budget has to be agreed by full Council. Changes to the budget have occurred since it was set and these are summarised in the table below. These are detailed in Annex 3.

Table 1: 2013/14 Original & Revised Net Budget by Department £000's

	Original Net Budget	Approved Budget Changes Prior Mths	Approved Budget Changes Month 10	Revised Net Budget
Chief Executive	8,240	-4,816	166	3,590
People - Adult Social Services	82,951	-190	308	83,069
People – Children & YP, & Schools	91,738	-6,776	-166	84,796
People – Asset Mgmt & Transport	-	5,534	-16	5,518
People – Safeguarding	685	1,396	-29	2,052
People – Sports and Recreation	8,904	-42	-83	8,779
Places - Environment & Regulation	79,651	39	-202	79,488
Places – Housing & Comm Safety	15,342	-551	-82	14,709
Places – Regeneration	5,134	-2,005	-81	3,048
Places - Directorate Support	-	200	-60	140
Places - Invest Strat & Bus Sup	-	1,936	-10	1,926
Transformation & Resources	12,424	5,275	-420	17,279
Corporate Growth & Savings	-3,252	-	675	-2,577
Net Cost of Services	301,817	0	0	301,817

4.2 A number of in month budget virements are included within the above table. These reflect the allocation to directorates of a number of centrally held budgets. Changes include allocations for terms and conditions savings, market supplements, slippage and constituency committee budgets. These allocations do not alter the net cost of services.

4.3 The main report only comments on large variations (Red and Yellow items). The 'variations' analysis, over 29 budget areas, distinguishes between overspends and underspends. The 'risk band' classification is:

- Extreme: Overspends - **Red** (over +£301k), Underspend **Yellow** (over -£301k)
- Acceptable: Amber (+£141k to +£300k), Green (range from +£140k to -£140k); Blue (-£141k to -£300k)

Table 2: Departmental Business Area Projected Budget variations

	Chief Exec	People	Places	Trans & Res	Total	Percent of total
Red Overspend	0	1	0	1	0	5.80%
Yellow Underspend	0	0	1	1	0	5.80%

The full Table is set out at [Annex 4](#)

- 4.4 Although no Directorate is currently forecasting an overspend position there are two Business Areas forecast at red. These relate to the following:
Transformation and Resources Business Processes currently forecast at £665,000 overspent (net of any other compensatory saving measures) due to forecast unachieved savings of £1.3 million relating to court costs income. The £665,000 will be funded from savings within other staffing and Treasury Management budgets within Transformation and Resources.
The second red rating is in regard to Specialist Services within People – Children & YP & Schools which has a net overspend of £391,000. The overspend in this area relates mainly to agency costs and the demand for semi-residential placements. The over spend will be covered from other areas of the department.

There are, at the moment, two Business Areas forecast at Yellow.

The Transformation and Resources yellow rating relates to treasury management savings from use of internal borrowing in lieu of borrowing and capital scheme slippage.

The Places yellow rating relates to Environment & Regulation underspend of £370,000. This is for a number of reasons detailed in 4.6 - Places.

- 4.5 The reporting process identifies over or underspends and classifies them into risk bands. The projected forecasts below show two Directorates as yellow:

Table 3: 2013/14 Projected Budget variations by Department £000's

Directorates	Revised Budget	Forecast Outturn	(Under) Overspend Month 10	RAGBY Classification	Change from prev mnth
Chief Executive	3,590	3,519	-71	G	31
People - Adult Social Services	83,069	83,069	0	G	-
People – Children & YP, & Schools	84,796	84,796	0	G	-
People – Asset Mgmt & Transport	5,518	5,518	0	G	-
People – Safeguarding	2,052	2,167	115	G	-
People – Sports and Recreation	8,779	8,559	-220	B	-59
Places - Environment & Regulation	79,488	79,118	-370	Y	-
Places – Housing & Comm Safety	14,709	14,709	0	G	-
Places – Regeneration	3,048	3,048	0	G	65
Places - Directorate Support	140	140	0	G	-
Places - Invest Strat & Bus Sup	1,926	1,926	0	G	-
Transformation & Resources	17,279	16,859	-420	Y	-21
Corporate Growth & Savings	-2,577	-2,577	0	G	-
TOTAL	301,817	300,851	-966		16

4.6 Within the various directorates there have been the following developments:

- **Chief Executive's:** Underspend of £71,000 is currently forecast (Month 9 was forecast at £102,000).
- **People:** No overall variance is forecast at present (no change from previous month). Early implementation in 2013/14 of some measures to repay one-off funding, which supports the 2013/14 budget has occurred. These were originally scheduled to commence in 2014/15 and have enabled monies to be used:
 - Adults: As previously reported, reductions in high cost Learning Disabilities packages are not expected to deliver to the level previously assumed in 2013-14. A number of initiatives are being pursued in this area; a significant impact is expected in 2014-15 of -£300,000. Further reductions in older people packages are not now expected to be delivered in 2013-14, albeit substantial progress has already been made (-£300k).

Income from client contributions is increased by £300,000. This reflects the delivery of management actions and the reduction of processing backlogs in the Personal Finance Unit. However there remains a large workload to deal with the historical debt still outstanding and raise current assessment and collection efficiency to an acceptable level. Further work is proceeding to ensure the full value of assessed client contributions is billed by 31st March 2014, and that income recovery in-year is maximised.

Accordingly £1.0m is currently projected as available in 2013/14. Any monies identified will be earmarked to contribute towards an adjustment to income of £2m to reflect the actual in year income performance as detailed in Annexe 12 or against the 2013/14 loan repayment.

- Childrens: A number of variances are assumed as covered by the corporate savings profiling account. £1.7 million is forecast to be available in the year to contribute towards bridging the 2013/14 loan in 2014/15.

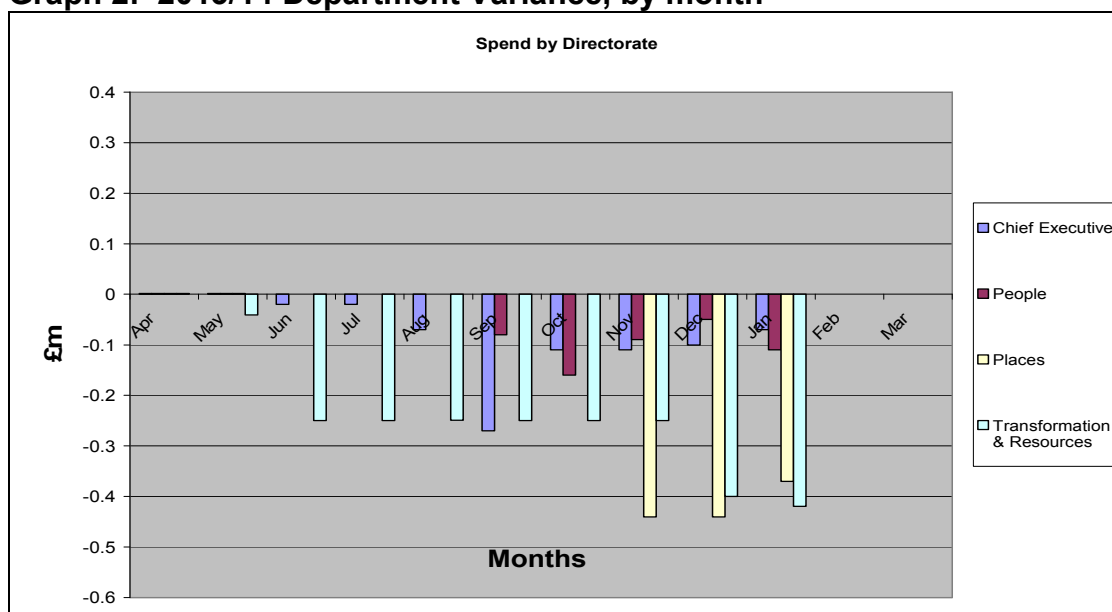
	Adults	Children	Total
Saving 2013/14	1.000	1.700	2.700
Use in 2013/14	-1.000	-0.000	-1.000
C/forward to 2014/15	0.000	1.700	1.700

- **Places:** The net saving forecast is £370,000 (month 9 under spend £435,000). A significant saving has been achieved as a result of the early implementation of savings relating to Supporting People. £1.3 million has been earmarked to resolve a number of annex 12 issues, which cover all directorates.

Within Environment and Regulation there are savings forecast against Environmental Health, Parks & Countryside and Waste & Environment. The Environmental Health savings includes increased income from export certificates. The Waste and Environment savings are derived from increased income from the School waste and garden waste collections combined with a lease rental saving from the wheelie bin lease buyout. The savings with Parks & Countryside are mainly around vacancy savings and the impact of the Council's spending freeze delaying much of the planned works.

- **Transformation & Resources:** A £420,000 under spend is currently forecast (£399,000 under spend in Month 9). This under spend is due to insurance fund contract and capital financing savings plus further savings are now forecast in relation to employee costs.

Graph 2: 2013/14 Department Variance, by month



- 4.7 To complete the analysis, the table below sets out the position by category of spend/income. The largest area of variance concerns customer and client receipts which has reduced this month. This reflects the shortfall in Council Tax court costs income and an adjustment made to reflect that not all income raised will be received requiring a possible contribution to bad debt provision.

Table 4: Projected Departmental Variations by Spend and Income

	Revised Budget	Forecast Outturn	Variance	RAGBY	Change from Previous
	£0	£0	£0	£0	£0
Gross Expenditure					
Employees	137,604	136,948	-656	Y	227
Premises	16,994	16,795	-199	B	-103
Transport	7,685	7,681	-4	G	49
Supplies and Services	130,182	131,672	1,490	R	651
Third Party Payments	122,331	121,416	-915	Y	98
Transfer Payments	140,988	140,983	-5	G	-5
Support Services	68,650	68,650	-	G	-
Financing Costs	58,626	57,796	-830	Y	251
Schools Expenditure	178,648	178,648	-	G	-
Total Expenditure	861,708	860,589	-1,119		1168
Gross Income					
Schools Income	176,054	176,054	-	G	-
Government Grants	183,193	183,301	108	G	88
Other Grants and Reimbursements	36,385	38,029	1,644	Y	385
Customer/Client Receipts	47,819	46,053	-1,766	R	706
Interest	870	640	-230	A	-
Recharge Other Rev A/c	115,570	115,661	91	G	-27
Total Income	559,891	559,738	-153		1,152
Net Expenditure	301,817	300,851	-966		16

Note: For explanations of red or yellow variances please see [Annex 4](#). Allocations of centrally held budgets made in period 10 impact on monthly movements between expenditure/income lines but not the net expenditure line.

- 4.8 Schools expenditure is funded from the Dedicated Schools Grant, as this grant is ring fenced any over/under spend will not impact on the General Fund.
- 4.9 After agreeing the 2013/14 budget, a number of budgetary issues were identified as requiring further corrective action. A number of items have been dealt with in previous monitors. Details of the issues are contained within [Annex 12](#).

5 IMPLEMENTATION OF 2013/14 SAVINGS – THREE TYPES

- 5.1 The delivery of the **March 5 Council** savings (Type 1) is so key to the Council's financial health, that they are being tracked at Council and Directorate level. The assumption is that, where there is slippage, the Strategic Director will implement replacement savings. Detail is at [Annex 5](#).

Table 5: Budget Implementation Plan 2013/14 whole Council (£000's)

BRAG	Number of Options	Dec 2013	Change from prev mnth	Approved Budget Reduction	Amount Delivered at Jan	To be Delivered
B - delivered	42	40	2	22,655	22,617	38
G – on track	21	23	-2	16,615	10,137	6,478
A - concerns	5	4	1	6,346	4,786	1,560
R - failed	2	3	-1	2,729	1,129	300
P – replacements for Red	1	1	0	0	1083	217
Total at M10 Jan 14	71			48,345	39,752	8,593
<i>Total at M9 Dec 13</i>	<i>71</i>			<i>48,345</i>	<i>37,161</i>	<i>11,184</i>

Notes: Budget Book page 56-58. Replacement savings cover shortfall in Court costs option M8 to be delivered reduced to reflect replacement for red contribution to savings

- 5.2 There are currently two savings options identified as red rated. They relate to
- Review of Residential Care for Learning Disabilities
 - Council Tax Court Costs
- 5.3 **The one-off funding** in 2013/14 for Adults and Children, requires that they identify equivalent savings (Type 2) during 2013/14 for 2014/15. It is expected that some of the savings will start in 2013/14. As this is identified and delivered, it is presented in Table 6 below and detailed in Annex 6:

Table 6: Replacing £13.7m one-off 2013/14 funding (£000's)

BRAG	Number of Options	Saving Proposed 2013/14	Saving Delivered 2013/14	Saving Proposed 2014/15	Saving Proposed 2015/16	Total Saving Proposed 2013/16
Adults 8.8	30	1,017	1,017	6,758	1,690	9,465
Children's 4.9	7	1,700	1,700	1,500	1,800	5,000
Use of 2013/14		-1,017				-1,017
Total 13.7	37	1,700	2,717	8,258	3,490	13,448

Note: Further proposals require identification. Total proposals may end up being greater than target to allow for slippage. Any savings achieved in 2013/14 will firstly reduce any annexe 12 issues and then assist with loan repayments in 2014/15.

- 5.4 The **spending freeze** was extended into the 2013/14 financial year, for three reasons:
1. **Risk.** The increased level of financial risk in 2013 included items that introduced change from April 2013 for which there was no evidence on which to judge that the risk had diminished, remained the same, or increased.
 2. **Closedown.** The outturn for 2012/13 was not available to Cabinet until June 13th. There was a risk that the outturn could be worse than the M11 forecast of a £7.4m overspend. The continued progress in financial management resulted in an actual 2012/13 overspend of £4.7m. An additional £0.9m was also identified for release from reserves. This has enabled £3.6m to be added to General Fund Balances.

3. **Change.** The 2013/14 budget has built in a greater level of savings than has ever been attempted in the Council's history. Although reasonable assumptions have been made, there is the danger that a worse case could occur.

5.5 Cabinet 10 October 2013 agreed that the spending freeze should be continued until further notice to aid good financial management.

5.6 Any detailed freeze request items are set out at Annex 7. The purpose of the exercise is to reduce any projected overspend, which by Section 28 of the Local Government Act 2003, is the duty of the Council, that is, all of its Members.

5.7 The 2013/14 Revenue Budget addressed a number of budget issues that were identified during the year. This has been done in a number of ways:

- Base budgets were increased by £8.0 million;
- One-off funding of £13.7 million (see paragraph 5.3 above);
- Suppressing Demand by £3.4 million.

Suppressed demand in Children and Young People totals £1.9m which is being managed during the year. 2012/13 saw improvement in care costs and transport, which resulted in misaligned budgets and budget growth pressures being less than anticipated. Budgets were also reduced where savings were achieved in 2012/13 in areas such as Children in Need, Traded Services and in general expenditure controls. The remaining suppressed demand of £1.5 million relates to Adults.

5.8 The 2013/14 budget includes a savings profiling account of £2 million and a Change Management Implementation Fund of £4 million. The majority of savings included within the budget were calculated on a full year basis. However it was known that a number of savings would only achieve a part year impact in 2013/14. This is particularly the case where staffing reductions were required. The delivery of savings is under constant review and Directorates are examining ways of funding any slippage before a call on central funding is requested. Slippage estimated at £1.6 million relating primarily to phasing of employee release savings in year has been allocated in year from the Savings Profiling account (page 7 of the Budget Book and Forecasts 2013-16).

5.9 Due to the financial management processes outlined above, the budget position as reported in this and previous monitors remains stable. It should be noted that the current forecast underspend represents a small percentage of the total expenditure revenue budget, which is in excess of £865 million.

6 CONTROL OF GROWTH

6.1 The impact of demographic change and financial cover for risk - that is outcomes that could be worse than assumed - was built into the budget as set out in Tables 7 and 8, and is detailed at Annex 8. The tables below reflect the assumptions at the time of setting the 2013/14 budget. These will be updated

in the future to reflect any agreed changes and allocations once the 2014/15 budget is agreed.

- 6.2 In preparing for the 2014/15 budget, directorates have provided confirmation of growth required in 2013/14 and supporting evidence for future growth requirements. This will be incorporated in the tables below in the month 11 monitor following agreement by Budget Council.

Table 7: Growth £000's

Department	2013/14 Budget	2013/14 Release	2014/15 Budget	2015/16 Budget
CYP Total	1,230	1,230	-	-
DASS Total	3,717	3,717	2,202	1,805
LHRAM Total	-	-	-	573
RHP Total	-	-	-	1,000
Technical Total	12	12	72	72
Finance Total	237	237	-	-
	5,196	5,196	2,274	3,450

Table 8: Risk £000's

Corporate Growth (Budget Book page 7)	2013/14 Budget	2013/14 Release	2014/15 Budget	2015/16 Budget
Pay Inflation	1,700	1,700	3,400	5,400
Superannuation Revaluation	0		2,500	2,500
Change Management Implementation Fund	4,000	2,300	-	
Savings Profiling	2,000	1,600	-	
Price inflation unallocated				1,000
Growth unallocated			726	-
	7,700	5,600	6,626	8,900

Notes: inflation incorporated into departmental budgets amounts to £2.464m. £1m pay inflation against T&Cs . £0.7m pay inflation relates to market supplements and other employee costs. Savings profiling may reduce where directorates can self fund.

7 INCOME AND DEBT

- 7.1 The Council's income arrangements with regard to non Council Tax and Business Rates were reviewed and reported to the 23 May Cabinet. Revenue and Income falls into the four broad areas shown below for reporting purposes, which will be developed:

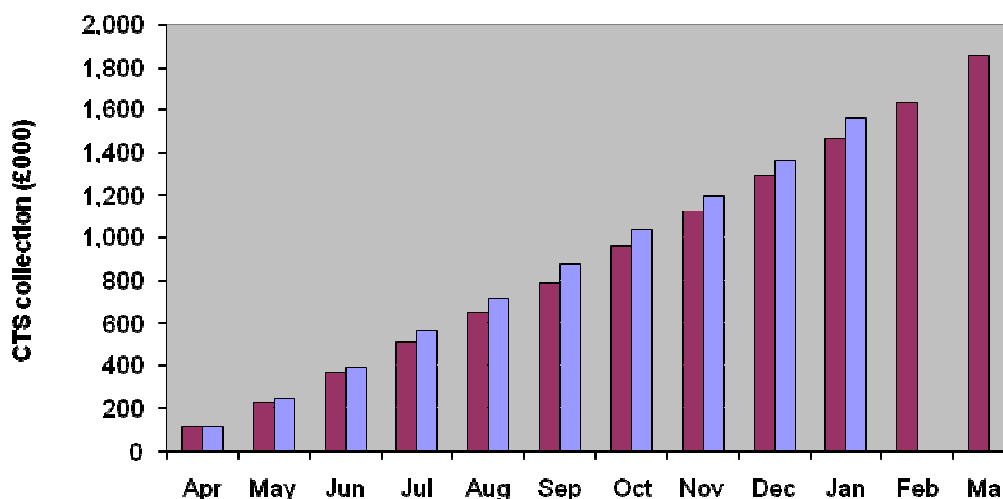
Table 10: Amount to be collected in 2013-14

	2013-14 Collectable	2013-14 Collected	%
	£000	£000	
Council Tax	135,524	123,929	91.4
Business Rates	69,648	65,636	94.2
Fees and charges – Adults	61,687	40,889	66.3
Fees and charges – all other services	48,050	42,183	87.8

- 7.2 There is a backlog of Accounts Receivable debt to be processed in the areas of fees and charges. Reporting will continue until a normal level of debt is reached. The detail is at [Annex 9](#).

7.3 A high risk income item is that required from residents who previously paid no Council Tax. The graph below tracks collection performance against the budget assumption.

Graph 3: Projected/Actual Council Tax Support Collection by month £000
Council Tax Support Collection 13-14



7.4 The Council Tax Support Scheme was introduced in April. This involved billing a large number of properties who have not previously paid Council Tax, having previously received benefit at 100%. An overall collection rate of 75% generating £2.25 million has been assumed. The forecast is that £1.98 million (66%) will be collected by 31 March 2014 with recovery actions post 31 March 2014 increasing the collection to the target figure. At 31 January 2014 collection was 50.6%% which equates to £1,560,000

7.5 Recovery from non Council Tax Support recipient debtors is continuing as normal. Action taken to recover from those of Working Age that previously received Council Tax Benefit is ongoing. Repayment plans offering weekly/fortnightly instalments were offered to those contacting the Council 6,007 applications for Deduction of Benefits have been made since July, 73% higher than last year. Where possible attempts to collect by Attachment of Earnings and Benefits will be prioritised however inevitably in some cases this will not be possible and alternative methods including Bailiffs will need to be utilised.

7.6 Business Rates income collection was 94.2% during January. This is higher than the 92.3% collected at the equivalent period in 2012/13. Comparisons are difficult as large increases/decreases in Rateable Values are reflected in the collectable amount. The taxbase changes have resulted in an extra £1 million to be collected in the first eight months of this financial year. The timing and amounts of refunds may also affect the comparison. Recovery procedures have been tightened with debt being pursued earlier and the position is being closely monitored.

7.7 Issues regarding the collection of sundry debt were reported to Cabinet on 23 May 2013. The use of reserves has been earmarked to fund any increased need for debt write offs or increase to the bad debt provision. A significant amount of income has been received to reduce the level of debt and therefore the call on reserves.

8 MANAGEMENT ACTIONS

8.1 The Departmental Directors and the Chief Executive's Strategy Group seek to identify actions to keep spend within the Budget allocated – these actions are detailed in Annex 10. Any spend freeze agreed decisions are reflected within the tables above.

8.2 Updated financial regulations have been agreed by audit and risk management committee. The regulations include the revision and clarification of a number of financial procedures including budget virements and the treatment of year end over and underspends.

9 CASHFLOW

9.1 Active cash flow management is a fundamental part of the Treasury Management Strategy. Borrowing for funding the 2013/14 capital programme, as in past years has been delayed via temporary use of internal reserves and cash balances. The consequence of this is that interest receivable will be below budget due to funds not being available for investment but this will be more than compensated for by reduced borrowing costs. Interest rates payable on investments have also declined during the year. A pilot study is in progress using monthly expenditure and income profiled budgets. This it is hoped, will aid proactive spending decisions and assist to get income to arrive earlier to improve the Council's cashflow and earn additional interest income.

10 RELEVANT RISKS

10.1 The possible failure to deliver the Revenue Budget has been mitigated by:

- The training of cost centre managers to improve skill levels; four events on profiling and forecasting budgets have been delivered to over 160 cost centre managers with the next event planned on building next year's budget.
- A specific tracking system of savings to ensure delivery;
- Improvements to procurement compliance, to generate more savings and better monitoring information;
- A monthly review by Chief Officers, and Cabinet, together with an improved Scrutiny regime, and greater transparency;
- Individual monthly review by Cabinet Portfolio holder at portfolio meeting;
- Agreement that Strategic Directors are to fund any slippage not covered from central funds;

11 OTHER OPTIONS CONSIDERED

11.1 Any option to improve the monitoring and budget accuracy will be considered.

12 CONSULTATION

12.1 No consultation has been carried out in relation to this report.

13 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

13.1 As yet there are no implications for voluntary, community or faith groups.

14 RESOURCE IMPLICATIONS: FINANCIAL, IT, STAFFING AND ASSETS

14.1 Cabinet 18 February 2013 agreed a revised 2013/14 General Fund balance risk calculation of a minimum of £13 million. The level to be achieved by March 2014 was calculated to be £17.7m. This has since been reassessed as part of the 2014/15 budget update process to £17.3m.

Table 10: Summary of the projected General Fund balances

Details	£m	£m
Projected balance 31 March 2014 when setting the Budget 2013/14		+13.60
Add: Estimated increase following completion of 2012/13 revenue accounts	+3.60	+3.60
Add: Potential underspend, at M10	+0.97	
Less: Funding of energy increase 2013/14	-0.18	
Less; Funding for Storm damage and cleansing	-0.25	
Less: Restructuring reserve transfer	-0.52	0.02
Projected balance 31 March 2014		17.22

14.2 The current levels of Earmarked Reserves are shown in Table 11 with a full listing included at [Annex 11](#).

Table 11: Earmarked Reserves 2013/14

	Balance at 1 April 2013 £000	Movement in year £000	Current Balance 31 Jan 2014 £000
Housing Benefit Reserve	10,155	-	10,155
Insurance Fund	7,821	(5)	7,816
Efficiency Investment Rolling Fund	2,000	(1,000)	1,000
Grant Reserves	1,308	-	1,308
Management of other risks	29,228	(962)	28,266
School Balances and Schools Related	<u>14,264</u>	<u>(2)</u>	<u>14,262</u>
Total Reserves	64,776	(1,969)	63,061

Note: Some reserves will only be applied at year end.

14.3 The delivery of permanent savings on staffing budgets requires initial costs to be incurred for redundancy costs and where applicable pension. Provision of £5.5 million has been made for these costs and this remains the latest estimate for the implementation of the 2013/14 savings.

15 LEGAL IMPLICATIONS

- 15.1 The entire report concerns the duty of the Council to avoid a budget shortfall as outlined at paragraph 5.6. The Chief Finance Officer is under a personal duty under the Local Government Finance Act 1988 section 114A to make a report to the executive if it appears to him that the expenditure of the authority incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to it to meet that expenditure.
- 15.2 If the Chief Finance Officer reports that there are insufficient resources to meet expenditure, the Council is prevented from entering into any new agreement which may involve the incurring of expenditure at any time by the authority, until the report is considered, and if the problem is ongoing until it is resolved.

16 EQUALITIES IMPLICATIONS

- 16.1 This report is essentially a monitoring report which reports on financial performance. Any budgetary decisions, of which there are none in this report, would need to be assessed for any equality implications.

17 CARBON REDUCTION IMPLICATIONS

- 17.1 There are no implications arising directly from this report.

18 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

- 18.1 There are no implications arising directly from this report.

19 REASONS FOR THE RECOMMENDATIONS

- 19.1 The Council, having set a Budget at the start of the financial year, needs to ensure that the delivery of this Budget is achieved. This has to be within the allocated and available resources to ensure the ongoing financial stability of the Council. Consequently there is a requirement to regularly monitor progress so that corrective action can be taken when required which is enhanced with the monthly reporting of the financial position.

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ANNEXES

- Annex 1 Revenue Monitoring and Reporting Timetable 2013/14.
Annex 2 General Fund Revenue Budget for 2013/14 agreed by Council.
Annex 3 Changes to the Budget 2013/14 since it was set.

- Annex 4 RAGBY Full Details
- Annex 5 Savings tracker
- Annex 6 Adults/Children's Replacing one-off 2013/14 funding
- Annex 7 Freeze Outcomes
- Annex 8 Growth and Risk
- Annex 9 Income and Debt
- Annex 10 Management actions
- Annex 11 Earmarked Reserves – General Fund
- Annex 12 Budgetary Issues

SUBJECT HISTORY

Council Meeting	Date
From September 2012, the Revenue monitoring reports have been submitted monthly to Cabinet. Budget Council	5 March 2013

Annex 1 REVENUE MONITORING AND REPORTING TIMETABLE 2013/14

Period Number	Month	General Ledger Updated and Reports Available To Be Produced	Reports Available For The Executive Strategy Group	Reports Available For Cabinet
			Monthly	Monthly
1	April	May 8	May 28	June 13
2	May	Jun 7	June 18	July 11
3	June	Jul 5	Aug 13	Sept 19
4	July	Aug 7	Sept 24	Oct 10
5	August	Sept 6	Sept 24	Oct 10
6	September	Oct 7	Oct 22	Nov 7
7	October	Nov 7	Nov 26	Dec 10
8	November	Dec 6	Dec 17	Jan 16
9	December	Jan 8	Jan 21	Feb 12
10	January	Feb 7	Feb 25	Mar 13
11	February	Mar 7	TBC	TBC
12	Outturn (Provisional)	TBC	TBC	TBC

AGREED BY COUNCIL ON 5 MARCH 2013

Directorate/Service Area	Budget
Expenditure	£
Chief Executives	8,239,800
Families and Well Being	
Children and Young People	89,143,300
- Adult Social Services	82,950,800
- Safeguarding Plus Schools and Schools Grant	3,280,500
- Sports and Recreation	8,904,000
Regeneration and Environment	100,127,300
Transformation and Resources	12,423,500
Net Cost of Services	305,069,200
Corporate Growth	7,700,000
Corporate Savings	(10,952,000)
Budget Requirement	301,817,200
Income	
Local Services Support Grant	45,000
New Homes Bonus	2,119,500
Revenue Support Grant	106,968,000
Business Rates Baseline	31,424,000
Top Up	39,739,000
Council Tax Requirement	111,357,800
Contribution from General Fund Balances	10,163,900
Total Income	301,817,200
Statement of Balances	
As at 1 April 2013	23,800,000
Contributions from Balances to support budget	(10,163,900)
Forecast Balances 31 March 2014	13,636,100

Annex 3 CHANGES TO THE BUDGET AGREED SINCE 2013/14 BUDGET SET

These comprise variations approved by Cabinet / Council including approved virements, budget realignments reflecting changes to the departmental structure and responsibilities, and expenditure freeze decisions, as well as any technical adjustments.

Table 1: 2013/14 Original & Revised Net Budget by Department

	Original Net Budget	Approved Budget Changes Prior Mths	Approved Budget Changes Month 10	Revised Net Budget
Chief Executive	8,240	-4,816	166	3,590
People - Adult Social Services	82,951	-190	308	83,069
People – Children & YP, & Schools	91,738	-6,776	-166	84,796
People – Asset Mgmt & Transport	-	5,534	-16	5,518
People – Safeguarding	685	1,396	-29	2,052
People – Sports and Recreation	8,904	-42	-83	8,779
Places - Environment & Regulation	79,651	39	-202	79,488
Places – Housing & Comm Safety	15,342	-551	-82	14,709
Places – Regeneration	5,134	-2,005	-81	3,048
Places - Directorate Support	-	200	-60	140
Places - Invest Strat & Bus Sup	-	1936	-10	1,926
Transformation & Resources	12,424	5,275	-420	17,279
Corporate Growth & Savings	-3,252	-	675	-2,577
Net Cost of Services	301,817	0	0	301,817

Variations to the approved budgets 2013/14

Cabinet	Items	£m
n/a	Corporate and Democratic Services to be grouped within the Transformation and Resources Directorate where Direct management control for these areas lies.	4.639
n/a	The Anti-Social Behaviour team is part of the Families and Well Being Directorate - Children and Young People and the budget has therefore been transferred from Housing and community safety.	0.569
n/a	Quality Assurance and Family Group Conferencing have been transferred from Specialist Services in Children and Young People to the Joint Safeguarding unit where direct management control lies.	1.396
n/a	A support post has also been transferred from Transformation and Resources to the Chief Executive's Directorate.	0.037
n/a	A number of training and legal posts have been transferred from Children and Young People to Transformation and Resources.	0.353
n/a	Transfer of staffing budgets from DASS in Families & Wellbeing to Financial Services within Transformation & Resources	0.170
n/a	Transfer from T&R to Chief Executive. Funding for Community Engagement.	0.025
n/a	Realigning of the call centre recharge relating to the new garden waste service from Environment & Regulation to Transformation and change.	0.009
n/a	Transfer of staffing budgets from DASS in Families & Wellbeing to CYP.	0.010
n/a	Transfer of 2 Constituency Committee Posts to Chief Executive from CYP.	0.095
n/a	Transfer of budget from Waste & Environment Service Area to create new roles to lead Constituency Committees.	0.042
n/a	Staff transfer from CYPD to Financial services following recent restructure.	0.044
n/a	Transfer of Caretaker posts from Adult Social Services to CYP.	0.082

n/a	Transfer from Chief Exec Dep of one year's improvement plan funding to Transformation and Resources for Committee Services Officer.	0.040
n/a	Strategic Director post moved to Transformation and Resources from Chief Exec Dep.	0.150
n/a	Transfer of Allotments budget from Asset Management (CYP) to Parks and Countryside (R&E).	0.090
n/a	Strategic Directors costs moved to People and Places from Chief Exec Dep.	0.298
n/a	Performance officer transferred from DASS to Chief Exec Dep.	0.045
	OVERALL IMPACT OF THESE DECISIONS	0.0

Annex 4 - RAGBY FULL DETAILS

Department	Number of Budget Areas	Red	Amber	Green	Blue	Yellow
Chief Executive's	4	0	0	4	0	0
Adult Social Services	2	0	0	2	0	0
Children & Young People, & Schools	7	1	0	5	1	0
Safeguarding	1	0	0	1	0	0
Sports & Rec	1	0	0	0	1	0
Environment & Regulation	4	0	0	3	0	1
Housing & Comm Safety	1	0	0	1	0	0
Transformation & Resources	7	1	0	3	2	1
Corporate Growth & Savings	2	0	0	2	0	0
Total	29	2	0	21	4	2

RAGBY REPORTING AND OTHER ISSUES

The Red and Yellow RAGBY issues that are the subject of corporate focus are detailed in the following sections by

- Business Area (by Department identifying the service in the Council Estimates (Green Book)) and,
- Subjective Area (by the type of spend / income).

Business Area Reds

	Chief Exec	People	Places	Trans & Res	Total	Percent of total
Red Overspend	0	1	0	1	0	5.8%
Value £000s/ %		391		665		2.2%
Overall Net Budget						

Transformation and Resources: A shortfall on the court costs savings option has resulted in a red rating.

People Childrens: The over spend in this area relates mainly to agency costs and the demand for semi-residential placements. The over spend will be covered from other areas of the department.

Business Area Yellows

	Chief Exec	People	Places	Trans & Res	Total	Percent of total
Yellow underspend	0	0	1	1	0	5.8%
Value £000s/ % Overall Net Budget			370	749		1.5%

Transformation and Resources: Savings on treasury management due to use of internal borrowing and scheme slippage has produced a yellow rating.

Places – Environment & Regulation: A combination of factors are contributing to a yellow rating.

Subjective Area Reds

Expenditure

Customer/Client Receipts: The forecast of £1.77 million below budget is largely due to the £2m income adjustment referred to in paragraph 4.5 in the main report and the shortfall in Council Tax Court Costs income.

Supplies and Services: The forecast of £1.49 million above budget in this area is due to a forecasted overspend within Adult community care. This is being compensated for from other subjective areas such as other grants and reimbursements.

Subjective Area Yellows

Expenditure

Third Party Payments: The forecast £0.9 million under spend is a result of various savings within Adult Social Services, Children and Young People, and Transformation & Resources.

Other Grants and Reimbursements: The forecast of £1.64 million variance is due to expected over recovery of income within Adult Social Services.

Financing Costs: The forecast of £0.8 million under spend is due to capital programme slippage and savings against the Minimum Revenue Provision budget.

Employees: The forecast of £656k under spend is largely due to savings within Transformation and Resources.

Annex 5 SAVINGS TRACKER

1 Summary

BRAG	Number of Options	Dec 2013	Change from prev mnth	Approved Budget Reduction	Amount Delivered at Jan	To be Delivered
B - delivered	42	40	2	22,655	22,617	38
G – on track	21	23	-2	16,615	10,137	6,478
A - concerns	5	4	1	6,346	4,786	1,560
R - failed	2	3	-1	2,729	1,129	300
P – replacements for Red	1	1	0	0	1,083	217
Total at M10 Jan 14	71			48,345	39,752	8,593
<i>Total at M9 Dec 13</i>	<i>71</i>			<i>48,345</i>	<i>37,161</i>	<i>11,184</i>

Notes: Budget Book page 56-58. Replacement savings cover shortfall in Court costs option M8 to be delivered reduced to reflect replacement for red contribution to savings

2 Detail

SAVINGS (TYPE 1) TARGETS – ACHIEVEMENT OF THE SAVINGS (2013/14)

Families and Well Being – DASS

Saving	Target £000	Comments / progress on implementation	BGAR	Amount delivered at M10 Jan 14 £000	To be delivered £000
Review of VCF Sector Grants	705	Savings achieved	B	705	0
Community Meals	169	Savings achieved	B	169	0
Charging for Non Residential Services	880	Savings achieved	B	880	0
Transport Policies	250	Savings achieved	B	250	0
Review of Support for Carers	250	Letter issued and reviews progressed for one-off payments, payments not related to client assessed need, and payments to related individuals	G	250	0
Day Care and Day Services Transformation	750	Service changes implemented	G	750	0
Targeted Support through NHS Contracts	1,828	- All clients no longer requiring double handling identified contract performance to be monitored (£83k).	G	1000	828

		<ul style="list-style-type: none"> - Use of Social Fund Grant Allocation. (£800k). - New contract starts 1.1.2014 (£84k). - Targets implemented for residential placement numbers plus scheme of delegation. (£454k) - Continuing Health Care – correct application of law and policy. (£377k). 	<p style="text-align: center;">B</p> <p style="text-align: center;">G</p> <p style="text-align: center;">G</p> <p style="text-align: center;">G</p>		
Modernisation of leisure	429	Revised shift rotas have now been implemented. The delay in implementation is expected to result in slippage of £125k on this budget saving option.	G	304	125
Residential and Respite Care	160	Director implementing action plan to reduce Supported Living costs	G	100	60
Review of Equipment Service	100	Revised S75 in place for 2013-14 with Community Trust. Discussions commenced with NHS re revised hosting arrangements	G	0	100
Extra Care Housing/External Respite and Short-term Provision	300	<ul style="list-style-type: none"> - Extra Care Housing Provider Negotiations continue. - Revised Respite Policy to be produced and review the feasibility for block contracts for respite 	<p style="text-align: center;">G</p> <p style="text-align: center;">G</p>	200	100
Assistive Technology	150	Charges now to be introduced in 2014-15. Income budget delivered by a range of other measures in 2013-14.	A	150	0
Review of Residential Care for Learning Disabilities	300	LD packages currently overspending	R	0	300

Families and Well Being – Childrens

Saving	Target £000	Comments / progress on implementation	BGAR	Amount delivered at M10 Jan 14 £000	To be delivered £000
Education Psychology Service	80	Savings achieved	B	80	0
Schools Budget	250	Savings achieved	B	250	0
Careers, Education and Advice	700	Savings achieved	B	700	0
Schools Music Service	21	Savings achieved	B	21	0
Oaklands Outdoor Education Centre	23	Savings achieved	B	23	0
Foundation Learning	121	Savings achieved	B	121	0
Commissioning of Parenting Services	700	Savings achieved	B	700	0
Youth Challenge	200	Savings achieved	B	200	0
Short Breaks for Children with Disabilities	150	Savings achieved	B	150	0
Area Teams for Family Support	200	Savings achieved	B	162	38
School Improvement and Income from Schools	160	The school improvement programme has been reduced. However there is a shortfall in the buy back from Academies in respect of PFI of £45k.	G	115	45
Youth and Play Services	687	Restructure complete, but slippage of £76k is anticipated in relation to late vacation of premises and employees not leaving 1st April.	G	611	76
Child and Adolescent Mental Health Service	250	Confirmation that staff have left with slippage of £45k.	G	205	45

Children's Centres and Sure Start	1,576	There is slippage in relation to the Management restructure of £57k and slippage in the transfer of day care, £453k, for which only 2 tenders were received. There are discussions with Primary Schools in relation to the remaining 4 sites. Options are continuing to progress however the revised timescale of 1 January 2014 is unlikely to be met with resources being identified to offset any costs till the end of the year.	A	1066	510
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Regeneration and Environment

Saving	Target £000	Comments / progress on implementation	BGAR	Amount delivered at M10 Jan 14 £000	To be delivered £000
Invest Wirral	352	Savings achieved	B	352	0
Home Insulation	926	Savings achieved	B	926	0
Apprentice Programme	420	Savings achieved	B	420	0
Pre-Planning Advice	10	Savings achieved	B	10	0
Pest Control	30	Savings achieved	B	30	0
Dog Fouling Enforcement	97	Savings achieved	B	97	0
Household Waste Collection	80	Savings achieved	B	80	0
Handyperson Scheme	209	Savings achieved	B	209	0
Trading Standards	71	Savings achieved	B	71	0
Highway Maintenance	588	Savings achieved	B	588	0
Street Cleansing	1,000	Savings achieved	B	1000	0
School Waste	180	Savings achieved	B	180	0

Street Lighting	265	Savings achieved	B	265	0
Highway Drainage	106	Savings achieved	B	106	0
Reduction in Parks Maintenance	450	Savings achieved	B	450	0
Housing Support for BME Communities	111	Savings achieved	B	111	0
Car Parking	281	Savings achieved	B	281	0
Garden Waste Collection	582	Savings achieved	B	582	0

Transformation and Resources

Saving	Target £000	Comments / progress on implementation	BGAR	Amount delivered at M10 Jan 14 £000	To be delivered £000
Efficiency Investment Fund	4,400	Savings achieved	B	4,400	0
Treasury Management	1,700	Savings achieved	B	1,700	0
Revenues and Benefits	550	Savings achieved	B	550	0
Information Technology Service	210	Savings achieved	B	210	0
Marketing and Public Relations	167	Savings achieved	B	167	0
Tranmere Rovers Sponsorship	135	Savings achieved	B	135	0
Power Supplies - Contract Saving	11	Savings achieved	B	11	0
Area Forum Funding	391	Savings achieved	B	391	0
Council Tax Increase	2,600	Savings achieved	B	2,600	0
Council Tax: Discounts and Exemptions	2,284	Savings achieved	B	2,284	0

Reduction in External Audit Fees	140	The budget has been reduced to reflect the new contract and is expected to be fully realised in year.	G	0	140
Local Council Tax Support Scheme	2,785	Scheme introduced and progress being monitored as per section 7.3 above	G	0	2,785
Reducing Council Management	5,000	Savings profile weighted towards increased delivery in 2nd half of year reflecting date of leavers Vacant posts are being pro rata'd over the year.	G	3,548	1,452
Trade Union funding	-270	The funding for the Trade Unions has been built in with the costs to still be recharged across business areas at the end of the year.	G	-270	0
Reducing the Cost of Democracy	100	The cost of the Members Allowances has been reduced and the saving is expected to be achieved in this area.	G	0	100
The Mayor of Wirral	50	It is expected that Civic Services will be able to achieve this saving from June 2013 and there will be a drive to reduce overtime and supplies to achieve the saving.	G	0	50
Libraries and One Stop Shops	391	Staff savings at the budget level are evident in April monitoring.	G	391	0
Housing Benefits – Maximisation of Grant	2,000	Saving has been incorporated into the budget and is expected to be achieved.	G	2,000	0
Service Restructures	905	Broken down as: £50k Asset Mgmt – delayed restructure but the full £100k should be achieved during 2013-15 £292k HR delayed restructure but it is envisaged that the full saving of £584k will be achieved over the course of 2013-15. £263k related to RHP	G G G	333	572

		£300k for Legal Services, of which £100k relates to employees which is expected to be achieved through compensatory budgets with the restructure helping to achieve the £200k that is currently set aside Legal/Court costs which are a very volatile area.	A		
Better Use of Buildings	100	Details as to how this saving will be achieved are to be finalised as there are also savings that have rolled forward from previous years relating to assets.	G	100	0
Reducing the numbers of Agency workers	500	Spend up to December is £2.788 with a projection of £3.9M until the end of the year. This shows an overall saving of £600K compared to last year. A significant number of contacts have ended since the beginning of the year. Challenge is around how savings are allocated across the departments	G	500	0
Transforming Business Support	500	Saving has been incorporated into the budget. Staff savings are expected and some have already been achieved. Further work is taking place to develop saving.	A	169	331
Procurement	320	This saving has not progressed as anticipated, but compensatory savings are expected to be made during the year.	A	320	0
Workforce Conditions of Service	3,800	Negotiations with TUs are concluding. Target saving likely to be £3.7 million. Slippage depending upon agreement is likely. Challenge is around how savings are allocated across departments.	A	3,081	719

Council Tax: Court Costs	2,429	Current projections show full saving will not be delivered. £1.3M Compensatory savings will be made from staffing budgets (0.8M) and Treasury Management Budgets (0.5M) within Transformation and Resources.	R	1,129	1,300
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Annex 6 ADULTS/CHILDREN'S REPLACING ONE-OFF 2013/14 FUNDING

ADULTS

Details	Proposed 13-14 (£000)	Delivered 13-14 (£000)	Proposed 14-15 (£000)	Proposed 15-16 (£000)	Comments / progress on implementation
No delivery of savings to replace equivalent one-off 2013-14 funding is assumed in 2013-14. However it is expected that £1.376m of these savings will be delivered in 2013-14.					
Savings proposals requiring member approval		0.655	3.530	0.900	Details of proposals provided as part of the 2014-15 budget consultation
Management Action		0.362	3.328	0.790	Details of proposals provided as part of the 2014-15 budget consultation
		1.017	6.858	1.690	

Note: 2013/14 monies may be allocated first to annexe 12 issues in 2013/14

CHILDRENS

Details	Proposed 2013/14 (£000)	Delivered 2013/14 (£000)	Proposed 2014/15 (£000)	Proposed 2015/16 (£000)	Comments / progress on implementation
Commissioning (saving achieved in advance)	250	250			Saving achieved in advance of 2014/15 requirement
Connexions/CEI AG (saving achieved in advance)	300	300	200		Saving achieved in advance of 2014/15 requirement
Transfer Pension costs to Schools Budget	100	100			Costs to be transferred as in 2012/13
Uncommitted Adoption Grant	200	200			As per Cabinet report June 2013
Further reduction in Schools PPM programme	200	200			Funded by schools' budget.
Springboard / School Readiness add'l budget	400	400			Budget not committed
YOS bring forward service review	50	50			To be met from vacancies and spend controls
Children's Centres			500	1500	
Efficiencies			400		
Family Parenting			200	300	
Partnership Working			200		
Additional in year underspend identified at month 10		200			
Total	1,500	1,700	1500	1800	

Annex 7 FREEZE OUTCOMES

No decisions have been made in 2013/14 which result in monies being transferred from directorate budgets to the freeze holding account.

Annex 8 GROWTH AND RISK

Growth £000's

Ref	Department/ Option Title	2013/14 Budget	2013-14 Release
	CYP		
5	Independent Reviewing Officers	90	90
6	Additional Social Worker Capacity in Wallasey District	315	315
7	Social Workers in Schools	75	75
8	Family Justice Review	100	100
9	Staying Put Policy	100	100
12	Foster Care	500	500
13	Youth Justice Board Costs	50	50
	CYP Total	1,230	1,230
	DASS		
2	Increase in Fees for Residential & Nursing Care to reflect a Fair Price for Care	1,000	1,000
4	Increase in Demand (Young Adults with Learning Disabilities)	944	944
5	Increase in Demand (Older People)	1,773	1,773
	DASS Total	3,717	3,717
	Technical		
3	Annual Property Uplift Biffa contract	12	12
	Technical Total	12	12
	Finance		
1	Reduction in HB Admin grant 2013/14	237	237
	Finance Total	237	237
		5,196	5,196

Risk £000's

Corporate Growth (Budget Book page 7)	2013/14 Budget	2013/14 Release
Pay Inflation	1,700	1,700
Change Management Implementation Fund	4,000	
Savings Profiling	2,000	1,600
Price inflation unallocated		
Growth unallocated		
	7,700	3,300

Inflation £000's

Inflation Allocated to Departments 2013-16			
	2013/14	2014/15	2015/16
	£000	£000	£000
CYP			
PFI	140	140	140
Retirement Costs	80	80	80
Foster/Adoption	190	190	190
CYP Total	410	410	410
DASS			
Placements	15	15	15

Residential and Nursing Care	1,518	1,518	1,518
Transport	60	60	60
Total	1,593	1,593	1,593
Families and Well Being Total	2,003	2,003	2,003
Regeneration and Environment			
Biffa	413	413	413
Colas	48	48	48
Regeneration and Environment Total	461	461	461
Grand Total	2,464	2,464	2,464

Annex 9 INCOME AND DEBT

Council Tax

The following statement compares the amount collected for **Council Tax** in the period 1 April 2013 to 31 January 2014 with the amount collected in the same period in 2012/13:

	Actual 2013/14 £	Actual 2012/13 £
Cash to Collect	135,524,000	125,457,000
Cash Collected	123,929,000	117,563,000
% Collected	91.4%	93.7%

Council Tax benefits has been abolished and replaced by Council Tax support and the numbers and awards as at 31 January 2014 are as follows:

Number of Council Tax Support recipients	38,049
Number of pensioners	16,153
Number of vulnerable	7,371
Number of working age	21,896

The level of collection reflects the increased charges to those charge payers now in receipt of Council Tax Support and having to pay a minimum of 22% of the annual charge as well as the increase charges in respect of reduced discounts and exemptions. Overall there is an extra £10 million to be collected for 2013/14 of which £6.4m has been collected to date. Council Tax Support claimants of Working Age total 21,896 this includes 7,371 who receive maximum support leaving 14,525 paying at least 22%. This Council Tax Support debt is £3.083m.

A Council Tax Discretionary Relief policy was agreed by Cabinet in October and funded to a maximum of £50,000. An application form has been placed on the web. No awards have been made to date. 96 applications are currently under consideration.

Business Rates

The following statement compares the amount collected for **National Non-Domestic Rates** in the period 1 April 2013 to 31 January 2014 with the amount collected in the same period in 2012/13:

	Actual 2013/14 £	Actual 2012/13 £
Cash to Collect	69,648,000	68,213,000
Cash Collected	65,636,000	62,982,000
% Collected	94.2%	92.3%

Accounts Receivable

The table below shows the departments and the amount of debt at each recovery stage:

Description	Less than 28 days	1st reminder	2nd reminder	3rd reminder	Total at 30.11.13
Chief Executive	£75,240	£13,298	£11,736	£588,373	£688,647
Neighbourhood	£7,914	£1,133	£0	£21,347	£30,394
Transformation	£1,830,235	£914,035	£21,056	£895,653	£3,660,979
Families	£4,975,389	£1,329,943	£809,757	£9,340,523	£16,455,612
Regeneration & Environment	£847,488	£52,088	£169,626	£631,400	£1,700,602
Policy and Performance	£0	£0	£192,168	£9,120	£201,288
Totals	£7,736,266	£2,310,497	£1,204,343	£11,486,416	£22,737,522

The above figures are for invoices in respect of the period up to the end of January 2014. Payments as well as amendments such as write-offs and debts cancellations continue to be made after this date on all these accounts. There is a further deduction of £382,955 to be made for unallocated payments leaving a balance of **£22,354,527**

BENEFITS

The following statement details the number of claimants in respect of benefit and the expenditure for Private Tenants and those in receipt of Council Tax Support up to 31 January 2014:

	2013/14	2012/13
Number of Private Tenant recipients	32,146	31,597
Total rent allowance expenditure	£116,255,399	
Number under the Local Housing Allowance Scheme (<i>included in the above</i>)	12,389	11,972
	£47,407,205	
Number of Council Tax Support recipients	38,049	
Total Council Tax Support expenditure	£28,047,580	
Total expenditure on benefit to date	£144,302,979	

The following statement provides information concerning the breakdown according to client type as at 31 January 2014 and gives the early year numbers to show the shift in sector by benefit claimants during the year.

	31.01.14	01.05.13
Claimants in the Private Rented Sector	14,821	14,451
Claimants in the Social Rented Sector	17,325	16,765
Owner Occupiers	10,324	10,738

Total claimants by age group		
- under 25 years old	2,513	2,728
- 25 – 60 years old	22,547	21,741
- over 60 years old	17,410	17,623

There are **42,470** benefit recipients in Wirral as at 31 January 2014.

Under Occupancy regulations

From 1 April 2013 property size criteria was introduced to working age tenants of social housing (Registered Providers). Where a claimant is deemed to be occupying accommodation larger than they reasonably require, Housing Benefit (HB) levels have been restricted as follows:

- One “spare” bedroom incurs a 14% reduction. In Wirral the current average is £12 weekly and there are 2,827 households affected;
- Two or more spare bedrooms incurs a 25% reduction – the Wirral average is currently £21 weekly and there are 659 affected;
- Out of a total social sector HB caseload of 17,325 - 3,486 are currently affected by this. Numbers have reduced slightly as the reduction has, in some cases, been overridden due to the claimant's circumstances;
- We are also starting to see a reduction in numbers as we identify and make the necessary adjustments to those exempt tenancies i.e. pre 1996, without a break in claim, following the recent government announcement.

Housing Benefit Fraud and Enquiries – 01 April 2013 to 31 January 2014

New Cases referred to Fraud team in period	1,134
Cases where fraud found and action taken	90
Cases investigated, no fraud found and recovery of overpayment may be sought	433
Cases under current investigation	227
Surveillance Operations Undertaken	0
Cases where fraud found and action taken:	
Administration penalty	7
Caution issued and accepted	11
Successful prosecution	38
Summons issued for prosecution purposes	35
Local Welfare Assistance Fraud Prosecution	1

Discretionary Housing Payments

The tables below profile the position of Discretionary Housing Payment (DHP) administration and associated spend. DHP is not a payment of Housing Benefit and is funded separately from the main scheme. Whilst traditionally it was seen as a short

term measure to financially assist those who had difficulty in meeting a rental shortfall, increasingly the nature of awards is changing as the impacts of Welfare Reform roll-out. The Department for Work and Pensions see such awards, for which the Government contribution has increased, in many cases as supporting people through the transition of reform, allowing them time to rebudget, increase their income or to secure a DHP award to help with moving costs.

The Government contribution for 2013/14 is £917,214 with an overall limit of £2,293,035 which the Authority must not exceed. In direct recognition of the impacts of the Reforms, the DWP also made a further £10 million Transitional Funding available for 2013/2014, of which Wirral's share is £64,000. Spend is closely monitored, with year end spend forecasted on a monthly basis. Whilst the percentage spend to date, at 83% is lower than this time 2012/2013, the escalating impacts of reforms such as Social Sector Size Criteria and wider increase in people struggling to manage financially as a result of a myriad of change, means that it is expected that Wirral will use up the full government contribution by year end. Over the last two months the work undertaken by officers on these applications has seen the expenditure almost double. £35,000 has been allocated to Housing Options to meet rent deposits to enable people to move into sustainable tenancies and they have allocated £16,198 of this to date.

Data @ 31/12/13										
Month	Claims Considered			DHP Awards in Payment	Current Awards	Committed awards up to 31/03/2014	% spent (committed) of Govt cont	Forecasted Y.E. spend	Annual Total Cont.	Cont remaining
	Total considered	Awarded	Refused							
April	62	26	36	65	£11,674	£16,883	2%	£198,794	£917,214	£888,655
May	228	103	125	136	£27,093	£41,845	5%	£242,440	£917,214	£875,368
June	296	122	174	230	£51,067	£79,329	9%	£314,732	£917,214	£837,884
July	358	143	215	355	£80,470	£122,073	13%	£371,305	£917,214	£795,140
August	387	210	177	680	£188,198	£257,560	28%	£598,786	£917,214	£659,653
September	158	86	72	785	£241,429	£306,388	33%	£611,101	£917,214	£610,825
October	114	78	36	880	£289,841	£351,393	38%	£611,101	£917,214	£565,821
November	371	269	102	1192	£392,925	£492,303	54%	£733,431	£917,214	£424,911
December	253	237	16	1600	£547,799	£670,044	73%	£882,910	£917,214	£247,170
January	309	269	40	1847	£659,790	£759,723	83%	£921,260	£917,214	£157,491
Totals	2,536	1,543	993					Additional	£64,000	£64,000
									£971,214	£221,491

We continue to look at those claims which have been refused, to determine whether or not a full or partial award may now be considered appropriate.

DHP Payment Type	As at 31.01.14
Baby Due	18
Benefit Cap	19
Change of Address	8
Combination of reforms	10
Disability	24
Income Tapers	31
Increase in work related expenses	3
Legislation change	48
LHA reforms	115
NDD	10
Reduced HB entitlement	57
Removal Costs	3
Rent deposit	38
Rent restrictions	449
Social Size criteria	730

Local Welfare Assistance

From April 2013, the discretionary Crisis Loans for Living Expenses and Community Care Grant elements of the Social Fund were abolished and replaced in Wirral by our new Local Welfare Assistance Support Scheme (LWA). For 2013/14 Wirral's scheme is supported by a £1,345,925 Government Grant. Wirral's scheme replaces cash payments in favour of suitable alternatives where at all possible e.g. through the provision of pre payment cards for food and fuel and direct provision of white goods. The scheme is to be reviewed to see how implementation has gone and for possible scheme alterations. The number of applications is rising on a week by week basis.

LWA details for period from 02 April 2013 to 31 January 2014:

Number of awards granted for food	3,068	value	£144,731
Number of awards granted for fuel	2,364	value	£53,477
Number of awards granted for goods	1,142	value	£273,041

Total number of households receiving an award	3,819	value	£471,249
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Number of claims not qualifying	2,519
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We continue to raise awareness of the scheme, particularly to help people experiencing crisis or financial difficulty over the winter months.

A report on approving the scheme for 2014/15 will be presented to Cabinet in March 2014.

Annex 10 MANAGEMENT ACTIONS

ACTIONS TAKEN BY THE EXECUTIVE TEAM/DIRECTORATES TO REDUCE SPEND / INCREASE INCOME

Department	Items	£000
All	Spending freeze to continue during the full financial year.	
All	Introduction of Concerto system to monitor progress against savings targets.	
People	Reviews by Adults and Children to identify measures to fund pay back of 2013/14 one-off funding (£13.7 million).	
Regeneration	Early implementation of Supporting People 2014/15 saving	1,300
People	Management Actions to address learning disabilities budget pressures	

Annex 11 EARMARKED RESERVES - GENERAL FUND £000's

	Balance at 1 April 2013 £000	Movement	Balance at 31 Jan 2014 £000
Schools Balances	11,936	-	11,936
Housing Benefit	10,155	-	10,155
Insurance Fund	7,821	(5)	7,816
Budget Support	4,200	-	4,200
Intranet Development	3,161	-	3,161
Local Pay Review	2,296	-	2,296
Community Fund Asset Transfer	2,146	-	2,146
Efficiency Investment Rolling Fund	2,000	(1,000)	1,000
One Stop Shop/Libraries IT Networks	1,878	-	1,878
Supporting People Programme	1,105	-	1,105
Worklessness	1,085	-	1,085
Severance Pay	1,026	-	1,026
Stay, Work, Learn Wise	908	-	908
Intensive Family Intervention Project	871	-	871
Working Neighbourhood Fund	760	-	760
School Harmonisation	668	-	668
Schools Capital Schemes	581	-	581
Childrens Workforce Development Council	558	-	558
Apprentice Programmes 2 & 3	546	-	546
Home Adaptations	518	-	518
Dedicated Schools Grant Carry Forward	472	10	482
Planned Preventative Maintenance	463	(249)	214
ERDF Match Funding	444	-	444
Schools Automatic Meter Readers	415	-	415
Schools Contingency	370	(2)	368
Strategic Asset Review	366	(149)	217
Child Poverty	350	(100)	250
Business Improvement Grant	342	-	342
Local Area Agreement Reward	322	-	322
Schools Service IT	294	-	294
Homeless Prevention	271	-	271
Other Reserves	6,448	(474)	5,974
Total Reserves	64,776	(1,969)	62,807

Note: Some reserves will only be applied at year end.

Annex 12 BUDGETARY ISSUES

	Service area	Issue	2013/14	2014/15	2015/16	2016/17	Resolution
People							
	Adults overstated income	Income was included at 100% of billed, rather than at the (lower) level of collection. Improved collection would reduce the loss but this should be evidence led.	2,000	2,000	2,000	2,000	Entered into M1 Monitor. 2013/14 from Directorate. 2014/15+ Bad debt provision will cover
	Legal Fees ex CYP Adults	Foster Care placements - with improved work routines, amenable to reduction. Learning Disabilities additional supported living packages	100 2,700	50 0	0 0	0 0	Funding from M7 increased grants Management actions resolving shortfall including additional NHS support, increased income and budget realignment. Future year impact being assessed
Places							
	RHP	Homeless Grant rolled into Formula Grant, but not taken out of budget. No solution.	221	221	221	221	2013/14 from forecast savings 2014/15+ from grant adjustment
	Willowtree	Shortfall in accommodation budget; resolution depends on service and asset disposal	33	33	33	33	Agreed can be met from permanent budget reduction
	Car Parking	Income shortfall from changing market	350	350	350	350	Compensatory savings identified for 2013/14, potential growth request 2014/15+ if modelling indicates permanent change
Transformation							
	Market Supplements	Using Market supplements when appropriate to ensure the appointment, and retention, of key, statutory employees.	490	450	450	0	Reduced from £1m M1 Monitor based on latest estimates. From pay growth budget M7
	2012/13 T&C's	Non-achievement; count as part of 2014/15 target	300	0	0	0	2013/14 from forecast savings
	2012/13 Trans Bus S	Non-achievement; count as part of 2014/15 target	300	150	0	0	2013/14 from forecast savings
	2013/14 T&Cs	Shortfall in achievement; count as part of 2014/15 target	472	0	0	0	2013/14 from forecast savings
	Facilities Management	Shortfall in achievement on closure of buildings; count as part of 2014/15 target	250	0	0	0	Agreed can be met from permanent budget reduction
	Council Tax Court Costs	Shortfall on 2013/14 savings option (Red Rated)	1,300	1,300	1,300	1,300	Compensatory savings from T&R in 2013/14, options being evaluated 2014/15 including growth request
Totals			8,516	4,554	4,354	3,904	

Solutions			2013/14	2014-15	2015/16	2016/17	
	Agreed redns	Willowtree Facilities Management	-33 -250	-33	-33	-33	Agreed can be met from permanent budget reduction
	In monitor	M1 Adults income – in 2013/14 funded from bad debt provision in later years	-2,000	-2,000	-2,000	-2,000	2013/14 in year savings and bad debt provision
		Market Supplements funding from central budget for pay growth (page 7) Budget Book	-490	-450	-450	0	funding from central budget for pay growth (page 7) Budget Book
		T&Cs part funding from central budget for pay growth (page 7) Budget Book	-200	0	0	0	part funding from central budget for pay growth (page 7) Budget Book
		Foster Care placements	-100	-50	0	0	Funding from increased grants per Directorate M7
		Homeless Grant	-221	-221	-221	-221	2013/14 from funding identified in monitor, 2014/15+ from grant adjustment
		Council Tax Court Costs	-1,300	-1,300	-1,300	-1,300	2013/14 compensatory savings from T&R staffing and Treasury Management, growth request/budget adjustment 2014/15 +
		Car Parking	-350	-350	-350	-350	2013/14 compensatory savings within R&E parks & countryside, Environmental Health and Waste. 2014/15+ potential growth/budget adjustment request if modeling indicates permanent change
		Learning Disabilities additional supported living packages	-2,700	0	0	0	Management actions resolving shortfall including additional NHS support, increased income and budget realignment. Future year impact being assessed
		Remaining issues relating to 2013/14	-872	-150	0	0	Funded from funding identified in monitor
Current additional resource required from savings			0	0	0	0	

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WIRRAL COUNCIL

CABINET

13 MARCH 2014

SUBJECT	CAPITAL MONITORING 2013/14 MONTH 10 (JANUARY 2014)
WARD/S AFFECTED	ALL
REPORT OF	DIRECTOR OF RESOURCES
RESPONSIBLE PORTFOLIO HOLDER	COUNCILLOR PHIL DAVIES
KEY DECISION	YES

1 EXECUTIVE SUMMARY

- 1.1 This report sets out the capital position for 2013/14 at Month 10 (January 2014) and actions to minimise risk.

2 RECOMMENDATIONS

- 2.1 That Cabinet is asked to note:

- a) the spend to date at Month 10 of £19.8 million, with 83.3% of the financial year having elapsed;

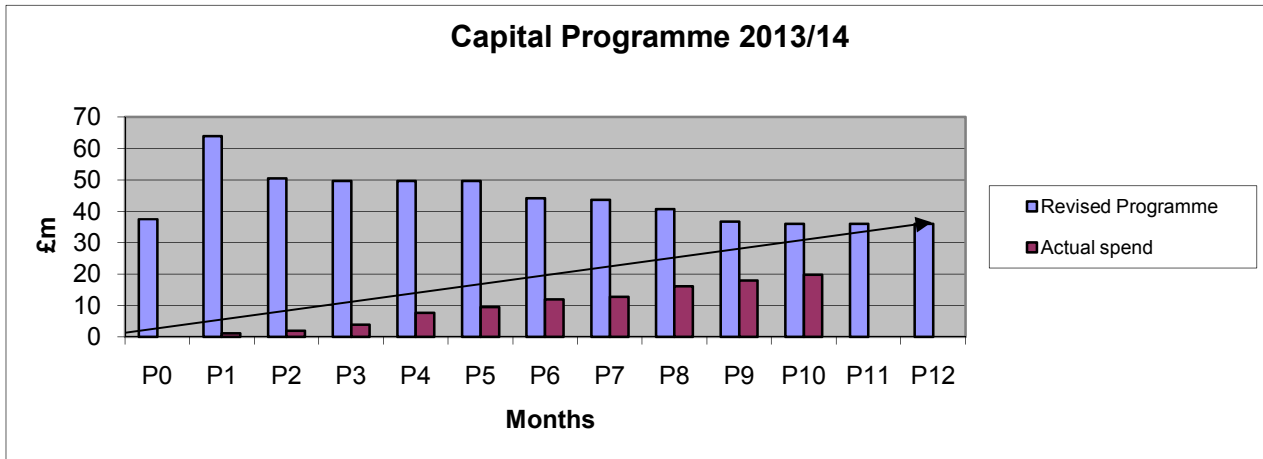
- 2.2 That Cabinet is asked to agree:

- a) the revised Capital Programme of £35.9 million (Table 1 at 4.1);
- b) the re-profiling of a number of schemes into 2014/15, totalling £0.762 million,

3 OVERALL POSITION AT PERIOD 10 (JANUARY 2013)

- 3.1 The projected capital forecast for the year, at Month 10 shows a potential balanced outturn position.

Chart 1: Capital Programme spend below line of best fit



4 ORIGINAL AND PROPOSED CAPITAL PROGRAMME FOR 2013/14

4.1 The Programme for 2013/14 is subject to change. Period 10 reflects the Programme agreed by this Cabinet on 13 March amended for the additional re-profiling.

Table 1: Capital Programme 2013/14 at Period 10 (January) £000's

	Capital strategy	Changes approved by Cabinet	Re-profiling to be approved	Other changes to be noted or approved	Revised Capital Programme
Invest to save	1,400	-1,000	0	0	400
Bids to release assets	1,053	351	0	0	1,404
People – Adults	11,025	-9,325	0	0	1,700
People – CYP	10,286	1,233	-600	0	10,919
Places – Regeneration	5,979	782	0	0	6,761
Places – Environment	7,196	5,206	-182	20	12,240
Trans & Res –Finance	210	0	0	0	210
Trans & Res - Asset Mgt	315	1,449	0	0	1,764
Public Health	0	484	0	0	484
Total expenditure	37,464	-820	-782	20	35,882

4.2 A summary of the significant schemes for re-profiling for Period 10 is set out in Table 2. The £0.020 million “Other Changes” represents:

- a) the addition of a new Environment Agency grant relating to Highway Drainage at Rigby Drive

Table 2: Requests to vary the 2013/14 programme £000's

	Changes to be approved or noted	Explanation (A) Policy (B) Items previously deferred (C) Additional funding (D) Re-profiling (E) Reduced requirement
People – CYP	-350 -235	Relates to the Pensby Primary School, £2.165m expected to be completed, with only the retention amount due to be outstanding (due 2014/15) (D) . Funding for 2 year olds, amounts have been allocated to individual sites, however some sites will not be completed in 2013/14 therefore to be re-profiled into 2014/15 (D)
Places - Environment	-121	Schemes relating to Highways Maintenance that will not be completed before the end of 2013/14 including Kings Parade £50k, Marine Promenade £50k, Cloughton Road £10k, John Street £10k (D)
Significant variations	-706	

4.3 There has been no change to the Government's capitalisation directions. The qualifying criteria to 'capitalise' statutory redundancy costs prevent the Council from applying in 2013/14.

5 PHASING OF THE PLAN – THE USE OF GATES

5.1 Officers are implementing a system (Concerto) that will show how schemes in the Capital Programme are progressing. Instead of only having two scheme measures, being 'start' and 'completed', this will enable information on the progress of a scheme. Table 3 gives examples of the Gates for the Capital Receipts programme.

Table 3: example of five Gates for Capital Receipts

Gate	Activity by Quarters
Conceptual Stage	Identification of potential disposal
Approval Stage	Agreement in principle by Asset Group
Delivery Stage	Approval to disposal and method of disposal
Finished Stage	Agreement to final terms
Closure Stage	Legal completion and receipt of monies

- 5.2 The benefit of the system is that each scheme will be planned across the year(s) and progress can be tracked. Furthermore, all the schemes can be 'collated so we will have a predicted phasing for the whole Capital Programme over three years.
- 5.3 Having this information will enable us to intervene where schemes are slipping, navigate around 'choke points' where everything is happening at once and better plan the funding of the Programme..

6 ACTUAL SPEND TO DATE – IS THE PROGRAMME 'ON PLAN'?

- 6.1 Until the Concerto system is fully developed we will continue to use the general measure of progress. The actual capital expenditure at Period 10 is £19.8 million with 83.3% of the financial year having elapsed.

Table 4: Spend to date January (10/12 = 83.3%)

	Spend to date		Comments on variation RAG
	£000	%	
Invest to save	0	0	Green -acceptable
Bids to release assets	342	24	Green -acceptable
People – Adults	39	2	Green -acceptable
People - Children & Yg People	6,613	61	Green -acceptable
Places - Regeneration	3,417	51	Green -acceptable
Places - Environment	8,065	66	Green -acceptable
Trans & Res - Finance	55	26	Green -acceptable
Trans & Res - Asset Mgt	1,304	74	Green -acceptable
Public Health	0	0	Green -acceptable
Total expenditure	19,835	55	

6.2 People – Adults

With regard to the Learning Disabilities Extra Care Housing scheme procurement has now been completed and a delivery plan agreed. The 2014-15 capital programme has now been amended to just show the anticipated Council contribution to the overall scheme as opposed to including the estimated private sector contribution of £8.6 million.

People - Children

Spend to date increased by £0.5 million in period 10. The majority of this related to Modernisation of Basic Needs and Funding for 2 year old schemes areas of spend. The Pensby Primary Schools and an element of the Funding for 2 year old schemes have been reprofiled to 2014/15 as outlined in table 2 above.

Places – Regeneration

Spend to date increased also by £0.5 million in period 10. The major areas of spend in the month related to the Think Big Investment Fund and Disabled Facilities Grants.

Disabled Facilities Grants. An element of the programme will run into 2014/15 relating to committed expenditure where works have been identified and approved but will not be completed in this financial year.

The Lift Replacement Programme variance element is one which was initially identified as a rolling programme of replacements to negate further maintenance liabilities and is still ongoing into 2014/15 to address the more complex cases. To date over 80% of the replacement programme is now complete.

Places – Environment

Spend to date has increased by £0.7 million in period 10. This involved a number of schemes with the largest spend relating to Parks Plant and Equipment, works at Lever's Causeway and Street Lighting.

Transformation and Resources – Asset Management

Spend is at 74% of its 2014/15 programme budget (£1.3 million). The largest spend areas relate to the Wallasey Town Hall and Rock Ferry centre schemes.

Table 5: Projected Outturn compared to Revised Budget £000's

	Revised Budget	Projected Outturn	Variation
Invest to save	400	400	0
Bids to release assets	1,404	1,404	0
People - Adults	1,700	1,700	0
People - Children & Yg People	10,919	10,919	0
Places - Regeneration	6,761	6,761	0
Places - Environment	12,240	12,240	0
Trans & Res -Finance	210	210	0
Trans & Res - Asst Mgt	1,764	1,764	0
Public Health	484	484	0
Total Expenditure	35,882	35,882	0

7 FINANCING OF THE CAPITAL PROGRAMME

7.1 Table 6 summarises the financing sources and changes made to Period 10. The major changes proposed, since the Capital Programme was approved in March 2013 are:

- the use of unsupported borrowing to finance slippage and new schemes;
- the use of grant funding not required in 2012/13 which will fund the associated slippage in expenditure; and
- to deploy spare capital receipts.

Table 6: Revised Capital Programme Financing 2013/14 £000's

Capital Programme Financing	Capital Strategy	Changes approved by Cabinet	Budget changes to be approved by Cabinet	Revised 2013/14 Programme
Unsupported Borrowing	7,920	2,927	-174	10,673
Capital Receipts	3,121	543	0	3,664
Revenue and Reserves	888	743	0	1,631
Grant – Education	8,786	1,768	-600	9,954
Grant – Integrated Transport	1,136	-299	0	837
Grant – Local Sus Transport	695	631	0	1,326
Grant – Local Transport Plan	2,864	522	0	3,386
Grants – Other	12,054	-7,655	12	4,411
Total Financing	37,464	-820	-762	35,882

8 PROJECTED LONGER TERM CAPITAL PROGRAMME

8.1 Funding for the forecast 2013/14 to 2015/16 capital programme is shown in Table 7.

Table 7: Capital Programme Financing 2013/14 to 2015/16 £000's

Capital Programme Financing	2013/14 Revised Estimate	2014/15 Revised Estimate	2015/16 Revised Estimate	Total Programme
Unsupported Borrowing	10,673	9,990	3,252	23,915
Capital Receipts	3,664	4,086	0	7,750
Reserve Reserves	1,631	290	0	1,921
Grant – Education	9,954	9,964	357	20,275
Grant – Integrated Transport	837	1,514	0	2,351
Grant – Local Sus Transport	1,326	676	0	2,002
Grant – Local Transport Plan	3,386	3,235	0	6,621
Grants – Other	4,411	7,536	0	11,947
Total Financing	35,882	37,291	3,609	76,782

9 SUPPORTED AND UNSUPPORTED BORROWING AND THE REVENUE CONSEQUENCES OF UNSUPPORTED BORROWING

- 9.1 Based on the current cost of borrowing, £1 million of Prudential Borrowing would result in additional revenue financing costs of £90,000 per annum in the following year. As part of the Capital Strategy 2013/14 to 2015/16 the Council has included an element of prudential borrowing. At Period 10 there is a sum of £23.9 million of new unsupported borrowing included over the next three years, which will result in approximately £2.1 million of additional revenue costs detailed at Table 8, if there is no change in strategy.

Table 8: Unsupported Borrowing Forecasts & Revenue costs £000's

	2013/14	2014/15	2015/16	2016/17
New Unsupported borrowing	10,673	9,990	3,252	-
Cumulative		20,663	23,915	23,915
Cumulative Annual Revenue repayment costs		961	1,860	2,152

However, the Unsupported Borrowing has to be divided into that for which there is planned support – a spend to save scheme – and the truly unsupported schemes.

Table 9: Analysis of Unsupported Borrowing

	2013/14	2014/15	2015/16	TOTAL
Spend to save	4,004	2,473	1,300	7,777
Other borrowing	6,669	7,517	1,952	16,138

10 CAPITAL RECEIPTS POSITION

- 10.1 The Council has worked with the Local Government Association (LGA) to review the Council's Assets - a report was presented to Cabinet on November 7. This highlighted the Council could realise £20 million from asset disposals including Acre lane, former Rock Ferry High School and Manor Drive, Upton, some of which has already been accounted for in Table 10. Based on the work of Lambert, Smith, Hampton these projections have been reviewed and the receipts profile adjusted accordingly. It is now expected that the disposals for Acre Lane and Rock Ferry will occur in 2014-15 and that for Manor Drive in 2015-16.
- 10.2 The Capital Programme is reliant on the Council generating capital receipts to finance future schemes. The Capital Receipts Reserve at 1 April 2013 contained £8.1 million of receipts. The table assumes the proposed spend, set out at 4.1 is agreed. At this stage the receipts and funding assumptions are only estimates with the latter especially likely to change depending on the approved 2014-17 capital programme.

Table 10: Projected capital receipts position – funding requirement £000's

	2013/14	2014/15	2015/16
Capital Receipts Reserve	8,100	6,236	4,150
In - Receipts Assumption	1,800	2,000	9,000
Out - Funding assumption	-3,664	-4,086	-3,000
Closing Balance	6,236	4,150	10,150

10.3 At the end of January the Council had received £1.638 million of usable capital receipts which are detailed in Annex 4.

11 RELEVANT RISKS

11.1 The possible failure to deliver the Capital Programme will be mitigated by the fortnightly review by a senior group of officers, charged with improving performance.

11.2 The generation of capital receipts could well be influenced by factors outside the authority's control e.g. ecological issues.

11.3 Capacity shortfalls are being addressed through the development of closer working with the Local Government Association (LGA) and Local Partnerships.

12 OTHER OPTIONS CONSIDERED

12.1 No other options have been considered.

13 CONSULTATION

13.1 No consultation has been carried out in relation to this report.

14 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

14.1 As yet, there are no implications for voluntary, community or faith groups.

15 RESOURCE IMPLICATIONS

15.1 The whole report is about significant resource implications. A previous Treasury Management report to Cabinet provides details of an estimated underspend of £0.8 million in respect of borrowing.

16 LEGAL IMPLICATIONS

16.1 There are no legal implications arising directly from this report.

17 EQUALITIES IMPLICATIONS

17.1 An Equality impact assessment is not attached as there are none.

18 CARBON REDUCTION IMPLICATIONS

18.1 There are no carbon reduction implications arising directly from this monitoring report.

19 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

19.1 There are no planning and community safety implications arising directly from this monitoring report.

20 REASONS FOR RECOMMENDATIONS

20.1 Regular monitoring and reporting of the capital programme will enable decisions to be taken faster which may produce revenue benefits and will improve financial control of the Programme.

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SUBJECT HISTORY

Council Meeting	Date
Capital monitoring reports, from September 2012, are being submitted monthly. Capital programme submitted to Council	5 March 2013

ANNEXES

Annex 1 Capital monitoring and reporting timetable 2013/14
Annex 2 Revised Capital programme and funding source
Annex 3 Deferred unsupported capital schemes
Annex 4 Capital Receipts

CAPITAL MONITORING & REPORTING TIMETABLE 2013/14

Period Number	Month	General Ledger Updated and Reports Available To Be Produced	Reports Available For The Executive Strategy Group	Reports Available For Cabinet
			Monthly	Monthly
1	April	May 8	May 28	June 13
2	May	Jun 7	June 18	July 11
3	June	Jul 5	Aug 20	Sept 5
4	July	Aug 7	Sept 24	Oct 10
5	August	Sept 6	Sept 24	Oct 10
6	September	Oct 7	Oct 22	Nov 7
7	October	Nov 7	Dec 2	Dec 18
8	November	Dec 6	Jan 19	Feb 4
9	December	Jan 8	Feb 1	Feb 12
10	January	Feb 7	Feb 25	Mar 13
11	February	Mar 7	TBC	TBC
12	Outturn (Provisional)	TBC	TBC	TBC

PROPOSED CAPITAL PROGRAMME AND FUNDING CABINET MARCH 2014

Department	Total Programme	Borrowing	Receipts	Revenue / Reserves	Grants	Total Funding
Invest to save or core efficiency						
Energy schemes	400	400			-	400
Invest to save or core efficiency Total	400	400	-	-	-	400
Bids that release redundant council assets						
Demolish Stanley Special	-				-	-
Demolish Bebington Town Hall and Liscard Municipal	-				-	-
Demolish former Rock Ferry High	-				-	-
Strategic Asset Review	457	457			-	457
Fund to assist land assembly and re-sale	947		947		-	947
Bids that release redundant council assets Total	1,404	457	947	-	-	1,404
Transformation & Resources Finance						
West Kirby and Heswall OSSs	210			210	-	210
Transformation & Resources Finance Total	210	-		210	-	210
Transformation & Resources Asset Management						
The Priory	25	25			-	25
Rock Ferry Centre	456			456	-	456
Arrowe Park Changing Pavilion	300	300			-	300
West Kirby Concourse Roof	159	159			-	159
Wallasey Town Hall	810	810			-	810
Liscard Hall	14			14	-	14
Transformation & Resources Asset Management Total	1,764	1,294	-	470	-	1,764
People - Children & Young People						
Children's Centres	25				25	25
Aiming Higher for Disabled Children	390				390	390
Condition/Modernisation	3,997			21	3,976	3,997
Family Support Scheme	60	60			-	60
Formula Capital Grant	1,235			42	1,193	1,235
Schools- Access Initiative	165				165	165
Woodchurch One School Pathfinder	144	33		8	103	144

Birkenhead High Girls Academy	602			69	533	602
Private Finance Initiative	55			-	55	55
Pensby Primary School	2,165			85	2,080	2,165
School Meals Uptake	138				138	138
Co-Location Fund	74				74	74
Vehicle Procurement	18			18	-	18
Park Primary	180				180	180
Rosclare Childrens Hotel	1			1	-	1
Early Years access	78				78	78
Youth Capital	160	98			62	160
School remodelling and additional classrooms	586	300			286	586
Somerville primary school mobile replacement	450	200			250	450
Wirral Youth Zone	147	30	-		117	147
Funding for 2 year olds	249				249	249
People - Children & Young People Total	10,919	721	-	244	9,954	10,919
People – Adults						
Transformation of Day Service	500				500	500
Integrated IT	1,200	200			1,000	1,200
LD Extra Care Housing	-	-			-	-
People – Adults Total	1,700	200	-	-	1,500	1,700
Places – Environment						
Congestion	178	5		12	161	178
Road Safety	423	8			415	423
Air Quality	376	245			131	376
Local Sustainable Transport	1,287				1,287	1,287
Transportation	200	-			200	200
Street Lighting	376	176			200	376
Bridges	1,181	381			800	1,181
Highways Maintenance	3,101	715			2,386	3,101
Asset Management	-				-	-
Coast Protection	240	186			54	240
Wheelie Bin Buyout	1,600	1,600			-	1,600
Parks Plant and Equipment	1,267		1,267		-	1,267
Parks vehicles replacement	440		440		-	440
Landican Cemetery	82	82			-	82

Birkenhead Park Restoration Fees	97	97			-	97
Hoylake Golf Course	30	30			-	30
Park Outdoor Gyms	159				159	159
Reeds Lane Play Area	61				61	61
Eastham Country Park	36				36	36
Royden Park	20				20	20
Floral Pavilion Stage & Orchestra Pit	37	37			-	37
West Kirby/Guinea Gap	1,000	1,000			-	1,000
Leisure Equipment	49			49	-	49
Places - Environment Total	12,240	4,562	1,707	61	5,910	12,240
Places – Regeneration						
Think Big Investment Fund	434	434			-	434
Clearance	999	365	245	47	342	999
Home improvement	1,122	573	390	159	-	1,122
Disabled Facilities - Adaptations	2,290	1,027			-	1,263
Improvement for sale grants	380			380	-	380
Cosy Homes Heating	369	119	250		-	369
Empty Property Interventions	334	121	125	60	28	334
New Brighton	-	-			-	-
Maritime Business Park	400	400			-	400
Other Regional Growth Fund Schemes	433				433	433
Places - Regeneration Total	6,761	3,039	1,010	646	2,066	6,761
Public Health						
Guinea Gap 3G Football pitches	245				245	245
West Kirby Concourse Fitness Suite	112				112	112
Start Active, Play Active, Stay Active	10				10	10
Wirral Way – widening and safety improvements	117				117	117
Public Health Total	484				484	484
Grand Total	35,882	10,673	3,664	1,631	19,914	35,882

ANNEX 3

DEFERRED / UNSUPPORTED

Summary	2013/14 £000	2014/15 £000	2015/16 £000	Totals £000
Invest to save or core efficiency	0	0	0	0
Bids that release redundant council assets	0	0	0	0
DASS	0	0	0	0
Finance	0	0	0	0
CYP	680	700	0	1,380
Law, HR & Asset Management	1,025	1,500	1,500	4,025
Regeneration	2,080	1,250	0	3,330
Technical Services	2,405	2,119	0	4,524
Total	6,190	5,569	1,500	13,259
Detail				
Invest to save or core efficiency	0	0	0	0
Bids that release redundant council assets	0	0	0	0
DASS	0	0	0	0
Finance	0	0	0	0
CYP				
Schools Development Programme				
Woodchurch Rd primary Foundn 2 classrooms	80	700	0	780
Woodslee Primary School ***	600	0	0	600
	680	700	0	1,380
Law, HR & Asset Management				
Cultural Services Assets ***	1,000	1,500	1500	4,000
The Priory	25	0	0	25
	1,025	1,500	1500	4,025
Regeneration				
Think Big Investment Fund	300	300	0	600
Improvements to Stock ***	950	950	0	1,900
Wirral Healthy Homes	105	0	0	105
Empty Property Interventions ***	125	0	0	125
Hoylake	600	0	0	600
	2,080	1,250	0	3,330
Technical Services				
Street Lighting	200	0	0	200
Bridges	250	0	0	250
Capitalised Highways Maintenance	1,000	1,000	0	2,000
Coast Protection	47	55	0	102
Parks, Cultural Services and Roads				
Arrowe Park changing facilities ***	500	800	0	1,300
Birkenhead tennis court	90	7	0	97
Cemetery infrastructure and landscaping	50	50	0	100
Birkenhead Park drainage	238	57	0	295
Frankby cemetery extension	30	150	0	180
	2,405	2,119	0	4,524
Less schemes now approved	(3,045)	(207)		(3,252)
Funding type:				
Unsupported Borrowing	3,145	5,362	1,500	10,007

*** Represents schemes now included in the Capital Programme.

USEABLE CAPITAL RECEIPTS AS AT 31 JANUARY 2014

	£000
6, The Grove, Wallasey	11
Land at the Carrs	12
Bridge Walks	15
Stringhey Road Car Park	19
Print Unit Equipment	30
Junction 1 Bidston Retail Park	32
Turntable Building	58
Bromborough Social Centre	75
Thurstaston Rangers Cottage	310
M53 Compensation	159
Rake Lane Depot	48
57 New Chester Road	45
Poulton Primary	35
501 Leasowe Road	11
Former Cole St. Primary School	179
Land at Meadow Lane / St. Pauls Road.	44
Land at Church St. /King St.	22
Land at St. Pauls Rd., Seacombe	49
Site of 9, 13 and 15 Brighton Street.	11
	1,165
Right to buy proceeds (Magenta Living & BBCHA)	473
Total usable receipts	1,638

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WIRRAL COUNCIL

Policy and Performance Coordinating Committee

01 April 2014

SUBJECT:	POTENTIAL TASK AND FINISH WORK THEMES FOR COORDINATING COMMITTEE
WARD/S AFFECTED:	ALL
REPORT OF:	Head of Policy and Performance/Director of Public Health
RESPONSIBLE PORTFOLIO HOLDER:	Cllr Ann McLachlan (Governance and Improvement)
KEY DECISION?	NO

1.0 EXECUTIVE SUMMARY

1.1 This report sets out a number of potential work themes for task and finish work for the Coordinating Committee to consider. This is in response to a request at the last meeting of this Committee and follows a recommendation from a task and finish group convened in Autumn 2013, for the committee to consider practical pieces of work that could be delivered to support the wider Scrutiny Work Programme.

2.0 BACKGROUND AND KEY ISSUES

2.1 An item on the Coordinating Committee's work programme was a review of the Impact of the budget options 2013/14 and options for 2014/15. A Scrutiny Review Panel was established in autumn 2013 and two meetings were held in November and December.

2.2 The review panel sought to develop a scope in response to this proposed review topic. However, the Panel had concerns that the subject had not been discussed at full Committee and there was some uncertainty about what outcomes the review was intended to achieve. The Panel also noted the budget options had been driven by the Council's three strategic directorates and as such had been reviewed by the other three policy and Performance Committees in November. The Panel agreed to refer this topic back to the wider committee recommending that it is not progressed at this time.

2.3 The panel also noted that being aligned to the Council's Directorates, the other Policy and Performance Committees appear to have a more clearly defined remit and list of topics for their work programmes. The Panel went on to discuss the role of the Coordinating Committee and agreed that the focus of the Coordinating Committee should be on reviewing the activity of the other

Committees, providing support and coordination where required as well as filling any gaps not being covered by the other committees.

- 2.4 The Panel recommended to the committee that the Budget Options Review should not progressed at this time and that more practical pieces of task and finish work be considered in support of the wider scrutiny work programme.
- 2.5 The Panel also recommended there is a need for greater discussion and engagement when ideas are being formulated and topics are being decided for inclusion in the work programme. At the Coordinating Committee on 15 January, it was requested that an officer report be brought back to the next meeting suggesting some ideas for the Committee to consider.

3.0 POTENTIAL ITEMS FOR FUTURE TASK AND FINISH WORK

- 3.1 There are a number of areas where Members of the Coordinating Committee could undertake pieces of work to support the wider Scrutiny Work Programme and assist in the continued improvement of the Council's scrutiny function. These are set out below.
- 3.2 **Review the content of the wider Scrutiny Work Programme.** This could be undertaken to ensure that the programme aligns with the Council's Corporate Plan to determine if there are any obvious gaps. There would also be an opportunity to consider topical issues to ensure the programme reflects current public concerns. On a practical level, there would also be an opportunity to review the availability and use of Member and officer capacity to best prioritise the items proposed for the work programme.
- 3.3 **Undertake Quality Assurance of the Reviews completed by all Policy and Performance Committees.** This would provide a means to highlight and promote good practice with a view to this being replicated consistently for future pieces of work. This would provide an opportunity to explore the best approaches to gathering evidence, engaging stakeholders and the public as well as bench-marking activity against other local authorities.
- 3.4 **Review the consistency of developing recommendations.** This would provide an opportunity to look at standardising the format of scrutiny review recommendations so they are specific, measurable, achievable, realistic and timely (SMART). This will support improvement through more effective monitoring of the impact of scrutiny, demonstrating the value added.
- 3.5 **Review how Constituency Committee decision-making is scrutinised.** As more decision-making is devolved to Constituency Committees, there will need to be appropriate checks and balances to ensure robust processes are in place. A task and finish group could be established to examine how the relationship between scrutiny and Constituency Committees should be developed.

4.0 RELEVANT RISKS

- 4.1 There are none directly relating to this report.

5.0 OTHER OPTIONS CONSIDERED

5.1 N/A

6.0 CONSULTATION

6.1 N/A

7.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS

7.1 N/A

8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

8.1 N/A

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

9.1 N/A

10.0 LEGAL IMPLICATIONS

10.1 N/A

11.0 EQUALITIES IMPLICATIONS

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

(c) No because of another reason which is - The report is for information to Members and there are no direct equalities implications at this stage.

12.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS

12.1 N/A

13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

13.1 N/A

14.0 RECOMMENDATION/S

14.1 Members are requested to consider the task and finish work themes set out in section 3 of this report for potential inclusion in the Coordinating Committee's work programme in the new municipal year.

15.0 REASON/S FOR RECOMMENDATION/S

15.1 For Members of the Policy and Performance Coordinating Committee to consider potential items of task and finish work to be taken forward in the new municipal year.

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WIRRAL COUNCIL

Policy and Performance Coordinating Committee

01 April 2014

SUBJECT:	WORK PROGRAMME UPDATE REPORT
WARD/S AFFECTED:	ALL
REPORT OF:	Chair of the Coordinating Committee

1.0 EXECUTIVE SUMMARY

1.1 This report updates Members on progress delivering the Work Programme for this committee and the wider Scrutiny Work Programme including the activities of the other Policy and Performance Committees. The report also includes a section on tracking recommendations from previous Scrutiny Reviews in line with Members' requesting a framework for regular monitoring and reporting.

2.0 BACKGROUND AND KEY ISSUES

2.1 Each of the Policy and Performance Committee's has established a work programme for the current municipal year. These are reviewed and updated at regular quarterly meetings and include a combination of scrutiny reviews and specific reports requested. The work programme for this committee is included as Appendix 1.

2.2 The Coordinating Committee also has a responsibility for overseeing the wider Scrutiny Work Programme to avoid any duplication or highlight any potential cross-cutting work opportunities. The work programmes for these committees are included as Appendix 2, 3 and 4.

2.3 Members have expressed concern about a lack of reporting on progress implementing the recommendations from previous Scrutiny Reviews. In response to this, Officers have established a mechanism for regular reporting on previous recommendations as part of this report.

2.4 All future recommendations will need to determine a suitable review date as the basis for when an update is provided. This will determine a reporting schedule across the municipal year. Tracking will commence for those reviews completed in the 2012/13.

3.0 COORDINATING COMMITTEE WORK PROGRAMME

3.1 The Work Programme for the Coordinating Committee is included as appendix 1. A summary of the progress made is set out in the table below:

Activity	Topic	Progress
Scrutiny	Preparations for the	Final Report to Coordinating

Reviews	Implementation of Individual Electoral Registration	Committee 15 January, referred to Cabinet 13 March.
	Impact of budget options 2013/14 and options for 2014/15	Review did not progress. Alternative task and finish proposals referred back to Coordinating Committee
Reports Requested	Wirral Improvement Board Review (13 November 2013)	Report reviewed and discussed with the progress made acknowledged in Committee resolution.
	Universal Credit Progress Report	Report requested and features as an item elsewhere on this agenda.
	Community Budgets / Transforming Public Services Initiative Progress Report	Report requested and features as an item elsewhere on this agenda.
Referrals from Cabinet	Combined Authority (3 September 2013)	Cabinet resolutions discussed and comments of the Committee noted.
Items dealt with through Call-In Procedure	Delegated Decision LGA Annual Conference & Exhibition	Original delegated decision upheld.
	Report seeking approval to consult on the closure of The Lyndale School	Original Cabinet decision upheld.
	Proposals for changes to school top up payments for students with high needs.	Original Cabinet decision upheld.

4.0 WORK PROGRAMMES OF ALL POLICY AND PERFORMANCE COMMITTEES

4.1 The Terms of Reference of the Coordinating Committee as set out in the Council's Constitution (section 6.2 (i)) indicate that the Coordinating Committee will be responsible for:

a. Determining the Overview and Scrutiny Rules and operational protocols set out in Part 4 insofar as they have not otherwise been determined by statute or reserved to the Council.

b. Determining the overall work programme of the Policy and Performance Committees, including ensuring there is an overall planned approach to in-depth reviews generated by the 3 committees.

c. Allocating responsibilities to the Policy and Performance Committees where there is ambiguity or a matter is the concern of more than one committee.

d. Considering any matter affecting the area or its inhabitants including matters referred by constituency committees and councillor calls for

action, and exercises the right to call in, for reconsideration, decisions made but not yet implemented by the Cabinet.

e. Approving an overview and scrutiny forward work programme, including the programme of any sub-committees it appoints so as to ensure that committees' and sub-committees' time is effectively and efficiently utilised.

- 4.2 The work programmes of the other three Policy and Performance Committees are included as Appendix 2, 3 and 4. These are provided to enable the Committee to discharge its responsibilities in respect of b, c and e above.

5.0 PROGRESS IMPLEMENTING PREVIOUS RECOMMENDATIONS

- 5.1 During the municipal year, Members have expressed their concerns about the lack of sufficient monitoring of previous scrutiny recommendations and reporting back on the progress in terms of their implementation. Officers have developed a mechanism to address this which programmes the monitoring of recommendations across the annual committee meeting cycle.
- 5.2 Recommendations will now be allocated an appropriate review date and a schedule developed which aligns with Policy and Performance Committee Meetings. This will include recommendations arising from Scrutiny Reviews as well as those recommendations arising from debate at Committee Meetings.
- 5.3 It is proposed that this commences from those Scrutiny Reviews completed in 2012/13 which includes:
- The Preparations for the International Trade Centre Review
 - The Implications on Benefit Reforms on Under Occupation
 - The Outcomes for Looked After Children
- 5.4 In terms of this Committee, the only relevant recommendations relate to those set out in the review into the Council's Preparations for the Implementation of Individual Electoral Registration (IER). These are due to be reviewed in June and a progress report will be brought to the Coordinating Committee at its first meeting in the new municipal year.

6.0 RELEVANT RISKS

- 6.1 There are none directly relating to this report.

7.0 OTHER OPTIONS CONSIDERED

- 7.1 N/A

8.0 CONSULTATION

- 8.1 A meeting of the Chairs and Vice Chairs of all three Policy and Performance Committees was held in January to review the lessons learnt from implementing the new arrangements for scrutiny and to review progress in managing and delivering the Scrutiny Work Programme. The note from this meeting is included at Appendix 5.

9.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS

9.1 N/A

10.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

10.1 N/A

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

11.1 N/A

12.0 LEGAL IMPLICATIONS

12.1 N/A

13.0 EQUALITIES IMPLICATIONS

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

(c) No because of another reason which is:

The report is for information to Members and there are no direct equalities implications at this stage.

14.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS

14.1 N/A

15.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

15.1 N/A

16.0 RECOMMENDATION/S

16.1 Members are requested to review the progress delivering the work programme of this Committee and that of the other three Policy and Performance Committees.

16.2 Members are requested to consider the note from the meeting of the Policy and Performance Committee Chairs and Vice Chairs and make any relevant observations and recommendations to inform the development of the Scrutiny Work Programme in the new municipal year.

17.0 REASON/S FOR RECOMMENDATION/S

17.1 For Members of the Policy and Performance Coordinating Committee to consider the Scrutiny Work Programme and consider how best to deliver the Scrutiny Work Programme in the new municipal year.

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APPENDICES

Appendix 1 – Coordinating Committee Work Programme

Appendix 2 – Work Programme of Families and Wellbeing Committee

Appendix 3 – Work Programme of Regeneration and Environment Committee

Appendix 4 – Work Programme of Transformation and Resources Committees

Appendix 5 – Note from progress review meeting with the Policy and Performance Committee Chairs / Vice Chairs.

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Appendix 1 - 2013-14 Coordinating Committee Work Programme

Key Activities	Lead Member / Officer	Reason for Review	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	April 2014	Outcome
Committee Dates					Wed 3rd		Tues 3rd				Wed 15th			Tues 1st	
Scheduled Reviews															
Combined Authority for the LCR	Graham Burgess	Requested by Cabinet													
Individual Electoral Registration	Cllr Jean Stapleton	Requested by Members													http://democracy.wirral.gov.uk/ie/ListDocuments.aspx?CId=680&Mid=460
Impact of budget options 2013/14 and options for 2014/15	Cllr Pat Glasman	Requested by Members													
Universal Credit	TBC	Requested by Members													
Potential Reviews															
Report setting out options	Cllr Whittingham	Requested by Members													http://democracy.wirral.gov.uk/mgAi.aspx?ID=23073
Reports Requested															
Wirral Improvement Board Review	Fiona Johnstone														
Universal Credit Progress Report															
Community Budgets Progress Report															
Standing Items															
Performance Dashboard															
Financial Monitoring															
Policy Update															

Key Activities	Lead Member / Officer	Reason for Review	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	April 2014	Outcome
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2013-14 Families & Wellbeing Committee Work Programme

Updated - 14/03/14

Key Activities	Lead Member / Officer	Reason for Review	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	April 2014	Outcome
Committee Dates					Tues 9th		Mon 9th		Mon 4th	Thur 5th	Tues 28th			Tues 8th	
Scheduled Reviews															
Looked After Children Review	Cllr Wendy Clements	Commenced during previous municipal year													Referred to Cabinet - 7th Nov. Follow-up report to P&P Committee in approx 1 year.
Implications of the Francis Report for Wirral	Cllr Cherry Povall														Referred to Cabinet - 13th March. Follow-up report to P&P Committee in approx 1 year.
Review of Co-optees	Cllr Wendy Clements	Agreed by P&P Committee on 9th July 2013													Attainment Sub-Committee and Reference Group to be introduced. New arrangements to be reviewed in Spring 2014.
Quality Assurance and Standards in Care Homes	Cllr Wendy Clements	Agreed by P&P Committee on 9th Sept 2013													Proposed Report to Committee - 8th April 2014
Domestic Violence	Cllr Janette Williamson	Agreed by P&P Committee on 9th Sept 2013													In abeyance
Safeguarding Children	Cllr Moira McLaughlin	Agreed by P&P Committee on 5th Dec 2013													
Potential Reviews															
Reducing hospital admission and dependency on nursing and residential home for older people															
The detrimental effects of over consumption of alcohol on communities and how agencies can work collaboratively to reduce them															
Health Inequalities															
Services for BME Communities		Proposed by P&P Committee on 9th Sept 2013													
Reports Requested															
Adult Mental Health re-design and outcomes of the Learning Disability re-design	Cheshire & Wirral Partnership Trust														Complete
Safeguarding Vulnerable People	Julia Hassall / Graham Hodkinson														Complete
Standards in Independent Care Homes	Graham Hodkinson														Task & Finish Group introduced
Fostering Annual Report	Julia Hassall														Complete
Adoption Annual Report	Julia Hassall														Complete
Health & Wellbeing Strategy	Fiona Johnstone														Complete
Leisure Review	Clare Fish														Follow-up report - July 2014
Child Poverty Strategy - update	Julia Hassall														Complete
Intensive Family Intervention Programme - update	Julia Hassall														Complete
Public Health Annual Report 2012/13	Fiona Johnstone / Julie Webster														Complete
SEN Transport: Demand Management	Julia Hassall														
All-age Disability Service	Julia Hassall / Graham Hodkinson														Proposed report - July 2014
Audit on Public Health Annual Report 2012/13 - The response of partners	Fiona Johnstone / Julie Webster	Proposed by Spokespersons 16th Dec 2013													Proposed report - July 2014
Safeguarding Annual Report 2013/14	Graham Hodkinson	Proposed by Spokespersons 16th Dec 2013													Proposed report - July 2014

Key Activities	Lead Member / Officer	Reason for Review	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	April 2014	Outcome
Improving the Public's Health - Kings Fund report	Fiona Johnstone / Julie Webster	Proposed by Spokespersons 16th Dec 2013													
NHS & Social Care Integration plus Vision 2018	Graham Hodkinson	Proposed by Spokespersons 16th Dec 2013													Proposed report - July 2014
Birkenhead Foundation Years Project	Julia Hassall / Zoe Munby	Proposed by Spokespersons 16th Dec 2013													
NOM - Local Government Declaration on Tobacco Control	Fiona Johnstone	Agreed by P&P Committee 28th Jan 2014													Follow-up Report - proposed Jan 2015
Anti-social Behaviour, emphasising on youth	Julia Hassall	Agreed by P&P Committee 28th Jan 2014													Proposed report - July 2014
Care Bill - Update	Graham Hodkinson	Proposed by Spokespersons 10th March 2014													
Springview CQC Inspection Report - progress report and action plan	Val McGee	Agreed by P&P Committee 28th Jan 2014													
Standing Items															
Performance Dashboard															
Financial Monitoring															
Policy Update															
Special Budget meeting															

Note: Committee members will also be invited to participate in consultation events relating to the re-commissioning of the Healthy Child Programme aged 5 - 19 and Drug & Alcohol Treatment Services

2013-14 Transformation & Resources Committee Work Programme

Key Activities	Lead Member / Officer	Reason for Review	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	April 2014	Outcome
Committee Dates					Tues 30th		Mon 23rd		Wed 6th	Wed 4th	Wed 29th			Mon 14th	
Scheduled Reviews															
ICT Strategy	Tony Glew	Requested by Members													
Review of Shared Services	Joe Blott	Requested by Members													
Review of process for handling Freedom of Information requests	Surjit Tour	Requested by Members													
Review of sickness absence process	Chris Hyams	Requested by Members													
Potential Reviews															
Reports Requested															
Local Welfare Assistance Support Scheme		Requested by Members													
Standing Items															
Performance Dashboard															
Financial Monitoring															
Policy Update															
Special Budget meeting															

Key Activities	Lead Member / Officer	Reason for Review	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	April 2014	Outcome
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2013-14 Regeneration & Environment Committee Work Programme

Key Activities	Lead Member / Officer	Reason for Review	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	April 2014	Outcome
Committee Dates					Wed 10th		Tues 17th		Tues 5th	Tues 3rd	Mon 27th			Wed 9th	
Scheduled Reviews															
Impact of 2013/14 budget options and potential options for 2014/15.		Requested by Members													http://democracy.wirral.gov.uk/ieListDocuments.aspx?CId=682&Mid=4586&Ver=4
Review of apprenticeships		Requested by Members													
Review of street cleansing post budget options		Requested by Members													
Car parking		Requested by Members													
Monitoring the highways contract		Requested by Members													
Potential Reviews															
Regional Growth - Offshore Industry		Requested by Members													
Coastal Issues		Requested by Members													
Reports Requested															
Report on Youth Unemployment		Requested by Members													
Effects of the welfare reforms with specific focus on homelessness		Requested by Members													
Parking on Pavements Report		Requested by Members													
Cumulative Impact Assessment Report		Requested by Members													
Wirral's sites for jobs		Requested by Members													
Support to SME's		Requested by Members													
Standing Items															
Performance Dashboard															
Financial Monitoring															
Policy Update															
Recommendations from Highways Representation Panels															
Special Budget meeting															

Key Activities	Lead Member / Officer	Reason for Review	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	April 2014	Outcome
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Appendix 1

Policy & Performance Committee Chairs' Meeting - 4.30 PM, Monday 20th January 2014

Note from Meeting

1. Lessons Learnt from new scrutiny arrangements

What has worked well?

- The R&E Committee reviewed the Budget Options in detail to inform Cabinet's deliberations. Some of the recommendations from this review do appear to be reflected in the Council's decisions. A further piece of work to review the Council's car parking strategy has been commissioned following this review.
- The agenda setting meetings and the Task and Finish approach have been the key to things working well.
- The Families and Wellbeing Committee has benefitted from a collaborative approach between political groups and the experience has been much better than with previous committees.
- Bringing Childrens and Adults Services does have strategic value and this should not be lost. But there is a need to find a way to manage the size of the workload.
- Task and Finish work has proved to be very effective in getting scrutiny work completed outside formal committee meetings with Members being supportive of this approach.
- The shorter and sharper format to Task and Finish work has been successful and should be the way forward as it does not take as much time and delivers results more quickly. It is recognised that for some subjects an in-depth and longer approach is required.
- The R &E Committee has dealt with a number of Notices of Motion referred by Council and that has worked well.
- The proposal in the Task and Finish guidelines to widen involvement in Scrutiny Reviews to all non-Executive Members is seen as positive and will allow those with a particular interest or knowledge to get more involved.
- There has been lots of positive feedback from Members and more Members involved in scrutiny than ever before. Involvement in Review Panels is seen as the key to success.
- Due to the efforts that have gone into presenting performance information, some Members feel the scrutiny of performance is more insightful than it has been previously.

Areas for improvement:

- There is a need for greater clarity on the level of time commitment required from Members as they do not always realise how much work is involved. Members are very busy and the lack of spare capacity is becoming an issue.
- The level of engagement by Members is patchy. It is often the same Members putting their hands up to support Reviews.
- There could be better attendance at the Chair's agenda setting meetings particularly for some Committees. These provide an opportunity for Chairs and Party Spokespersons to engage in defining the agenda. Dates were set early in the municipal year for relevant Members to have these in their diaries.
- The Families and Wellbeing Committee has a large Membership, scope and list of topics it would like to examine. It is a challenge at meetings to ensure that everyone is able to participate. For the next meeting, an extra date has been set just in case there is insufficient time to get through the agenda.
- The Budget Options review meeting does not work as well as it could, scheduled within the timeframe of the public consultation. It might work better either much earlier on in the process when options are being developed or after options have been agreed to consider the best way for them to be implemented.
- A recent Scrutiny Review 'Impact of Budget Options' commissioned by the Coordinating Committee did not progress successfully due to uncertainty about the intended objectives of this piece of work. It was suggested this could be avoided by committees receiving officer reports first as a means to inform the scoping of the review.
- There is a need to track recommendations that arise from reviews and committee meetings to close the loop and demonstrate the effectiveness of Scrutiny.
- In terms of Performance Monitoring, concern was expressed that the focus is on exception reports which runs the risk of missing other potential performance issues. It was also pointed out that Exception Reports could to be more specific in terms of the timetable for improvement when an indicator is under-performing.
- There is also a problem of duplication with exception reports being presented to the Coordinating Committee as well as their respective directorate Policy and Performance Committee.
- There is an opportunity for more scrutiny outside the Town Hall employing techniques such as mystery shopping and site visits – as it is the real life experience of service users that should be the priority when understanding the effectiveness of service delivery.

2. Tracking Recommendations

- Mike Callon introduced the officer proposals for tracking recommendations. This would include those from committee meetings and completed scrutiny reviews. Suitable review dates would be set for recommendations and regular updates would be provided to each Policy and Performance Committee through a dedicated section of the work programme report which is a standing item at committee meetings.
- It was highlighted that recommendations need to be formally made to Cabinet and a report back on the outcome should be brought back to the Policy and Performance Committee.
- Task and Finish Groups provide an opportunity to engage with Cabinet Members on completion of the Scrutiny Review Report.
- Alan Veitch emphasised that there tends to be good dialogue with Cabinet Members at the end of a review but there would be benefit in more engagement at the start and scoping phase of a review.
- Following the Scrutiny Review of the Regeneration and Environment Budget Options, there was a reminder of the need for some analysis of the Council's budget to determine if we have any areas of spend that seem excessive to our comparators.

3. Work Programme

- There was a brief discussion about the work programmes of the four Policy and Performance Committees. The range in terms of scope and size of these was acknowledged.
- It was suggested that across the four committees, there were a lot of items that might not particularly elicit much public interest other than Coastal Issues (as a result of the recent storm damage) and car parking. It was suggested the work programme could look to have more topics that reflect the public interest such as fracking.
- However, it was acknowledged there are items on the Families and Wellbeing work programme that have had a high media profile including the Francis Report a review of Standards in Care Homes. It was also suggested that other items on the Families and Wellbeing programme were considered to be crucial.
- It was suggested the programme should reflect a balance of both the crucial and topics of public interest. An area for future improvement could be to provide Members of the public with a request form for items to be included on the work programme.
- It was suggested there needs to be a clear rationale for an item to be included on the work programme and that normally when an item is requested, an officer report should be brought first to inform the best objective for further scrutiny.

- It was highlighted there are a lot of reviews in progress but only a small number that have completed so from Cabinet's perspective it might not look as productive as it is. It was suggested there is a need to find ways to speed up the review process.

4. Managing Capacity to Deliver the Work Programme

- Mike Callon highlighted some of the learning from this year to set out a number of ideas that could be developed to inform improved design of the work programme next year. This includes a workshop prior to the first committee meetings, consideration for looking at the work programme from a more corporate perspective, aligning officer and Member capacity more flexibly and prioritising reviews in line with corporate priorities.
- It was acknowledged there would be value in investing more time up front in the design of the work programme at the start of the municipal year.
- It was suggested that Committees should remain masters of their own work areas and priorities.
- There was recognition of the value of shorter pieces of work to better manage capacity and Members time.
- It was highlighted that Scrutiny at Merseytravel involves a workshop format so that Members can all receive information in a concentrated format and have opportunity for discussion. These events always report back to formal committee meetings.
- The issue of continuity beyond single municipal years was raised both in terms of committee membership and scrutiny reviews. It was highlighted that certain areas of scrutiny are quite specialised and this means there is value in Members sitting on a committee for longer than a single municipal year cycle. It was suggested that Chairs and Vice Chairs use their own informal networks to promote this idea to their own political groups.

5. Partnership Scrutiny Arrangements

- With the move towards more partnership working as Council's seek to find economies of scale across larger geographical footprints, Mike Callon provided a brief overview of proposed or potential areas for new scrutiny arrangements in the short to medium term.
- It was acknowledged that where there is a clear link to a Policy and Performance Committee, nominations for partnership scrutiny arrangements should come from that committee.
- New 'joint health scrutiny' arrangements will be required for proposed changes to Cancer Services in summer 2014 and a meeting of the Coordinating Committee should be scheduled to consider these proposals in sufficient time to meet this deadline.