



Kim Webber B.Sc. M.Sc.
Chief Executive
52 Derby Street
Ormskirk
West Lancashire
L39 2DF

7 March 2016

**TO: COUNCILLORS MORAN, GAGEN, ALDRIDGE, J HODSON,
PATTERSON, WILKIE, WRIGHT, WYNN**

Dear Councillor,

A meeting of the **CABINET** will be held in the **CABINET & COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK, L39 2DF** on **TUESDAY 15 MARCH 2016** at **7:30PM** at which your attendance is requested.

Yours faithfully,

Kim Webber
Chief Executive

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 a decision is urgent and 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 Forward Plan and 5 clear days notice is not possible) then the decision may still be taken if:

- a) the Borough Solicitor, on behalf of the Leader, obtains the agreement of the Chairman of the Executive Overview and Scrutiny Committee that the making of the decision cannot be reasonably deferred,
- b) the Borough Solicitor, on behalf of the Leader, makes available on the Council's website and at the Offices of the Council, a notice setting out the reasons that the decision is urgent and cannot reasonably be 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) 1799 to 1800

4. MINUTES

To receive as a correct record the following minutes

(a) **Minutes of Meeting of Cabinet held on Tuesday 12 January 2016**
Page(s) 1801 to 1812

(b) **Minutes of Meeting of Cabinet held on Tuesday 2 February 2016**
Page(s) 1813 to 1816

5. MATTERS REQUIRING DECISIONS

(a) **Sheltered Accommodation Review**
(Relevant Portfolio Holder: Councillor J Patterson) **Page(s) 1817 to 1826**

(b) **Tenant Involvement Strategy 2016-18**
(Relevant Portfolio Holder: Councillor J Patterson) **Page(s) 1827 to 1846**

(c) **Roll of Honour - Ormskirk War Memorial**
(Relevant Portfolio Holder: Councillor J Hodson) **Page(s) 1847 to 1898**

(d) **CCTV Certification Scheme**
(Relevant Portfolio Holder: Councillor K Wright) **Page(s) 1899 to 1904**

(e) **Quarterly Performance Indicators Q3 - 2015 - 16**
(Relevant Portfolio Holder: Councillor I Moran) **Page(s) 1905 to 1920**

(f) **Council Plan 2016-18**
(Relevant Portfolio Holder: Councillor I Moran) **Page(s) 1921 to 1942**

(g) **Corporate Performance Management 2016-2017**
(Relevant Portfolio Holder: Councillor I Moran) **Page(s) 1943 to 1950**

(h) **Tenant Scrutiny Review - Customer Feedback**
(Relevant Portfolio Holder: Councillor J Patterson) **Page(s) 1951 to 1968**

(i) **Strategic Asset Management Plan (SAMP)**
Relevant Portfolio Holder: Councillor I Moran) **Page(s) 1969 to 1980**

(j) **Local development orders for former Digmaor Sports Centre, Findon and Delph Clough**
(Relevant Portfolio Holder: Councillor J Hodson) **Page(s) 1981 to 2136**

(k) **Platts Lane Lake, Burscough**
(Relevant Portfolio Holders: Councillors Y Gagen & J Patterson) **Page(s) 2137 to 2144**

(l) **Use of Section 106 monies in Burscough**
(Relevant Portfolio Holders: Councillors Y Gagen & J Hodson) **Page(s) 2145 to 2150**

(m) **Risk Management**
(Relevant Portfolio Holder: Councillor C Wynn) **Page(s) 2151 to 2160**

6. 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(s) 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)

7. Development of a foyer at Hartland, Birch Green, Skelmersdale
(Relevant Portfolio Holders: Councillor J Patterson & Y Gagen) **Page(s) 2161 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@westlancs.gov.uk

**FIRE EVACUATION PROCEDURE FOR:
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT
(52 DERBY STREET, ORMSKIRK)**

PERSON IN CHARGE: Most Senior Officer Present
ZONE WARDEN: Member Services Officer / Lawyer
DOOR WARDEN(S) Usher / Caretaker

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.

The only persons not required to report to the Assembly Point are the Door Wardens.

CHECKLIST FOR PERSON IN CHARGE

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 informed any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and informed 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 and door wardens are aware of their roles 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 **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. 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.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

NOTE:

The Fire Alarm system will automatically call the Fire Brigade. 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.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

INSTRUCTIONS FOR DOOR WARDENS

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.