



Gill Rowe LL.B (Hons) Solicitor  
Managing Director (People and Places)

Kim Webber B.Sc. M.Sc.  
Managing Director (Transformation)

52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

10 June 2013

**TO: COUNCILLORS GRANT, OWENS, FORSHAW, MRS. HOPLEY,  
SUDWORTH, WESTLEY**

Dear Councillor,

A meeting of the **CABINET** will be held in the **CABINET & COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK, LANCASHIRE, L39 2DF** on **TUESDAY 18 JUNE 2013** at **7:30PM** at which your attendance is requested.

Yours faithfully,

Gill Rowe  
Managing Director (People and Places)

**A G E N D A**  
**(Open to the Public)**

**1. APOLOGIES**

**2. SPECIAL URGENCY (RULE 16 ACCESS TO INFORMATION PROCEDURE RULES)/URGENT BUSINESS**

If, by virtue of the date by which a decision must be taken, it has not been possible to follow Rule 15 (i.e. a matter which is likely to be the subject of a key decision has not been included on the Key Decision Forward Plan) then the decision may still be taken if:

(a) it is impracticable to defer;

(b) the Managing Director (People and Places) has informed the Chairman of the Executive Overview and Scrutiny Committee in writing, by notice;

(c) the Managing Director (People and Places) has made copies of that notice available to the public; and

(d) at least five clear days have elapsed since (b) and (c),

then the decision can only be taken if the Leader obtains the agreement of the Chairman of the Executive Overview and Scrutiny Committee that the taking of the decision cannot be reasonably deferred.

**3. DECLARATIONS OF INTEREST**

If a member requires advice on Declarations of Interest, he/she is advised to contact the Borough Solicitor in advance of the meeting. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet.)

**Page(s) 235 to 236**

**4. MINUTES**

To receive as a correct record the following minutes

(a) **MINUTES OF MEETING OF CABINET HELD ON TUESDAY 19 MARCH 2013. Page(s) 237 to 248**

(b) **MINUTES OF MEETING OF CABINET HELD ON THURSDAY 16 MAY 2013. Page(s) 249 to 252**

**5. ITEM REFERRED FROM EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE - TENANTS CASH BACK SCHEME Page(s) 253 to 254**

**6. MATTERS REQUIRING DECISIONS**

(a) **Complaints Monitoring**

(Relevant Portfolio Holder: Councillor I Grant) **Page(s) 255 to 268**

(b) **Quarterly Performance Indicators (Q4 2012-2013)**

(Relevant Portfolio Holder: Councillor D Westley) **Page(s) 269 to 288**

(c) **Regulation of Investigatory Powers Act - Annual Setting of the Policy and Review of Use of Powers**

(Relevant Portfolio Holder: Councillor I Grant) **Page(s) 289 to 292**

(d) **Tenant Involvement Structure**

(Relevant Portfolio Holders: Councillors Mrs V Hopley & A Owens) **Page(s) 293 to 342**

(e) **Use of Section 106 Monies in Aughton and Burscough**

(Relevant Portfolio Holders: Councillors D Sudworth and M Forshaw) **Page(s) 343 to 348**

(f) **Abbey Lane Playing Fields, Transfer to Community Sports Club**

(Relevant Portfolio Holder: Councillor D Sudworth) **Page(s) 349 to 360**

(g) **West Lancashire Local Plan 2012 - 2027**

(Relevant Portfolio Holder: Councillor M Forshaw) **Page(s) 361 to 464**

**7. EXCLUSION OF PRESS AND PUBLIC**

It is recommended that members of the press and public be excluded from the meeting during consideration of the following item of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that it

involves the likely disclosure of exempt information as defined in paragraph 3 (financial/business affairs) of Part 1 of Schedule 12A to the Act and as, in all the circumstances of the case the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

(Note: No representations have been received about why the meeting should be open to the public during consideration of the following item of business)

**P A R T 2**

(Not open to the Public)

- (a) West Lancashire Investment Centre - Staff Relocation**  
(Relevant Portfolio Holder: Councillor A Owens) **Page(s) 465 to End**

**We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.**

**FIRE EVACUATION PROCEDURE: Please see attached sheet.**

**MOBILE PHONES: These should be switched off or to 'silent' at all meetings.**

*For further information, please contact:-*

*Susan Griffiths on 01695 585097*

*or email [susan.griffiths@westlancls.gov.uk](mailto:susan.griffiths@westlancls.gov.uk)*

**FIRE PRECAUTIONS ACT 1971**  
**FIRE EVACUATION PROCEDURE FOR MEETINGS WHERE OFFICERS ARE**  
**PRESENT**  
**(52 DERBY STREET, ORMSKIRK)**

**PERSON IN CHARGE:** Most Senior Officer present  
**ZONE WARDEN:** Member Services Officer

**IF YOU DISCOVER A FIRE**

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

**ON HEARING THE FIRE ALARM**

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **DO NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

**NOTES:**

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

**CHECKLIST FOR PERSON IN CHARGE**

**The Person in Charge must take the following actions:**

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the Zone Warden is aware of their role and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate/practicable).

**IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED**

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to the HOME CARE LINK SECTION in Westec House, in order to ensure that a back-up call is made to the **FIRE AND RESCUE SERVICE**.
4. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, i.e. that the rooms in use have been cleared of all persons.
5. If an Attendance Register has been taken, take a **ROLL CALL**.

6. Report the results of these checks to the **FIRE AND RESCUE OFFICER IN CHARGE** on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
7. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE OFFICER IN CHARGE**.

**NOTE:**

The Fire Alarm system will automatically call the FIRE AND RESCUE SERVICE. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

**CHECKLIST FOR ZONE WARDEN**

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.