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1 September 2010

TO: All Members of the Council

CORPORATE OVERVIEW AND SCRUTINY COMMITTEE
COUNCIL YEAR 2010/11

MEMBERS UPDATE
SEPTEMBER 2010 – ISSUE 2

The content of this **MEMBERS UPDATE** covers all Service Divisions.

If a Member wishes to receive further information on anything in the Update, please contact the officer named at the beginning of the Article.

If a Member wants to place an Update Item on the Corporate O&S Committee Agenda in connection with any Article in this Update, please complete the attached Members Update Pro-Forma (Appendix A) and return it to Member Services, 52 Derby Street, by **12 noon on Friday 10 September 2010.**

The press are asked to contact the Public Relations Manager for further information on this Update.

MEMBERS ITEMS/COUNCILLOR CALL FOR ACTION

If a Member wants to place an item on the Corporate O&S Committee Agenda, please complete the attached Members Item/Councillor Call for Action Pro-Forma (Appendix B) and return it to Member Services, 52 Derby Street, by **12 noon on Friday 10 September 2010.**

**CORPORATE OVERVIEW AND SCRUTINY
MEMBERS UPDATE**

1. GENERAL

- (a) **Minutes of Lancashire's Adult Social Care and Health Overview and Scrutinee Committee/ Health Scrutiny Committee.**
Page(s) 61 to 72
- (b) **Minutes of the Local Strategic Partnership - Thematic Groups**
Page(s) 73 to 138
- (c) **Food Safety Service Plan 2010 - 2011**
Page(s) 139 to 162
- (d) **Health Promotion Annual Report 2009 - 10**
Page(s) 163 to 176
- (e) **2011 Census**
Page(s) 177 to 180

2. PERFORMANCE MONITORING

- (a) **Annual VAT Report 2009 - 2010**
Page(s) 181 to End

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

*For further information, please contact:-
Julia Brown on 01695 585024
or email julia.brown@westlancs.gov.uk*



Member request to place an Update Item on the Corporate O&S Committee Agenda

This form must be received by Member Services, 52 Derby Street, Ormskirk before 12 noon on Friday 10 September 2010.

Any forms sent by fax should be sent to 01695 585082.

Members Update Issue: 2

Corporate Overview and Scrutiny Committee: 23 September 2010

Councillor:	
Article No:	
Subject:	

If more information is required in relation to this item, please contact the officer indicated on the first page of the related report.

Please advise Member Services on 01695 585017 if at any time you wish to withdraw this item following receipt of further information or e-mail member.services@westlancs.gov.uk.

What are your reasons for requesting the item:

What outcome would you wish to see following discussion of the item?

FOR MEMBER SERVICES USE ONLY

Received by:	Date of Committee:
Date: Time:	Divisional Manager informed <input type="checkbox"/>
Contact Officer informed <input type="checkbox"/>	Portfolio Holder informed: <input type="checkbox"/>

3. What have you already done to resolve this issue?

Potential means of pursuing an issue before resorting to a Members Item/CCfA:

- Raise Ward Issue as a 'Patch Problem'
- Discuss issue with an appropriate officer from the Council Service or Agency
- Discuss issue with an appropriate Cabinet member
- Raise the issue with partner agency, eg. Police, PCT, etc.
- Write formal letters on behalf of constituents
- Use official complaints procedure or other official route
- Put forward the issue as a topic for inclusion on an O&S work programme

The following are potential reasons why your Members Item/CCfA may not be considered further:

- The issue is an individual case
- You have not explored the issue fully and exhausted all avenues above
- A review into the general issue is included in an O&S work programme
- A petition is being submitted to the Council
- A complaint is being or has been submitted and the outcome is awaited
- A FOI request is being or has been made and the outcome is awaited
- Scrutiny of the issue is unlikely to result in improvements for local people
- The issue has been the subject of Executive Call In
- The issue has been the subject of a Council Motion / Question
- The issue is urgent and could be more speedily resolved by other means

FOR MEMBER SERVICES USE ONLY

Received by:	Date of Committee:
Date: _____ Time: _____	Divisional Manager informed <input type="checkbox"/>
Contact Officer informed <input type="checkbox"/>	Portfolio Holder informed <input type="checkbox"/>



ARTICLE NO: 1A

**CORPORATE OVERVIEW &
SCRUTINY COMMITTEE:**

MEMBERS UPDATE 2010/11

Article of: Council Secretary and Solicitor

Issue :2 September 2010

Relevant Portfolio Holder: Councillor A. Fowler

**Contact for further information: Mrs. J.A. Jones (Extn 5017)
(E-mail: jill.jones@westlancs.gov.uk)**

**SUBJECT: MINUTES OF LANCASHIRE'S ADULT SOCIAL CARE AND
HEALTH OVERVIEW AND SCRUTINY COMMITTEE / HEALTH
SCRUTINY COMMITTEE**

1.0 PURPOSE OF ARTICLE

1.1 To advise Members of the Minutes in connection with Lancashire County Council's Adult Social Care and Health Overview and Scrutiny Committee held on 11 May 2010 and Lancashire County Council's Health Scrutiny Committee held on 22 June 2010 at County Hall, Preston for information purposes.

2.0 BACKGROUND AND CURRENT POSITION

2.1 To keep Members apprised of developments in relation to Adult Social Care and Health Equalities Overview and Scrutiny in Lancashire.

3.0 SUSTAINABILITY IMPLICATIONS

3.1 There are no significant sustainability impacts associated with this update.

4.0 FINANCIAL AND RESOURCE IMPLICATIONS

4.1 There are no financial and resource implications associated with this item except the Officer time in compiling this update.

Background Documents

There are no background documents (as defined in Section 100D (5) of the Local Government Act 1972) to this report.

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Appendices

Minutes of the Adult Social Care and Health Overview and Scrutiny Committee –
11 May 2010

Minutes of the Health Scrutiny Committee – 22 June 2010

Lancashire County Council

Adult Social Care and Health Overview and Scrutiny Committee Meeting held on 11 May 2010 at the County Hall, Preston

Minutes

Present:

County Councillor Mrs M Skilling (Chair)

County Councillors

G Adam	A Kay
K Bailey	P Mullineaux
R Blow	M Otter
M Brindle	N Penney
S Chapman	M Pritchard
C Evans	B Winlow

Co-opted District Councillors (Non voting)

Mrs M McManus	-	Preston City Council
Mrs M Robinon	-	South Ribble Borough Council
R Russell	-	Chorley Borough Council
Mrs G Sandiford	-	Rosendale Borough Council
M Blake**	-	West Lancashire Borough Council

** Substitute for Councillor D Stephenson (West Lancashire Borough Council)

Apologies for absence were presented on behalf of Councillors S Derwent (Pendle Borough Council), R Fulford Brown (Fylde Borough Council), B Hilton (Ribble Valley Borough Council), D Reynolds (Burnley Borough Council), J Robinson (Wyre Borough Council)

Disclosure of Personal and Prejudicial Interests

Councillor M McManus declared a Personal Interest in Item No. 3 Transforming the 'Transitional Care Pathway' through a fully integrated Care / Case Management Model, as a close acquaintance of employees in care homes.

Councillor S Chapman declared a Personal Interest in Item No.4 Report of the Safeguarding Adults Task Group, as a member of the Blackburn with Darwin Adult Safeguarding Board.

Confirmation of Minutes

The Minutes of the meeting of the Adult Social Care and Health Overview and Scrutiny Committee from the meeting held on the 30 March 2010 were presented and agreed, subject to the addition of County Councillors Adam and Chapman being added to the attendance list.

31. Resolved: That, the Minutes of the meeting of the Committee held on the 30 March 2010, as now presented, be confirmed and signed by the Chair.

Transforming the 'Transitional Care Pathway' through a Fully Integrated Care / Case Management Model

Terry Mears, Head of Commissioning (Central) presented a report on proposals to maximise the resources across the community to deliver person centred outcomes to citizens. In recent years, a range of health and social care services have been commissioned to support hospital avoidance, crisis support, rehabilitation, end of life and re-enablement. This range of services and supports is referred to as the 'Transitional Care Pathway'. Terry reported that a whole system approach to re-modelling and re-commissioning the current ad hoc elements was necessary to deliver seamless, person centred and efficient services, in total collaboration with partners. This would link key elements of the community infrastructure, including universal, low level prevention, Primary, community and acute services, through an integrated care /case management model.

The range of services was not seen to be working effectively as a system. The performance of individual services varies, with variable outcomes for individuals. All acute trusts are experiencing significant unscheduled care pressures which, in turn, create pressures on discharge and rehabilitation services. This inevitably diverts resources away from services that can support people that maximise the potential for individuals to maintain their independence.

In 2009, the County Council agreed with all three PCTs that the services that make up the transitional pathway would be reviewed, redesigned and jointly re-commissioned as an integrated part of services. The true benefits of the projects, as set out below, would be realised within the next three to five years:

- Improved quality of life for individuals
- Improved independence maintained for longer periods
- Fewer emergency admissions (and re admissions)
- Decreased demand for acute health care and long term care home placements
- Increased number of people not needing ongoing social care support package, or a smaller package of support, as a consequence of timely and effective rehabilitation/recovery services
- A transfer of resources from acute health care/institutional care into primary and community services and supports along the transitional pathway

- Increased numbers of people supported outside of acute and care homes, within the same overall budget

Progress was also reported in each of the 3 PCT areas and whilst a challenging agenda had been set, Mr Mears stated that this was an opportunity for public sector agencies to have total customer focus.

Members of the Committee expressed a number of issues and concerns which are summarised below:

- Changes within the health setting were proving very confusing for everyone especially the customer
- Examples of duplication of services and gaps in service provision needed to be identified and changes made to deal with them
- Performance management arrangements, especially that of service providers needed to be more robust
- Safeguarding Boards be integrated at a sufficiently high level
- A 3 year timescale for the impact of any benefit was considered to be too long
- Varying levels of care and support being dependant on where the customer lives
- Some customers' ability to effectively take personal responsibility for and protect their own personal plans and budgets
- Transferring additional costs from one organisation to another and placing additional demands in an already difficult economic climate

In response Mr Mears reported:

- The proposals were all about putting the customer first and organisational structures would need to wrap around the customer
- Key stakeholders were meeting and discussing ways of working differently, how to ensure strong governance and ownership of the issues at the highest level
- In terms of monitoring and performance management, the emphasis would be on outcomes eg. What was the experience like for the customer?.
- Safeguarding Boards' involvement would be strengthened by increased ownership across the piece and citizens would be able to speak out and say when a service is not working
- Whilst the agenda would take 3-5 years, the customer would start to see a difference in the first 6-9 months. Awareness and Visioning events were being held for local people to comment including a Visioning Day on the 27 May 2010
- The introduction of personal budgets and plans would empower customers to make their own care choices
- Support will be provided for those customers who need it. The current system does not work well enough and needs to change
- All stakeholders have agreed that they will not force unintended consequences on other organisations. Currently there is much goodwill and it is hoped to build on this

The Chair thanked Mr Mears for his clear answers to all questions.

32. Resolved: That,

- i. the Committee note the progress to date in relation to developing an integrated care/case management model with partners, and
- ii. a further progress report be presented in approximately 6-9 months.

Final Report of the Safeguarding Adults Task Group

Councillor Winlow, Chair of the Safeguarding Adults Task Group presented the Report of the Safeguarding Adults Task Group. Firstly he gave his appreciation to everyone who participated and support from Wendy Broadley, Overview and Scrutiny officer.

At its first meeting the Group agreed to review the following related areas:

- Identify the governance structures of the Safeguarding Adults Partnership Strategic Boards within the pan Lancashire area.
- Review the engagement of local Hospital Trusts on those Boards
- Investigate what progress is being made to ensure that the safeguarding of adults becomes a statutory responsibility.

The Task Group carried out a series of information and gathering sessions and held discussion with a number of witnesses. Site visits were also held at Blackpool Victoria Hospital and Royal Blackburn Hospital.

The Task Group were keen to identify best practice as laid out in "Safeguarding Adults – A national framework of standards for good practice and outcomes in adult protection work" produced by the Association of Directors of Adult Social Services in 20005. One of its key objectives was raising awareness and encouraging vigilance.

Members welcomed the report and thanked the Task Group for all their hard work

33. Resolved: That,

- i. The Task Group's report be received and supported,
- ii. The Report be sent to the Cabinet Member for Adult and Community Services requesting an initial response within 3 months and a full response within 6 months,
- iii. The Report also be sent to the relevant partners for them to provide a response within 6 months

Report of the Adult and Social Care and Health Overview and Scrutiny Committee Steering Group

It was reported that on On 15 March the Steering Group met with Brian Monk, Deputy Head of Social Care Procurement, Contracts Unit, Adult & Community Services. He provided members with background and information on how the County Council monitors both Lancashire County Commercial Group (LCCG) facilities (our own) and independent sector services to ensure the quality of care in residential homes.

On 6 April the Steering Group met with officers from Lancashire Care Trust who provided members with an update on the Trust's activities including the development of a new mental health inpatient unit at Whyndyke Farm in Blackpool.

34. Resolved: That the report of the Steering Group be received.

Recent and Forthcoming Decisions

The Committee's attention was drawn to the Forward Plan which briefly set out matters likely to be subject to Key Decisions over the next four month period. The Forward Plan was available on the County Council's Democratic Information System website at:

<http://www.lancashire.gov.uk/council/meetings/forwardPlanOfKeyDecisions.asp>

The report also provided information about decisions recently made by the Cabinet Member for Adult and Community Services in areas relevant to the remit of the Committee, in order that this could inform possible future areas of work.

35. Resolved: That the report be received.

Work Plan 2009/10 and 2010/11

A report was presented for the information of the Committee summarising the work to be undertaken by the Committee for 2009/10 and 2010/11 as recommend by the Committee's Steering Group.

36. Resolved: That the report be noted.

Information Items

A list of items for information, background reading and general interest was presented.

37. Resolved: That the report now presented setting out items of information on current issues on adult social care and health be noted.

Urgent Business

No urgent business was reported.

Date of Next Meeting

It was noted that the next meeting of the Committee would be held on Tuesday, 22 June 2010 at 2:00pm at County Hall, Preston.

I M Fisher
County Secretary and Solicitor

County Hall
Preston

Lancashire County Council

Health Scrutiny Committee

Meeting held on 22 June 2010 at the County Hall, Preston

Minutes

Present:

County Councillor Mrs M Skilling (Chair)

County Councillors

G Adam	C Evans
R Blow	M Hassan
M Brindle	A Kay
W Cropper	M Otter
M Devaney	N Penney
J Eaton	

Co-opted District Councillors (Non voting)

Mrs B Hilton	-	Ribble Valley Borough Council
J Robinson		Wyre Borough Council
Mrs M Robinson	-	South Ribble Borough Council
D Reynolds		Burnley Borough Council
R Russell	-	Chorley Borough Council
Mrs G Sandiford	-	Rossendale Borough Council
Mrs D Stephenson	-	West Lancashire Borough Council

Apologies for absence were presented on behalf of County Councillor M Pritchard and Councillors R Fulford Brown (Fylde Borough Council) and Mrs M McManus (Preston City Council).

Disclosure of Personal and Prejudicial Interests

None declared.

1. Resolved: That the appointment of County Councillor Maggie Skilling as Chair of the Committee and County Councillor Keith Bailey as Deputy Chair for 2010/11 be noted.

Membership and Terms of Reference of the Committee

A report was presented on the Membership and Terms of Reference of the Committee.

2. Resolved: That the Membership and Terms of Reference of the Committee, as now reported, be noted.

Disclosure of Personal and Prejudicial Interests

None declared.

Update on the host of Lancashire LINK

Dave Burnham, Head of Business Intelligence and Nirmal Singh, Strategic Development Unit Manager, both from the Adult and Community Services Directorate, presented an update report on the Lancashire Local Involvement Network (LINK) and the host organisation, Black Health Agency.

The LINK was funded by central government, one having to be set up in each top tier Local Authority area as a result of the Local Government and Public Involvement in Health Act 2007. The LINK replaced the Patient and Public Involvement Forums, which had the role of reviewing activities of local health Services. The LINK was designed to attempt to create a network of individuals and groups with an interest in health and social care issues. However, a number of concerns had been raised.

Members were encouraged to hear that the new LINK Board had accepted the joint initiative from Lancashire County Council and Primary Care Trusts to improve communication. A draft joint work plan involving the LINK, LCC and PCTs, prepared by the officers of Lancashire County Council and Primary Care Trusts was presented at the LINK Board meeting on 3 June 2010 and the members of the LINK Board and the host organisation, the Black Health Agency were considering the plan. A meeting involving the members of Lancashire County Council, three Primary Care Trusts, LINK Board and Black Health Agency had been arranged for 21 July 2010 to finalise the plan.

The relationship between LCC and the LINK, which holds LCC social care services to account, through the work of a host organisation (Black Health Agency in this case), which works to the LINK Board but is contracted by the County Council is complex. However overall the LINK, is much stronger, than it was a year ago and is leading on several pieces of work which could influence positively how LCC and the PCTs offer some of their services.

The Committee was informed that the contract with the Host organisation was coming to an end (March 2011), thus providing an opportunity for greater input.

Members of the Committee raised a number of concerns, including:

- What were the benefits of the LINK for patients?
- Potential duplication with the Patient Advice and Liaison Services (PALS)
- A need to strengthen contractual arrangements and improved accountability in any future contract

- Maintaining high levels of dignity for patients
- Ensuring cost effectiveness of the LINK
- A need to undertake unannounced inspection of private care homes to ensure high standards (a power that the LINK have)

In response, officers reported that relations with the LINK had improved over the last few months and the Committee's future involvement would help strengthen future arrangements further.

3. Resolved:- That,

- i. the report be noted,
- ii. a working group be established to support officers in the retendering process for selection of the host agency for LINK
- iii. the LINK Board Chair be invited to attend future meetings of the Committee to help align the LINK's work with the Committee's priorities

Report of the Adult and Social Care and Health Overview and Scrutiny Committee Steering Group

It was reported that the Steering Group had met on the 27 April 2010 and received an update on the Care Quality Commission and feedback from LCC member representatives on a joint scrutiny exercise with neighbouring authorities to consider the introduction of a minimum price for alcohol.

The Steering Group had also met on the 17 May 2010 and received background information on the Lancashire Advocacy Service and agreed to provide the Consortium with contacts details of the Committee members, Parish Councillors and relevant LCC officers.

4. Resolved: That the report of the Steering Group be received.

Recent and Forthcoming Decisions

The Committee's attention was drawn to the Forward Plan which briefly set out matters likely to be subject to Key Decisions over the next four month period. The Forward Plan was available on the County Council's Democratic Information System website at:

<http://www.lancashire.gov.uk/council/meetings/forwardPlanOfKeyDecisions.asp>

The report also provided information about decisions recently made by the Cabinet Member for Adult and Community Services in areas relevant to the remit of the Committee, in order that this could inform possible future areas of work.

The Chair reminded members of the Committee that they should all take personal responsibility to keep up to date on issues of interest to the Committee.

5. **Resolved:** That the report be received.

Urgent Business

No urgent business was reported.

Date of Next Meeting

It was noted that the next meeting of the Committee would be held on Thursday 2 September 2010 at 10.00am at County Hall, Preston. Members were asked to note the earlier start time.

I M Fisher
County Secretary and Solicitor

County Hall
Preston



ARTICLE NO: 1B

**CORPORATE OVERVIEW
AND SCRUTINY COMMITTEE:**

MEMBERS UPDATE 2010/11

Article of: Council Secretary and Solicitor

Issue: 2 September

Relevant Portfolio Holder: Councillor I. Grant

Contact for further information: Mrs. J Brown (Extn 5024)
(E-mail: julia.brown@westlancs.gov.uk)

SUBJECT: MINUTES OF LOCAL STRATEGIC PARTNERSHIP – THEMATIC GROUPS

1.0 PURPOSE OF ARTICLE

3.2 To present to Members the notes/minutes of meetings of various LSP Thematic groups.

2.0 BACKGROUND

2.1 To apprise Members of developments in relation to the Local Strategic Partnership's Thematic Groups, I attach the following notes/minutes from the Groups indicated:

- West Lancashire Community Safety Thematic Group: 13 January, 28 April and 14 July 2010;
 - Integrated Transport Thematic Group: held 14 October 2009 and 20 January 2010;
 - Employment Learning and Skills (Working) Group: held 9 December 2009;
 - Environment Thematic Group: held 27 November 2009;
 - Local Children's Trust Partnership: held 29 January, 4 February, 4 March, 26 April, 11 May and 7 June 2010
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Background Documents

There are no background documents (as defined in Section 100D (5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Appendices

- A. Minutes of the West Lancashire Community Safety Thematic Group held 13 January, 28 April and 14 July 2010.
- B. Minutes of the Integrated Transport Thematic Group held 14 October 2009 and 20 January 2010.
- C. Minutes of the Employment, Learning and Skills (Working) Group Meeting held 9 December 2009.
- D. Minutes of the Environment Thematic Group held 27 November 2009.
- E. Notes of the Local Children's Trust Partnership held 29 January, 4 February, 4 March, 26 April, 11 May, and 7 June 2010.

WEST LANCASHIRE COMMUNITY SAFETY PARTNERSHIP

HELD: 13th January 2010

Commenced: 6 pm

Finished: 7.30 pm

PRESENT:

Andrew Hill	-	WLBC
Bill Taylor	-	WLBC
Dave Tilleray	-	WLBC
Dean Holden	-	Lancashire Constabulary
Graham Concannon	-	WLBC
County Cllr Aldridge	-	LCC
Steve Mahon	-	WLBC
Jane Cass	-	NHS Central Lancs.
Stephen Burns	-	CPS
Mel Ormesher	-	LCC
Chris Dennis	-	Chairman Ormskirk LJA
Amy Dunne	-	NHS Central Lancs.
John Buck	-	LF&RS
Carolyn Evans	-	LCC
Christine Coleman	-	Edge Hill University -
Bruce Jassi	-	Lancashire Police Authority -
Gareth Dykes	-	West Lancs. PACT
Dorothy Shields	-	Probation -
Louisa Armitage Parkinson	-	WLBC

IN ATTENDANCE:

Cliff Owens	-	WLBC
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1. WELCOME AND INTRODUCTIONS

The Chair welcomed members to the meeting.

2. APOLOGIES

Apologies for absence were received from:

Steve Wilson, Cllr Atherley, Cllr Greenall, Janet Tyrer, Gail Stanley, Rachel Skinner, Mandy Naylor, Eleanor Maddocks, Adrienne Ledson, Colin Buckley, Sam Jones, Helen Slee, Grant Murdoch

3. MINUTES OF LAST MEETING/MATTERS ARISING

The minutes of the last meeting were agreed as a true and accurate record. Under matters arising Bill Taylor raised the issue of Statutory Changes for CDRP's in relation to agenda item eight of the minutes of the last meeting. Bill added that along with our colleagues at LCC and the other District Council

and Unitary leaders we have been tasked with conducting a review of how we could streamline community safety. Bill added that it is widely accepted that we wouldn't start with the current structure that has developed since the introduction of the Crime and Disorder Act and we should be looking at how we could streamline the existing structure and one option would be to re-look at the possible merging of Partnerships.

Bill stated that when looking at this option we must be sure that there are genuine cost savings to be made rather than streamlining just because it is an option. Bill concluded by stating that we must approach this piece of work with a balanced view.

4. PERFORMANCE MONITORING

The Chair invited partner agencies to provide a verbal overview of their quarterly performance information, which was contained within members meeting packs.

Representatives of Lancashire Constabulary, Lancashire Fire and Rescue Services, the ASB Team, the Councils Environmental Protection Team and the Domestic Violence Coordinator provided a brief overview of their performance information.

Overall performance was very positive with agencies reporting strong performance across the board. Dean Holden advised the Partnership that over the past quarter we have seen reductions in all crime categories with the overall reduction in the all crime figure almost back on track. Dean cautioned that Burglary and in particular serious acquisitive crime is still a threat but added that he was confident that we would hit our targets by year-end.

Bill Taylor advised that Partnership that he welcomed the positive performance information reported by all our partners but added that police performance information is specifically important because of the media reaction. Bill stated that he was delighted with the calibre of leadership in the division. Bruce Jassi also congratulated Dean Holden on the improvements in performance.

A number of further initiatives were highlighted as part of the police tactical strategies in dealing with cross border crime. This included rolling out operation Coalition on a regular basis and working towards adopting closer working relationships with neighbouring CDRP's. Bruce Jassi also provided an overview of planned County Wide investment in static and mobile ANPR cameras.

John Buck provided an overview of LF&RS performance figures and highlighted the excellent achievements in performance over the bonfire period which showed a dramatic reduction in secondary fires. John highlighted the excellent multi-agency work that took place at Skelmersdale Fire Station over the bonfire period involving the Lancashire Young Peoples Service, LF&RS and other partners including the police which was attended by over 300 young people. John advised the CDRP of the results of the audit commission which

has highlighted Lancashire Fire and Rescue Service as the best in the county with an overall CPA marking of good which is defined as performing consistently above minimum requirements in all five-assessment categories. John thanked all partners for their contribution.

Bill Taylor added that this is an absolutely outstanding achievement and requested his best wishes be sent to Peter Holland.

A discussion took place on the recent problems affecting services as a result of the severe weather conditions we have endured. It was noted from the discussion that individual agencies responded positively to the challenges but collaboratively we could of done much better.

Bill Taylor advised the Partnership that he would meet with the Chief Executive of LCC and other agencies to look at future planning and lessons learned on how we could work more collaboratively.

5. FUNDED INTERVENTIONS UPDATE

Andrew Hill introduced this agenda item and advised the Partnership that the performance template for this years funded interventions was contained within members meeting packs. Andrew advised that all of the SSCF interventions for 2009/10 are currently on track. Andrew advised that the Local Priorities Group has agreed to support two bids which meet objectives contained within the Partnership Plan. This included support for the police in tackling cross border criminality and reducing burglaries and funding to help re-launch 'Best Bar None' which aims to drive up standards across the alcohol trade by encouraging more premises to become accredited and through the publicity generated to give existing accredited premises an incentive to improve their own standards.

Dean Holden advised the Partnership that he has held discussions with the Divisional Commander in respect of the SSCF funding which ends in March 2010, which currently funds a CBM and PCSO. Dean advised the group that these discussions were very positive with Lancashire Constabulary agreeing to mainstream the Sergeants post by diverting funding from a neighbouring authority, which had one additional post above West Lancashire.

6. GRAFFITI

Graham Concannon introduced this agenda item which was included on the CDRP agenda in response to a debate on graffiti at Full Council on the 16th December 2009. Graham advised the group that he intends to set up a task and time group with the aim of improving reporting mechanisms for graffiti issues. Graham provided an overview of the some of the challenges involved in respect to tackling this issue with both the Borough Council and LCC having responsibility for tackling graffiti dependent upon where it is. Graham also advised that challenges occur when attempting to have graffiti removed from third party premises with the notable exception of racist or hate graffiti which will be removed within a given timescale. Graham advised the CDRP that the

Neighbourhood Manager Karen Warmington has produced a detailed piece of work on the graffiti issue and he will use this report as a reference to guide the work of the task and time group.

Dorothy Shields advised the group that this is a project that the Probation Community Payback Supervisors could assist with. Graham responded that he welcomed this suggestion would have to consult with union colleagues in order for specific tasks to be agreed.

Graham advised that we also need to look at wider issues including the contribution from other agencies and funding pots to assist with tackling this problem and the importance of considering providing some education on the issue of graffiti to be delivered to local schools. Mel Ormesher and Dean Holden offered support on behalf of their respective agencies for the task and time group and Graham added that he would speak to Andrew Hill in developing this project.

7. CAMPAIGN FOR SPECIALIST SUPPORT SERVICES FOR VICTIMS OF GENDER BASED VIOLENCE IN EVERY AREA

Louisa Armitage-Parkinson provided the Partnership with an overview of this agenda item on behalf of Eleanor Maddocks. Louisa advised that Eleanor Maddocks in her capacity as Chief Executive Officer for the Women's Refuge sent a letter to John Denham outlining national issues on victims needs. The letter highlights the new National Violence against Women Strategy and the potential consequences for local authorities and CDRP's.

8. DRAFT STRATEGIC ASSESSMENT REFRESH

Andrew Hill provided the Partnership with an overview of the aim and purpose of the CDRP duty to conduct a Strategic Assessment. Andrew advised that this year the Strategic Assessment refresh covered West Lancashire and was carried out in line with the Crime and Disorder Act Review requirements and Lancashire County Council terms of reference.

This is the third annual refresh of the Strategic Assessment, which aims to provide an update on the threats and issues identified last year and highlight any new and emerging problems that the partnership may be faced with during 2010/11. This third edition and second refresh has been conducted exclusively for West Lancashire. It was agreed at the Constabulary level and with the CDRP that we have specific issues unique to West Lancashire such as significant cross border crime.

The purpose of this refresh is to provide the CDRP with a summary of any changes that have occurred since the last Strategic Assessment was carried out and details of any key issues or threats that may affect the partnership during 2010/11. The purpose of this is to provide useful information with which to update the Partnership Plans for 2010/11.

Dean Holden provided a brief overview of the priorities and advised that a slight amendment has been made to page 11 which will now feature class A drugs and Serious Organised crime as an identified priority area.

The CDRP endorsed the West Lancashire CDRP Strategic Assessment refresh document.

9. POTENTIAL LSP PERFORMANCE REWARD GRANT FOR CRIME, SERIOUS ACQUISITIVE AND VIOLENT CRIME

Dean provided the group with an overview of the request by the LSP to develop a key issues paper on serious acquisitive crime, violent crime and Fear of crime (narrowing the gap).

Dean advised the CDRP that the Strategic Review Group had agreed a number of priorities that should be focused upon and they included serious acquisitive crime focusing on domestic burglary and cross border criminality. Domestic violence and the gap in funding for the future sustainability of the IDVA post which was highlighted as a priority and potentially looking at a summer campaign to address the anticipated rise in DV issues during the world cup period.

The final key issue for focus was for improving and maintaining public confidence and reducing the fear of crime including reducing the perceptions of anti-social behaviour, (NI 17).

The Partnership debated the identified priorities within the position paper and agreed that the priorities should be submitted to the CDRP.

The group highlighted the need to improve public confidence as a specific issue and discussed the possibility of raising the profile of CCTV to actively promote within the media positive outcomes that are achieved.

Jane Cass provided the group with a brief overview of the priorities identified by LSP position paper on alcohol. This paper included three options outlined below: -

- **Option 1** – Commissioning of brief intervention training to be rolled out across West Lancashire.
- **Option 2** – In-depth insight work into alcohol related issues targeting Digmaor to gather this information.
- **Option 3** – Saving lives by tackling home drinking. Identification of a number of the most at risk families across West Lancashire.

10. FACE THE PEOPLE EVENT

Andrew Hill provided the Partnership with a verbal progress report on the planning for the Face the People Session, which is scheduled to take place on the 10th March 2010 at Edge Hill University.

The venue and facilitator have been confirmed for this event. The objective of the Face the People Event is to provide an opportunity to listen to community concerns, inform communities about actions taken in response to local priorities and engage the community in local problem solving

It was previously agreed by the CDRP that the Face the People Event should focus on Young People. It is planned that the event will be balanced and will cover a number of cross cutting issues that both affect young people and the community as a whole. Representatives from Lancashire Constabulary, Young Peoples Services and Lancashire Fire and Rescue have agreed to deliver a presentation at the advent. Meetings will be set up with the respective agencies to discuss the content of the presentations.

Bill Taylor thanked Christine Coleman for her support and asked this be passed onto to her colleagues at Edge Hill University. Bill added that last years event was very successful and that he looked forward to encouraging more community representatives at this year's event.

The Partnership discussed the importance of involving young people at the event. Christine Coleman advised that the event it being widely promoted at the University and Cliff Owens stated that he will discuss this issue further with Grant Murdoch who has indicated that he is keen to promote young peoples attendance at this years event.

11. ANTI-SOCIAL BEHAVIOUR

Dean Holden advised the group that in response to nationally recognised concerns regarding the management of anti-social behaviour issues the Constabulary have agreed to fund ASB Coordinator posts. Dean advised the Partnership that it is planned to base one of these posts in the West Lancashire MAPS Team.

12. COMMUNITY SAFETY ISSUES

Louisa Armitage-Parkinson advised the Partnership that historically during world cup year there is a recorded rise in domestic violence. Louisa stated that this has been recognised in the Strategic Assessment and added that it is important that we develop initiatives through the CDRP in response to this threat.

Mel Ormesher provided the partnership with information on a number of planned events taking place in Lancashire covering issues including Violent Extremism and developing ASB Minimum Standards.

The Pan-Lancashire Counter Terrorism Partnership Briefings will be held in the Investment Centre on the 24th March 2010 and the ASB Minimum Standards event is scheduled to take place on the 22nd January 2010 at Police Headquarters, Leyland.

13. ANY OTHER BUSINESS

Gareth Dykes requested his thanks be noted for the work undertaken by Brian Lussey in supporting the Partnership. Bill Taylor stated that he would request David Tilleray formally draft a letter to Brian Lussey on behalf of the CDRP

14. DATE OF NEXT MEETING

The next meeting will take place on the 28th April 2010 at 6pm in the Council Chamber, 52 Derby Street. A buffet will be available from 5.30 pm.

WEST LANCASHIRE COMMUNITY SAFETY PARTNERSHIP

HELD: 28th April 2010

Commenced: 6 pm

Finished: 7.30 pm

PRESENT:

Andrew Hill	-	WLBC
Bill Taylor	-	WLBC
Dave Tilleray	-	WLBC
Dean Holden	-	Lancashire Constabulary
Ann-Marie Whaley	-	Addaction
Faye Kellett	-	Safer Travel Unit
Steve Mahon	-	WLBC
Jane Cass	-	NHS Central Lancs.
Mel Ormesher	-	LCC
Chris Dennis	-	Chairman Ormskirk LJA
Jane Cass	-	NHS Central Lancs.
Rachel Walker	-	LF&RS
Christine Coleman	-	Edge Hill University
Bruce Jassi	-	Lancashire Police Authority
Gareth Dykes	-	West Lancs. PACT
Dorothy Shields	-	Probation
Louisa Armitage Parkinson	-	WLBC
Helen Slee	-	Victim Support
Mandy Naylor	-	Help Direct
Adrienne Ledson	-	HMCS
Eleanor Maddocks	-	Womens Refuge
Kiran Gill	-	Victim Support
Greg Mitten	-	WLCVS
Una Atherley	-	West Lancs. Area Committee Parish
Mike Lock	-	Lancashire Probation Trust

IN ATTENDANCE:

Cliff Owens	-	WLBC
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1. WELCOME AND INTRODUCTIONS

The Chair welcomed members to the meeting.

2. APOLOGIES

Apologies for absence were received from:

Cllr Greenall, Janet Tyrer, Gail Stanley, Sam Jones

3. MINUTES OF LAST MEETING/MATTERS ARISING

The Partnership were advised that the Graffiti Task and Time Group has held an initial meeting to discuss the recording processes for graffiti and measures for tackling the problem. Bill Taylor presented the Partnership with a brief overview of current council policy on this subject and emphasised the importance of reporting graffiti incidents in order for appropriate action to be taken to remove it.

The minutes of the last meeting were agreed as a true and accurate record.

4. PERFORMANCE MONITORING

The Chair invited partner agencies to provide a verbal overview of their quarterly performance information, which was contained within members meeting packs.

Representatives of Lancashire Constabulary, Lancashire Fire and Rescue Services, the ASB Team, the Councils Environmental Protection Team, Addaction, Lancashire Probation Trust, Lancashire Fire and Rescue Services and the Women's Refuge provided a brief overview of their performance information.

Overall performance was very positive with agencies reporting strong performance across the board. It was highlighted that we have seen an overall reduction in all crime and significantly a -14.8% reduction against serious acquisitive crime.

Bill Taylor stated that he welcomed this positive performance and added his thanks to the Borough Commander for doing an excellent job in bring performance in the Borough back on track. Bruce Jassi supported Bill's comments and also congratulated Dean Holden on the improvements in performance against serious acquisitive crime but cautioned that we must now focus our efforts against further reductions against the All Crime category.

Steve Mahon provided an overview of performance on behalf of the ASB Team and advised partners that the biggest increase was in respect to follow up action in response to proactive policing initiatives. Steve highlighted two specific cases where reports of graffiti were resolved effectively both internally and by working closely with other organisations. Steve reiterated the importance of reporting graffiti to ensure it is dealt with.

Rachel Walker advised the Partnership that Lancashire Fire and Rescue have seen big reductions over the past year against Primary Fires and Secondary Fires and added that there will not be a formal numerical target set for 2010 – 11 for Home Fire Safety Checks. Rachel advised that instead of a target the service would focus on older and vulnerable people and will look to hit a 50% rate in engaging people considered high risk. The CFS team will target rural areas and especially those living alone. F and R will be working with the

Health and Safety Executive and Merseyside F and R to target migrant workers for HFSCs and carbon monoxide detection.

Dorothy Shields provided an overview of the excellent performance for Skelmersdale Probation Office for 2009/10. Dorothy added that the target for Unpaid Work Completion rate has now been hit and has been upgraded to green. Dorothy stated that the only target not hit was General Programme completion adding that this was a result of not enough orders being made.

Andrew Hill provided a brief overview of performance for the Environmental Protection Team. Andrew stated that overall performance for 2009/10 was very good and highlighted the number of prosecutions commenced for Fly Tipping and Proactive Talks to Schools as significant examples of the teams good performance.

Ann Marie Whaley provided the group with an overview of performance for Addaction which was strong against all performance indicators. Eleanor Maddocks gave a brief overview of performance for the IDVA role and highlighted that this was the first year of performance measures for the IDVA and will enable baselines to be set against the indicators for the IDVA service. Eleanor provided a brief overview of an event held for local businesses and employers to encourage them to develop DV policies and link them to their Health and Safety Policy. Eleanor advised the Partnership that an evaluation will be completed in respect to responses gathered from the event and this will be shared with Partners.

5. FUNDED INTERVENTIONS UPDATE

Andrew Hill introduced this agenda item and advised the Partnership that the funding for 2009/10 was fully spent. All funded CSP interventions were completed and contributed to the overall positive performance against the objectives of the Partnership Plan. Andrew provided the Partnership with an overview of the CSP Funding Plan 2010/11 and highlighted that all proposed interventions would contribute towards delivery of the CSP Plan 2010/11 including LAA and national indicators.

The CSP funding plan in the amount of £71,821 was endorsed by the Partnership.

6. DRAFT COMMUNITY SAFETY PARTNERSHIP ACTION PLAN REFRESH

Bill Taylor introduced agenda item six and provided a brief overview of the duty to have in place a Community Safety Partnership Plan. Cliff Owens highlighted key changes for the 2010/11-refresh plan and this included Probation becoming a responsible authority with a new duty for CSP's to formulate and implement a strategy to reduce reoffending by adult and young offenders. Cliff also advised that the plan provided details of the requirement for CSP's to develop a set of ASB minimum standards by March 2010 and deliver against those standards and the increasing emphasis on CSP's to develop public confidence within the crime and disorder agenda.

The refreshed West Lancashire Partnership Plan for 2010/11 was endorsed by the Partnership.

7. PROPOSED RESTRUCTURE OF THE SAFER LANCASHIRE BOARD

Bill Taylor provided the Partnership with a verbal report on the proposed restructure of the Safer Lancashire Board. Bill began by providing a background to Partners on how Community Safety Partnerships were initially set up around local authority areas but have since grown with the introduction of other statutory partners such as the PCT and Probation. Bill added that this is not a position that we would have started from and stated that it is recognised that there is a need to streamline decision making at a County level with the current format of elected members and professionals all addressing problems together not being the normal way of doing business.

Bill advised that the Chief Executives of all the key partners had initiated the review process and the initial key recommendations for the Board were:

1. to split the current Safer Lancashire Board into a Board and Executive
2. to consider merger/alignment of the LCJB and Safer Lancashire Executive
3. all current "strategic partnerships" to report into the new Board

Bill added that if proposal number 1 is supported then power will reside with elected members and the board will be able to focus on dealing with operational issues.

Bill advised that the second phase of rationalisation of SLB and CSP structures will be to look at local governance and a number of options will be put forward including a proposal to put CSP's on a BCU footprint. This will include looking at current human resource capacity and financial capacity in 2011/12. The proposed options paper will be sent out for consultation in June 2010 and the consultation period will last for 3 months.

Bill advised the Partnership that we would need to consult with the Divisional Commander on this proposal and look at how effective the strategic merger of Chorley and South Ribble has been. Bill advised the Partnership that we would revisit this proposal when its ready for consultation and this may result in a special meeting of the CSP being called.

Bill added that the proposals to rationalise local CSP structures would offer significant scope to streamline staffing and current structures. Bill stated that although all staff perform an excellent job there might however be smarter ways of working and maybe on a wider footprint.

Bruce Jassi stated that he agreed with phase 1 of the proposal which makes sense to ensure operational issues are progressed more quickly and will allow more time to be devoted to strategy at a County level.

Bruce added that in respect to phase 2, CSP's should remain on their current footprint and stated that there are concerns in respect to the Chorley and South Ribble strategically merged Partnership. Bruce advised the Partnership that he felt that we represent the people of West Lancashire much better in the current set up rather than as a merged CSP. Bruce stated that it is important that we retain a customer-focused view with an emphasis on local service delivery.

Bill advised the Partnership that in future it was likely that organisations central services and back-office services will be run by someone else but added that Councils are keen to maintain their identifies but recognise that staffing structures may change.

Cliff Owens agreed to circulate the consultation papers on rationalisation phase 2 to the Partnership which will begin in June 2010.

8. ASB MINIMUM STANDARDS AND ASB PLEDGE

Andrew Hill provided the Partnership with an update on the requirement for CSP's to develop and deliver ASB minimum standards by March 2010. Andrew advised the Partnership that CSP's were asked by the Home Secretary to commit to a set of minimum standards in tackling anti-social behaviour by 31 March 2010. The Safer Lancashire Board agreed that this should take place at a pan-Lancashire level in order to ensure that the public could access the same minimum level of service regardless of where they live. In support of the requirement to produce a set of minimum standards, Safer Lancashire on behalf of the Safer Lancashire Board has produced an Anti-Social Behaviour Pledge.

Andrew stated that West Lancashire CSP has adopted the pledge and the pledge will be supported by a locally agreed set of minimum standards, which is currently being progressed in collaboration with key partners. Andrew added that we are committed to recognising and tackling all anti-social behaviour with priority being given to vulnerable people, repeat offenders and problem areas. Andrew continued by adding that we are committed to developing a delivery model for processing ASB complaints and identified hot spot locations and this is currently being progressed with key partners.

Bruce Jassi added that allot of good work has been done by colleagues across the county in a very short timescale. Bruce stated that Stuart Williams has done a very good job in leading this process but added that this work now needs to be translated into hard targets and delivery.

Christine Coleman advised the Partnership that the Streetwise Publication would benefit from incorporating ASB minimum standards and pledge into the publication. Andrew Hill agreed that this would a good proposal and will discuss this opportunity further with Christine.

Mel Ormersher advised that the County Wide Officer Working Group has supported Stuart in the development of the pledge and will continue to support

the development and delivery of the pledge, which provides a uniformed approach across the County.

Greg Mitten added that CVS would like to support this work and stated that allot of positive work is being done by organisations such as Help Direct in supporting vulnerable people and helping to raise public confidence on the issue of actual crime and perceived crime.

Mel Ormersher welcomed Greg's support and added that the initial phase focused on front line delivery staff and the second phase will look at contribution and involvement of supporting services.

The Partnership endorsed the adoption of the Countywide ASB Pledge and the proposals for the development of ASB minimum standards.

9. LSP PERFORMANCE REWARD GRANT FOR CCTV

Bill Taylor advised the Partnership that the CSP have successfully bid for and been awarded £380,000 funding for CCTV. Bill stated that the funding was awarded by the LSP from the performance reward grant. Bill continued by explaining that the CCTV System is now 11 years old and the monies will provide a sinking fund to enable the long term sustainability of the scheme by replacing cameras which are beyond economic repair and updating the current technology to improve performance. Bill added that an element of the funding would also be used to relocate the suite from Westec House, with Ormskirk Police Station being currently looked at as a potential option. Bill thanked the LSP and Cllr Grant for approving the bid.

10. FACE THE PEOPLE EVENT - EVALUATION

Andrew Hill provided the Partnership with a verbal report on the West Lancashire CSP Face the People Event, which was held on the 10th March 2010 at Edge Hill University. Andrew advised the Partnership that the evaluation, which was enclosed within Partners meeting packs, demonstrated that the event was a real success and well received by all attendees. Andrew advised that approximately 180 people attended the event that was significantly better than the other CSP's within our area that only attracted 3 attendees between them.

Gareth Dykes advised the Partnership that he felt it was a tremendous event and added that the evaluation is one of the best he has seen. Gareth stated that the stalls were an excellent idea and recommended expanding this feature at future events to include more agencies.

Bill Taylor stated that although the event was successful he would of liked to see more sparks with respect to the level of debate. Bill added that it was however a very successful event and thanked Christine Coleman for hosting the event at Edge Hill University. Bill continued by stating that he felt the input of the students was excellent and they proved to be very good ambassadors for the University.

11. WLBC OVERVIEW AND SCRUTINY PROTOCOL FOR CRIME AND DISORDER

Dave Tilleray provided the Partnership with a verbal briefing on the Borough Councils Overview and Scrutiny Protocol which has been developed in accordance with Part 3 of the Police and Justice Act 2006. Dave advised Partners that the Act requires every local authority to have a crime and disorder committee with the power to review or scrutinise decisions made or other action taken in connection with the discharge by responsible authorities of their crime and disorder functions. The Council has a duty to carry out this function at least once a year in order to fulfil the Councils Statutory responsibility. Dave advised the CSP that a special meeting of the Overview and Scrutiny Committee was held on the 4th March 2010 to fulfil this responsibility.

Dave continued by providing an overview of the protocol that was contained in members meeting packs and can be made available on request.

12. SAFE AND CONFIDENT NEIGHBOURHOODS STRATEGY

Dave Tilleray presented the CSP with a verbal report on the Safe and Confident Neighbourhoods Strategy. A written report was provided in the meeting pack to advise member of this new national strategy from the Home Office / Department for Communities and Local Government.

Dave advised the Partnership that the strategy is the first cross-Government and agency vision for delivering safe and confident neighbourhoods and builds upon the success of neighbourhood policing. Dave advised that the strategy seeks to embed this work into the wider partnership context and critically recognises that keeping neighbourhoods safe and confident is not the responsibility of one agency alone.

Dave concluded with an overview of the financial implications of this strategy and he specifically advised the Partnership that there was very little money available to enable Partnerships to deliver against this strategy. Dave added that a significant amount of funding was initially provided to pathfinder areas but cautioned that no new money is available and added that it will be interesting to see how we will be expected to deliver this strategy.

Greg Mitten advised the Partnership that chapter 3 of the strategy was of particular interest to CVS and added that funding may be available to the third sector. Greg continued that he would welcome the opportunity to work alongside agencies and strengthen the role of CVS on the Partnership.

A discussion on future funding was held by partners with Bruce Jassi stating that the Chief Constable was committed to future funding for PCSO's and added that Local Authorities have also continued to commit matched funding for PCSO's. Bill Taylor stated that post election will see more clarity on bridging the gap and emphasised that if Neighbourhood Policing is the priority then what is the bottom priority.

13. CONFIDENCE PROJECT UPDATE

Dean Holden provided the Partnership with an update on the Confidence Project that is being lead by Lancashire Constabulary. Dean explained to the Partnership that we are now one year into the single top down confidence target and that Lancashire Constabulary is well positioned to achieve the three-year aims.

Dean continued by providing the Partnership with an overview of the force wide, partnership led 'confidence' operation this summer which will focus on six strands:-

- LCJB – Lancashire Criminal Justice Board
- VP – Vulnerable People
- A&V – Access and Vulnerability
- QoL – Quality of life issues
- RS – Road safety
- ASB – Anti social behaviour

Dean advised the Partnership that the British Crime Survey measures 'confidence' once a year and added that Lancashire Constabulary carry out a confidence survey once a month to keep track of performance. Dean stated that we would soon be able to identify cold spots for public confidence at a geographical level, which will enable the Partnership to address the concerns of communities with low confidence.

Dean continued by stating that the Local Priorities Group will be mechanism for delivery against the confidence agenda within the Borough.

Bruce Jassi advised the Partnership that the Police Authority are keen to ensure data on low confidence areas is shared with partners and added that Lancashire is currently performing very well against the target and might hit the 2012 target one year early.

Bill Taylor stated that he is passionate about supporting the role of Cllrs as community champions and is particularly interested in hearing their feedback on local community confidence issues.

14. THE ROLE OF CSP's IN REDUCING REOFFENDING

Mike Lock provided the CSP with a verbal briefing in respect to two reports that were contained within the meeting pack. The first report covered the subject of reducing reoffending and provides an overview of the guidance on New Duties for CSP's. The new duties of the Police and Crime Act 2009 became effective on the 1st April 2010 and include:

- A new duty for CDRP's / CSP's to formulate and implement a strategy to reduce reoffending by adult and young offenders alongside their existing duties to reduce crime.

- Probation will become the sixth responsible body of a CSP having previously been a co-operative body.
- Bodies listed under section 17 of the Crime and Disorder Act 1998 will have a duty to ensure the process of reducing reoffending is incorporated into their core activities (this extends the current duty to exercise their functions with due regard to the likely effect on, and the need to do all they can reasonably do to prevent crime and disorder, anti social behaviour and substance misuse in their area).

The following recommendations put forward for the partner's consideration were supported by the CSP.

- To formulate and implement a strategy to reduce reoffending by adult and young offenders. Work will need to be progressed to deliver tangible outcomes which are relevant to locality needs and partners.
- To consider the implications of the new duty placed on responsible authorities to reduce reoffending.

Mike continued by providing an overview of the second briefing document on the Lancashire Integrated Offender Management Strategy (IOM). The following recommendations put forward for the Partners consideration were supported by the CSP.

- To note and agree the content and recommendations of this report.
- Establish a South Lancashire IOM management Board which would govern the partnership's PPO scheme and IOM arrangements.
- Develop arrangements for partner co-located working and offender management and interventions services at Lancashire Probation Trust, Chorley and Skelmersdale office premises.

15. CONSULTATION ON VIOLENCE AGAINST WOMEN AND GIRLS

Louisa Armitage-Parkinson provided the Partnership with a verbal report on the Violence Against Women and Girls (VAWG) Strategy, which is available from: <http://www.homeoffice.gov.uk/documents/vawg-strategy-2009>. Louisa gave a brief overview of the 3 key strands which focus on Protection, Provision and Prevention. Louisa continued by stating that the document seeks to encourage work with local partners to encourage a co-ordinated approach to VAWG services in Local Area Agreements (LAA) areas to encourage them to have a locally driven VAWG strategy in place for April 2011.

Louisa continued by providing the background on the proposed delivery model and the implications for key partners who will continue to have the main responsibility for local services and commissioning. Louisa also emphasised the proposal for every Local Authority to have a coordinated VAWG strategy with a director level champion working across partnership structures in each area.

Louisa provided the Partnership with an overview of the Multi Agency Risk Assessment Conferences (MARAC) and the role of the Independent Domestic Violence Advocates (IDVA's) in relation to the VAWG strategy.

Bill thanked Louisa for a comprehensive overview of the VAWG strategy and requested Partners take note of this briefing.

16. COMMUNITY SAFETY ISSUES

Dean Holden reminded partners that the next quarter would bring challenges to services with the World Cup event being held. Dean requested partners notify him of any other scheduled events during this period to ensure they can be included in the strategy, which has been developed by the constabulary to manage this key period.

Andrew Hill advised the Partnership that the West Lancashire Multi Agency Licensing and Tasking (MALT) Group has scheduled a special meeting to discuss its finalised actions for managing the World Cup period. Jane Cass offered the PCT's support to this group and its planned activity.

Eleanor Maddocks requested the Partnerships support in identifying a Portuguese translator to support a client of the refuge. Greg Mitten agreed on behalf of CVS to provide support.

17. ANY OTHER BUSINESS

No other business.

18. DATE OF NEXT MEETING

The next meeting will take place on the 14th July 2010 at 6pm in the Council Chamber, 52 Derby Street. A buffet will be available from 5.30 pm.

WEST LANCASHIRE COMMUNITY SAFETY PARTNERSHIP

HELD: 14th July 2010

Commenced: 6 pm

Finished: 7.40 pm

PRESENT:

Andrew Hill	-	WLBC
William J Taylor MBE	-	Chairman, WLBC
Dean Holden	-	Lancashire Constabulary
Tina Campbell	-	Addaction
Steve Mahon	-	WLBC
Mel Ormesher	-	LCC
Chris Dennis	-	Chairman Ormskirk LJA
Mary Lyon	-	NHS Central Lancs.
Steve Wilson	-	LF&RS
Stuart Williams	-	Lancashire Constabulary
William Cropper	-	Lancashire Police Authority
Gareth Dykes	-	West Lancs. PACT
Louisa Armitage Parkinson	-	WLBC
Helen Slee	-	Victim Support
Mandy Naylor	-	Help Direct
Adrienne Ledson	-	HMCS
Eleanor Maddocks	-	Womens Refuge
John Fleet	-	Tenant Forum
Cllr Nolan	-	WLBC (observer)
County Cllr Aldridge	-	LCC
Mike Lock	-	Lancashire Probation Trust
	-	Probation

IN ATTENDANCE:

Cliff Owens	-	WLBC
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1. WELCOME AND INTRODUCTIONS

The Chairman welcomed members to the meeting. He advised the Partnership that there had been a technical problem and therefore we were unable to view the DVD, which was produced by West Lancashire Women's Refuge. The Chairman advised that an alternative arrangement would be made to ensure partners were given the opportunity to view the DVD which was produced to commemorate 25 years of working in West Lancashire by the Women's Refuge and to raise awareness of the issues and impact of DV. Cliff Owens agreed to liaise with Eleanor to agree arrangements for the screening of the DVD.

2. APOLOGIES

Apologies for absence were received from:

Cllr Greenall, Janet Tyrer, Gail Stanley, Sam Jones, Greg Mitten, Una Atherley, Bruce Jassi, Dave Tilleray, Christine Coleman, Faye Kellett, Colin Buckley, Sheila Battersby

3. MINUTES OF LAST MEETING/MATTERS ARISING

The minutes of the last meeting were agreed as a true and accurate record.

4. PERFORMANCE MONITORING

The Chairman invited partner agencies to provide a verbal overview of their quarterly performance information, which was contained within members meeting packs.

Representatives of Lancashire Constabulary, Lancashire Fire and Rescue Services, the ASB Team, the Councils Environmental Protection Team, Addaction, Lancashire Fire and Rescue Services provided a brief overview of their performance information.

Dean Holden advised the Partnership that we have had a very good 1st quarter with improvements shown in all categories with the exception of serious violent crime, which has seen a slight increase. Dean added that for the category of Assault with Less Serious Injuries we have seen a slight reduction. No specific patterns have been identified but much of the recorded crime for this category is attributed to domestic violence and is alcohol related. Dean added that the Constabulary are in the process of refreshing the Alcohol Harm Reduction Strategy and there is further intensive work being undertaken in the Digmaor area. Dean advised partners that the detection rate is currently the highest in the County.

Dean cautioned that there would be challenges over the next quarter period as the comparative performance period in 2009 was very good. Dean added that Operation Julius would not be running this summer but stated that projections show that we should be on track to meet our targets.

Dean advised the Partnership that he has included performance figures for ASB in the performance information provided in the meeting pack and they show some excellent reductions during the 1st quarter period. Dean added that work is ongoing and progressing positively in respect in developing data sharing arrangements with partners on ASB and stated that operation catchpole will continue to be run periodically.

The Chairman stated that he welcomed this first class performance and added his thanks on behalf of the CSP to the Borough Commander for his excellent leadership. William Cropper on behalf of the Police Authority endorsed Bill's comments.

Steve Mahon provided an overview of performance on behalf of the ASB Team. Steve advised partners that the ASB Team have seen an increase in criminal activity, which is reflected in the performance figures but added that enforcement work has been undertaken in partnership with the police. Steve highlighted cases concerning illegal dogs and the links to drugs and weapons, which have been seized in ongoing operations. Steve added that the ASB Team continue to attend police tasking and added that partnership working

remains strong with some very positive outcomes related to joint attendance for gathering evidence at crime scenes, which saves both time and resources.

The Chairman welcomed this positive partnership approach and added that it was essential that we maximise the publicity of these outcomes to demonstrate value for money to our community. Stuart Williams advised the Partnership that Lancashire Constabulary has just trained up 3 dog officers in identification techniques on illegal dogs. Stuart added that this is a complex issue but added that the officers have received training from veterinary experts. Steve continued to provide an overview of the performance figures stating that the team are undertaking proactive work with the crisis centre for young people to educate them on how to be good citizens and tenants.

Mike Lock provided an overview of the excellent performance for Skelmersdale Probation Office, which is showing green in all categories with the exception of the category for General Programme completions.

Councillor Nolan raised an issue regarding the development of community payback work in the local community and added that there are opportunities for the community payback team to undertake projects, which would be supported by the community. Mike Lock agreed to speak to Councillor Nolan regarding this issue and added that the Probation Service are keen to develop partnership working with local authorities and evidence of this work is ongoing.

Andrew Hill provided a brief overview of performance for the Environmental Protection Team. Andrew stated that overall performance for the 1st quarter period was very positive and added that the team are now using more formal cautions for minor first offences which is in line with Government policy.

Tina Campbell provided the group with an overview of performance for Addaction. Tina advised that they have seen a drop in numbers for the indicator of total number seen at point of arrest. Tina added this is also reflected in other areas and this will also have an impact on the number of clients choosing to engage in treatment.

Steve Wilson provided an update on performance on behalf of Lancashire Fire and Rescue Service. Steve added that performance overall continues to be very good but highlighted two minor blips in performance against deliberate primary fires and deliberate secondary fires. Steve added that these could be linked to ASB in Skelmersdale and the introduction of the wheelie bins which has led to a slight increase against this category. Steve added that the service with partners are continuing to engage and educate the community on fire prevention and are currently targeting the Digmoor area. Steve added that particular problems for the service emanated from the Owl and Pussycat but added that this building has now been secured.

Steve advised that partnership that there has been an excellent example of how smoke alarms and fire education advice can save lives following a very serious house fire in Skelmersdale. Steve advised that the tenants had previously had smoke detectors fitted and followed the advice they had been given from the service and exited the property after the alarm had been raised

with no injuries. The Partnership welcomed this positive news and added that this was an opportunity for some very positive publicity.

County Councillor Aldridge praised the work of the Lancashire Fire and Rescue and highlighted their tremendous achievements in turning around performance in the Dignum ward.

5. FUNDED INTERVENTIONS UPDATE

The Chairman introduced this agenda item informing the Partnership that potentially we might see a 9.4% claw back of the ABG allocation of £71,821. The spending plan was endorsed by the Partnership at the April meeting. Bill added that this would be debated at the next meeting of the Safer Lancashire Board.

Andrew Hill advised the Partnership that the funding interventions update was contained within the meeting pack. Andrew added that approximately £10,000 of the £18,000 allocated to the Local Priorities Group has been committed. The remaining monies will enable the Partnership to cover any claw back and added that it would however be prudent to review current committed funding.

A discussion arose with respect to how the funding allocated to the Local Priorities Group was used. Dean Holden provided examples of how this funding has contributed to positive partnership performance against a range of the performance indicators contained within the Community Safety Partnership Plan.

6. PROPOSED RESTRUCTURE OF THE SAFER LANCASHIRE BOARD

The Chairman advised the Partnership that Phase 1, which proposed the separation of the Safer Lancashire Board into a Board and Executive Group, was rejected. He continued by providing a background to Partners on how Community Safety Partnership were initially set up around local authority areas but have since grown with the introduction of other statutory partners such as the PCT and Probation. He added that this is not a position that we would have started from and stated that it is recognised that there is a need to consider rationalising the current structure.

The Chairman advised that the second phase of rationalisation of CSP structures will be to look at local governance and a number of options will be put forward in a first draft report to the Chief Executives Group. Questions that will be debated would include ‘would you like your own CSP or an amalgamated CSP?’ Bill continued by stating that other questions would have to be considered such as investment in CSP’s against investment in PCSO’s. He advised the Partnership that we would revisit this proposal when it’s ready for consultation and added that no changes will take place to the current structure without the approval of the Community Safety Partnership. Bill added that firm proposals would be considered at the next CSP meeting in October 2010.

7. PUBLIC SECTOR SPENDING

The Chairman advised the Partnership that we have already had two significant statements from the Government in relation to public sector spending. Bill highlighted these statements as being the mini budget and the statement from the chancellor regarding the saving of £6 billion pounds from the public sector. He added that we will have a comprehensive spending review in the October budget and billions will be cut from almost every government department shaping everything we do in future.

The Chairman further commented that public sector services need to continue to focus on reducing back office functions and focus on front office functions which will give efficiency savings more impact. He added that savings can be made on procurement and management etc, but added as an example that front line policing costs what it costs and reductions will impact on service delivery.

The Chairman continued by stating that we must be honest about the impact of taking billions out of public sector finances and focus on what the most important priorities are. He added that we must also identify what efficiency steps we can take to streamline organisations further. He stated that at the Council meeting in December we will have a better understanding of the reductions that we receive to our revenue support grant which will have a massive impact but added that it is better to discuss these issues now and plan ahead. The Chairman continued by adding that we are currently in a better position compared with some authorities, as we have been less reliant on external funding streams, which have been withdrawn. An example of the impact of this is the reduction in PCSO posts in some areas which was an issue of concern raised by County Cllr Aldridge. The Chairman added that the issue of funding for PCSO's was an important one, which should be discussed at a pan Lancashire level.

The Chairman stated that before decisions are made on reductions against community safety they should be first debated within the Partnership meeting and the council clearly informed on the function and impact of community safety. He added that Public Sector Spending should remain as a standing item on the CSP agenda.

Stuart Williams advised the Partnership that the Police and Police Authority are looking at current options along with other statutory partners. Stewart added that they are taking decisions very seriously and informed the Partnership that there is a schedule of meetings arranged between now and October to prepare for the Comprehensive Spending Review.

8. LSP PERFORMANCE REWARD GRANT FOR CCTV

The Chairman reminded the Partnership that the West Lancashire LSP had previously approved a funding bid for the strengthening of CCTV provision in West Lancashire. The LSP awarded funding from the performance reward grant monies in the amount of £380,000. He stated that the funding to the LSP has now been reduced by the government by 50% and funding bids will now be reconsidered at the LSP meeting which will take place on the 16th July

2010. He advised that Andrew Hill would deputise for him at the LSP in respect to the bid.

Andrew advised that the LSP funding is still likely to be split evenly between revenue and capital and if we received the full capital allocation from this remaining funding we will still be in a position to proceed with a scaled down version of the CCTV project.

The Chairman continued by explaining that the CCTV System is now 11 years old and the monies will provide a sinking fund to enable the long term sustainability of the scheme by replacing cameras which are beyond economic repair and updating the current technology to improve performance.

9. CONFIDENCE CAMPAIGN UPDATE

Dean provided the Partnership with an overview of the force wide, partnership led 'confidence' operation this summer which will focus on six strands: -

- LCJB – Lancashire Criminal Justice Board
- VP – Vulnerable People
- A&V – Access and Vulnerability
- QoL – Quality of life issues
- RS – Road safety
- ASB – Anti social behaviour

Dean continued by advising the Partnership that although the single top down measure for confidence has now been withdrawn the philosophy is still relevant but cautioned there will be less resource support from the centre.

Dean advised that although the scheme would be Borough wide there would be significant targeting of cold spot areas and Tanhouse was identified as the priority area. The Partnership debated the level of focus for the Tanhouse area and the question was raised following an article in the local press of why there would be so much activity in this area as opposed to other parts of the Borough.

Mel Ormesher advised the Partnership that the advertisement in the local press was commissioned by the Safer Stronger Neighbourhood Board and was focused on the Your Community Matter activities, which were planned to take place before the Confidence Campaign was launched. Mel added that the Board and Neighbourhood Manger have incorporated the positive messages from the Confidence Campaign into the Your Community Matters event.

10. FRESHERS WEEK MULTI AGENCY PLANNING

The Chairman introduced this agenda item stating that the multi-agency Freshers week campaign led by the CSP had been a stunning success last year. He added that the campaign was well received by the local community and supported by all local key agencies.

Andrew Hill advised that the campaign will be replicated this year and rolled out again in September during Freshers week with the support of Edge Hill University. Andrew continued by providing an overview of the planned campaign and added that a multi-agency meeting will take place in the near future to agree the final action plan.

Councillor Cropper stated that this is a brilliant example of multi-agency working and the Chairman added that he was particularly delighted by the input from Edge Hill's Student Union.

11. STREET PASTORS SCHEME FOR ORMSKIRK TOWN CENTRE

Dave Mutch provided the Partnership with a verbal presentation on the proposal to develop a Street Pastor Scheme for Ormskirk Town Centre. Dave advised that the Street Pastor Scheme was first developed in 2003 in response to community concerns with the nighttime economy in London. Dave added that this initiative has now spread nationally with over 500 volunteers operating within the Street Pastor Scheme.

Dave stated that the scheme is managed on a tripartite structure involving Local Authority and Police and the scheme falls under the national umbrella of the Ascension Trust with each scheme operating independently.

Dave stated that a local committee has been formed in Ormskirk and they hope to officially launch it in September 2010 and roll out operationally in January 2011. Dave stated that the roll of the street pastors is to engage with people in the night time economy and provide a caring, listening, calming influence and generally get people home safely. He added that although the scheme is run by the faith sector they are not there to preach to people but to support vulnerable people who use the nighttime economy.

The scheme was endorsed by Stuart Williams who stated that it is a good scheme, which provides a further layer of support and engagement on the street and is both a timely and dynamic resource. The Chairman thanked Dave for the presentation and added that he was very interested in feedback from the scheme with regards to their views on the Ormskirk nighttime economy.

12. DOMESTIC ABUSE REFERRALS

Louisa Armitage-Parkinson introduced this agenda item. Lou advised that at the last Safer Lancashire Board meeting on 28 May a discussion took place regarding the low level of Domestic Abuse Referrals that DV partner organisations were receiving from community safety partners, other than the constabulary. The Board recommended that all partners at each of the CSPs should aim to identify and train a named individual to act as a DV and MARAC lead person and have requested that this be discussed at each of the CSPs.

Louisa provided the Partnership with an overview of the current arrangements and training undertaken to support MARAC referrals. Louisa added that she would lead on this agenda item to ensure we have this discussion with as wide a range of partners as possible.

More information about the LDVP and contact information can be found at: <http://www.saferlancashire.co.uk/domesticViolence/partnership/>

13. DOMESTIC ABUSE WORLD CUP AWARENESS CAMPAIGN

Andrew Hill advised the Partnership that a successful campaign to raise awareness of domestic abuse had been run during the World Cup Campaign. Andrew advised that during the 2006 world cup there was a recorded 30% increase in domestic violence cases with one third being linked to alcohol.

The Local Priorities Group on behalf of the CSP had allocated £1,800 in funding towards the project, which was run by the Councils Domestic Violence Coordinator. The campaign involved the development of a range of media, which was disseminated amongst partner agencies and displayed and promoted at key locations both across the Borough and in partnership with Chorley and South Ribble. Early indications show that the campaign was successful but further evaluation of the number of DV incidents recorded during the campaign period by partners will be undertaken.

Eleanor Maddocks advised that the campaign was well received and added that Skelmersdale Football club were keen to continue to promote the message if further marketing materials could be obtained.

14. COMMUNITY SAFETY ISSUES

John Fleet raised an issue with respect to the amount of cars being sold on grass verges throughout Skelmersdale and asked the question of whether this could be linked to increase levels of ASB. The Chairman requested that Andrew Hill raise this issue with the LCC Community Safety Partnership Officer.

Mike Lock provided the CSP with an update on progress on the reoffending agenda and the implementation of Integrated Offender Management (IOM) in Southern Division.

Mike reminded partners that at the previous CSP meeting he provided a briefing in respect to two reports which covered the subject of reducing reoffending and guidance on New Duties for CSP's. The following recommendations had been supported by the CSP.

- To formulate and implement a strategy to reduce reoffending by adult and young offenders.
- To consider the implications of the new duty placed on responsible authorities to reduce reoffending.

Mike continued by stating that the Board has now been established and covers the South Lancashire area and Mike added that he is currently chairing this group. Mike added that in response to the assessment of our progress towards the implementation of IOM we are now developing an implementation plan.

Mike provided a brief overview of progress towards the development of the Southern Division Reoffending Strategy and added that the de-selection and selection criteria are currently being looked at in detail for cohorts. Mike continued by stating that cross border offending issues are also being included within the development of IOM as well as developing a robust performance framework.

Mike advised that the roles of MAPS Team are also being reviewed in relation to IOM and added that collocation across Southern Division is fairly well embedded. Mike added that they are looking at a collocated strategic team with representatives from the Police, Probation and substance misuse services. Mike continued by stating that a way forward has been agreed with the constabulary and added that this would involve mainstream resources.

15. ANY OTHER BUSINESS

Adrienne Ledson advised the Partnership that HMCS have published a national consultation paper with a focus on estates and court structures in reference to the current public sector spending reviews. Adrienne advised that there are no proposals that directly affect West Lancashire and added that the consultation period runs to the 15th September 2010. Hard copies of the consultation document can be downloaded at <http://www.justice.gov.uk/news/announcement230610a.htm> - [Google Search](#)

Eleanor Maddocks advised the Partnership that Supporting People are looking at a potential range of funding cuts and added that any support partners could offer would be appreciated. The Chairman stated that Domestic Violence remains an area of priority and added that the Partnership could lobby on behalf of the refuge if cuts are likely to reduce the effectiveness of the service. He asked that Eleanor send details of the impact of proposed cuts to Andrew Hill.

16. DATE OF NEXT MEETING

The next meeting will take place on the 13th October 2010 at 6pm in the Council Chamber, 52 Derby Street. A buffet will be available from 5.30 pm.

Integrated Transport Thematic Group Meeting

2pm Thursday 14 October 2009, Committee Room 1

Attendance

Chair: Cllr Martin Forshaw (WLBC), Martin Trengove (CVS), Tim Gornall (LCC), Peter Bradford (WLDC), Roger Bell (OPSTA), Francis Carragher (Edge Hill), Denise Knowle (for Andrew Varley, LCC)

In attendance: Chris Loader (Network Strategy Officer, GMPTE), David Jones (Head of Passenger Travel, Merseytravel), Elaine Winrow (Community Transport Co-ordinator, LCC), Cllr McKay (WLBC – observing), Alison Grimes (LSP Secretariat)

1. Apologies

Steve Coveney (CLPCT), Tony Moreton (LCC), Andrew Varley (LCC).

2. Minutes of Previous Meeting (Enclosure 1)

Page 5 – minutes recorded that LCC had submitted a bid of £430K, this should read £472K.

Other than this amendment, the minutes of the meeting of 15.07.09 were agreed as accurate.

3. Matters Arising

• Press release for 315 Service

Tim Gornall reported that the press release had gone out. LCC was grateful to Parish Councillors who had helped distribute leaflets about the service. In the last 4-week period use was at 1600 and this was nearly at the 40% funding requirement.

• Response to issues raised by the Older People's Partnership Board Responses sent as per minutes.

• Contact with Network Rail

Network Rail had looked into at sending someone but not been able to.

• Membership - Letters to Ormskirk partnership and Cllr McKay

These had been distributed as per minutes. It was decided that the Ormskirk Partnership should not need to attend meetings as they are a group in their own right.

• Connecting communities rail report

Peter Bradford, Cllr Forshaw and Roger Bell were to have discussed the Borough Council's response. PB and RB had spoken by phone. Cllr Forshaw to have discussion.

Action: discussion to happen

4. Action plan progress: review and update – Tim Gornall, Denise Knowle (Enclosure 2)

Action 1 - Increasing awareness of existing services: Denise Knowle

Focus on providing publicity concerning finding out information rather than timetables being developed or published, eg. West Lancs by Bus, Z-card. Newburgh Parish Council has agreed to act as a representative to feedback to other Parish Councils. Parish Councils sent information to put onto websites. Changes to bus timetables sent to papers for publication.

Martin Forshaw commented that it was good that the publicity was focussed on raising awareness of information sources rather than specific timetables etc.

Ian Gill raised the issue of supplying bike racks on buses – and also that WLDC had supplied one at the cost of 2-3 K in previous years and not had it returned. Tim Gornall stated that in principal bike racks would be supported, but that it was a funding issues. He would look into trying to locate the missing rack!

Action: Tim Gornall – to track the rack.

Action 2 – Improvements to Public Transport: Tim Gornall

There has been increased access to public transport especially in the Holmeswood area. This has been facilitated with the help of the Wetland Trust that has applied for RDPE funding. Rosie Cooper MP has been asked to support this application.

Bickerstaffe is another area looked at for improvement of services but there are no resources available yet. However, the daily 319 service has been introduced around the Four Lane Ends area which goes to St Helens.

There has been an extension of Arriva services into the Tanhouse area following the demise of Click.

5. Links with adjoining areas – Chris Loader, GMPTE and David Jones, Merseytravel

Chris Loader explained that West Lancs was in the middle of links to Liverpool, Manchester and Wigan. Managing passenger flows into three different areas could be difficult. Rail planning is all about long-term vision and there are processes in place to include interboundary travel. Travel has changed significantly both for leisure and work since 1968 and the current PTEs don't necessarily cater for current travel styles.

David Jones stated that Merseytravel has good performance for its services into Ormskirk. They are currently carrying out a study on the feasibility of the Burscough Curves either through opening up a direct extension of Ormskirk-Southport, or alternatively Southport-Preston. Hoping to have a draft report ready at the start of November.

There is a great deal of interest in establishing rail links into Skelmersdale, but possibility that the electrification programme may take some funding that could have been available for this.

Martin Forshaw asked if it was reasonable to hope that a Skelmersdale train link could be achieved in 15 years. David Jones said it was, but funding was the issue. Funding for it would likely come from the Regional Funding Allocation, and this was already all accounted for up until 2013.

Ian Gill commented that the Burscough and Skelmersdale proposals were important for the development of the Core Strategy. What would happen if a study showed Skelmersdale more favourable than Burscough?

DJ responded that Burscough was probably nearer than Skelmersdale – which still needed a strong business case to be made – but funding for Burscough also unavailable until at least 2013. If a report into Skelmersdale showed it to be more attractive, then this could take precedence.

Peter Bradford queried that in the Connecting Communities report a Skelmersdale 'feasibility study' was referred to – where would this originate? DJ confirmed that someone needs to drive it – the fact that it appears in print doesn't mean it will happen. Probably looking at £50K. Will take the expression of interest back to Merseytravel, as it would be their link, but an external organisation will need to push for the study. Group discussed that this needs to be WLBC and the study to cover a review of the benefits vs costs. PB asked Tim Gornall to see if LCC would be able to help at all.

Action: TG to sound out relevant LCC area with regards to Skelmersdale rail link business case development.

6. Connecting Communities Rail Report: LSP response / WLBC contact – Peter Bradford (Enclosures 3a and 3b)

Pete Bradford presented the response from the LSP that had been sent and the holding/thank you letter received.

Roger Bell commented that the feeling of a recent OPSTA meeting had been strongly in favour of the Skelmersdale link going into the centre of the town, although the most expensive option. David Jones said that the only way to determine the value of the options is to carry out the detailed study.

Ian Gill stated that there had been some work done a number of years ago by Sinclair, Knight, Merz that suggested the Skelmersdale Interchange and Kirkby link as a preferred option.

Pete Bradford queried the prospect of electrification through Wigan. David Jones confirmed that it was in the Merseytravel strategy, but financing was an issue, despite the governments electrification programme.

Action: Ian Gill to send the study to David Jones

7. Community Car scheme – Elaine Winrow

Elaine distributed a report detailing which schemes were funded by LCC. She also highlighted that the main issue was a lack of volunteers in specific areas. This seemed to be a problem peculiar to West Lancs. Twice a year there is a publicity drive for volunteers and there is a recruitment action plan with various actions for distribution of information including posters at LCC buildings, jobcentres, and use of parish councils. A big issue is that volunteers don't like the 'observed drive' precursor to signing up, although along with the vehicle check this only takes around an hour and a quarter. Even if 'failing' the drive, it would not affect driving licence.

Volunteers must be from the area that they would service, due to LCCs payment criteria of the scheme. Often getting volunteers but from the wrong location. Tarleton is especially problematic to service.

Martin Trengove offered for CVS to run the advert every other week if required.

Martin Forshaw asked to be informed of where the volunteers came from after the next publicity drive, which is not yet completed.

Action: Elaine Winrow to let Pete Bradford know.

8. Update on Phoenix Business Plan Development – Martin Trengove (Enclosure 4)

The independent research has been completed and employers broadly support the proposed scheme. Out of a small sample of 104 employees, 60% were in favour. In the draft business plan, LCC is asking for Kickstart funding for 3 years from the government. CVS believe that ideally the funding should be for five years, with the aim of breaking even in year 6. Even this may be conservative. S.106 funding will therefore be needed for years 4 and 5, and this would be requested from WLBC.

LCC are yet to hear anything on the Kickstart funding – hope to hear in “the Autumn”. If none forthcoming, then the business plan will need to be totally redone.

WLBC will not be approached for s.106 funding until after the Kickstart funding is known about and LCC has also carried out a finance review of the business plan from a bus operators point of view.

Following this, an independent financial analysis would be carried out on the plan as per the requirements of the LSP Second Homes funding agreement for the project.

The business plan is based on a social enterprise model. This means that there needs to be a volunteer board to run the operation as a business. There is plenty of community interest, but not with the required skills to undertake an Executive role. Getting volunteers to sit on the Board is proving difficult.

Action: Martin Trengove – to forward business plan to Tony Moreton for review by his team

9. Community Transport: Review of Designated Bodies for Section 19 Permits: Consultation Document – Peter Bradford

Deadline for responses was today. Agreed that it was supported in principal.

Action: Pete Bradford to respond as appropriate.

10. Smart and Integrated Ticketing Consultation – Peter Bradford (Enclosure 5)

Agreed that it needed to be brought in. Agreed that it was supported.

Action: Pete Bradford to respond as appropriate.

11. Northern Route Utilisation Strategy – Peter Bradford (Enclosure 6)

Peter Bradford outlined the holding letter from Network Rail.

Chris Loader explained various regional RUS's will be drawn into a Northern England RUS and that the final format of this is yet to be decided but is due for publication in 2012, following consultation. The Northern RUS will then be used as a strong document to go to the Department of Transport prior to the next railway financial control period being set in 2019.

12. WLBC motion for a PTE on the Lancashire boundaries – Peter Bradford (Enclosure 7)

The council motion was highlighted. Enclosure 7 a, a copy of the letters to and from LCC were tabled. Chris Loader explained that the Secretary of State was able to consider requests from Authorities to change PTE boundaries and there was no reason why a nearby authority couldn't ask to be included in an existing PTE.

13. Sustainable Communities Act Skelmersdale transport proposal – A Grimes (Enclosure 8)

Alison Grimes highlighted that the SCA proposal from the council was 'a show of support' for additional funding needed for rail and bus services in Skelmersdale.

14. Information Exchange

Ian Gill reminded the group that the WLBC Core Strategy was currently out for consultation and that comments were now due in. WLBC keen to receive comments from key organisations and prepared to defer the closing date to accommodate this where possible and with agreement.

Roger Bell highlighted the opening of the Burscough Bridge Community Café as a good place to meet and also that drop-in help will soon be available from Age Concern, CVS and Help Direct. It is a good information distribution outlet.

15. Any other business

None

16. Date and Time of next Meeting

Wednesday, 20 January 2010, 2pm (Venue: Committee Room 1, 52 Derby Street)

Integrated Transport Thematic Group Meeting

Wednesday 20th January 2010, 2pm, Committee Room 1

Attendance

Chair: Cllr Martin Forshaw (WLBC), Roger Bell (OPSTA), Martin Trengove (CVS), Denise Knowell (LCC), Tim Gornall (LCC), Steve Coveney (CLPCT), Ian Gill (WLBC), Peter Bradford (WLDC), Tina Iball (WLBC, representing Gillian Whitfield).

1. Apologies

Tony Moreton (LCC), Andrew Varley (LCC), Geoff Wilding (Southport and Ormskirk Hospital NHS Trust).

2. Minutes of Previous Meeting

Page 1 – it was decided that the Ormskirk Partnership should not need to attend meetings as they are a group in their own right.

Page 3 – publicity drive for the community car scheme not yet completed.

Other than these amendments, the minutes of the meeting of 14.10.09 were agreed as accurate.

3. Matters Arising

• Connecting Communities Rail Report

Peter Bradford reported that a response has been submitted but a reply has not been received to date. A feasibility study has been done regarding a railway station in Skelmersdale which concluded that a business case needs to be looked at. Ian Gill highlighted potential funding left over from the Investors in Business fund, which could be utilised for a demand study in partnership with Mersey Travel. A discussion ensued regarding the pros and cons of development at Burscough Curves or Skelmersdale.

• WLBC bus bike rack

Tim Gornall informed the group that considerable effort had been made to track the rack but unfortunately it has not been located.

• Skelmersdale rail link business case development.

Tim Gornall provided the group with notes provided by Richard Watts (LCC), please see accompanying document.

Roger Bell has been invited to present to the task group in relation to Burscough Curves. Cllr Forshaw stressed the importance that someone also attends to speak for Skelmersdale as this is the better option for the benefit of the borough and needs to be considered by the task group.

Action Peter Bell: To forward email details of the task group to Peter Bradford for action.

Action Gillian Whitfield: To invite Richard Watts to the next meeting.

4. Action plan progress: review and update

Please see accompanying action plan document. Completed actions have been removed from the plan and listed at the end of the document.

Action Denise Knowell – Send a copy of the Parish Council transport article to Roger Bell.

5. Update on Phoenix Business Plan Development

The funding received from the LSP has been spent on the following:

1. A study of the employers in Skelmersdale.
2. A study of the voluntary sectors in Skelmersdale.
3. Development of the business plan.

Since development of the business plan public transport does appear to have improved in Skelmersdale and has filled the void left by Click services. However, services in the early hours still need attention.

The Kick Start bid was submitted in July 2009 but still awaiting the outcome, which is expected early this year.

6. Sustainable Communities Act

Nothing to report

7. Information Exchange

Nothing to report

8. Any Other Business

Roger Bell informed the group that Mersey Travel commissioned consultants to undertake a Demand Study which is now complete, however the results report very low demand levels. This will need to be looked at should Skelmersdale rail link be progressed. Roger considers demand to be much higher than reported and requests any studies which informs where people are commuting from. Ian Gill suggested the Retail Study.

Action All: Any information to Roger Bell.

Action Ian Gill: To speak to David Jones at Mersey Rail about this matter.

The Community Rail Partnership has a Community Rail Strategy going out for consultation, proposing a new hourly service between Ormskirk and Preston. It is hoped that a better service may be introduced by the end of the year. The key aims are to maintain 2 peak hour trains followed by a train every 90 minutes. It was recommended that trains tie in with those going to Liverpool.

9. Date and Time of Next Meeting

Meeting to be scheduled in around 6 to 9 months time, although this can be brought forward if anything happens on the Phoenix Project.

West Lancashire Local Strategic Partnership
Employment, Learning & Skills (Working) Group Meeting

9th December 2009 10.00 am

West Lancashire Investment Centre

Attendance:

Greg Swift – West Lancashire Council for Voluntary Service (WLCVS) Chair for meeting

Paula Huber Economic Regeneration Manager – West Lancashire Borough Council (WLBC)

Pete Trewin Support Officer - WLBC

Ann Boocock – Lancashire Adult Learning

Gina Moran – Skelmersdale & Ormskirk College (SOC)

Philip Russell– Lancashire County Developments Ltd (LCDL)

Maureen Fazal – Exsel

Khalid Saifullah – Business Link

Phyllis Roberts – Lancashire Young Persons Service

Phil White – Job Centre Plus

1. Apologies

Councillor Adrian Owens – WLBC

Greg Mitten – WLCVS

Emma smith – Job Centre Plus

Hugh Evans – Chamber of Commerce

Jeanette Newman TWL – replacement to be decided

2. Minutes (15th October 2009)

The Minutes were agreed as a true record.

3. Actions from 15th October 2009 meeting

The following updates on action points were reported:

Fleetwood Pilot: PR reported that the pilot had been delayed until mid Jan 2010.

NHS Skills Academy: PT reported that a plan of action including both Future Jobs Fund and a pre employment programme had been agreed with a target date of April 2010. The HR director of the NHS Trust is supportive.

WLBC Local Employment Partnership (LEP) and JCP representation and continuity: PT said that a report had been taken to the Council's

Senior Management Board to take this forward (including Skills Pledge as well as LEP) and that they had decided to take it forward from the beginning of April 2010. He had passed the group's concerns to JCP.

LCC extension of apprenticeships and pre-employment training to placements in the voluntary sector: PR will take up this action point.

Item 5: Performance Reward Grant: PT to inform the LSP Executive of the priorities identified: PT reported that he had passed on the group's priorities to the LSP Executive.

Item 7: PT to monitor discussions between the NWDA & Business Link on the ERDF project: PT reported that the issue was on the agenda for the meeting of the Lancashire Worklessness Programme Board on the afternoon of 9th December 2009.

Item 9: Performance Indicators: Management & Reporting: PR of LCC to make information available for this meeting: Item 8 on agenda.

Any other Business: PT to ask Business Link to make a presentation to the group: Item 4 on agenda.

4. Business Link Presentation

4.1 Khalid Saifullah made the presentation. Business Link made major changes to its services in April 2007 with the emphasis placed on making it easier for businesses to access support. BL provides the diagnosis and then engages a broker to assist the company over a 12 month period – there are also public sector brokers. Intelligence on sectors at risk is a priority since the recession started – this has seen an increase in requests for assistance and from business start ups. Train to Gain can now be delivered in 'bite-sized' training modules. A leadership and management programme is now available.

4.2 PR said information on growth sectors would be useful for working with schools. GM asked if there would be less Train to Gain funding in future. KS said that funding should hopefully be available to meet demand over the next three years. PT agreed to send out the presentation with the minutes. PH added that WLBC are working closely with Business Link regarding data sharing and as a result, WLBC may be able to assist Lancashire Young Persons Service in providing useful information for school enterprise events.

5. Skelmersdale Vision: Connecting People to Jobs

MF reported that the West Lancs Recycling forklift truck training project had been completed in early Dec 2009. 11 people had enrolled, 1 had dropped out and 7, but possibly 9, had received a licence. PH reported that the agreement for the Community Enterprise Hub Feasibility Study had been signed and WLCVS were now underway with the project.

6. LSP Position Paper – Employment & Income: Narrowing the Gap

PT reported that the paper had been requested by the LSP Executive. The paper identified the Skelmersdale four ward hotspot of deprivation and unemployment as the area most in need in West Lancashire, and that this need had increased with the recession. The paper identified where the issue sits within the Borough's Strategic Aims and listed work planned/undertaken to tackle the issue, as well as key priorities for future funding. PH suggested that a section be added to the paper on the need for a staffing resource to ensure delivery of the actions needed to tackle the issue.

Agreed: that PH adds a section on the need for a staffing resource to ensure delivery to the paper.

7. Future Jobs Fund – Update

PT reported that the Mid Lancs FJF Working Group had agreed to further the WLCVS and Health Academy bids, having overcome issues with brokerage. We should therefore be well placed to meet the FJF target of 80 places for West Lancs up to March 2011.

8. Performance indicators: Monitoring and Reporting

PT circulated two spreadsheets provided by PR on progress with meeting NI 153 - the percentage of people on benefits in the most deprived neighbourhoods. This had increased from 12.4 in February 2008 to 14.2 in May 2009. For the worst SOA's, the figure had increased from 28.07 in February 2008 to 34.3 in May 2009. However, it should be noted that the SOA's measured had changed over that period. On the other NI's, PR said that he would identify the officer responsible at LCC and report back. On NI 117 (NEETs) PR said that the YPS works closely with JCPlus on, for example New Deal, but that there was a problem with College drop-outs..

9. Any Other Business

1. AB said that LAL are running an employability course for ex offenders aged 18+ in January 2010 and an awareness training course for carers up to March 2010. PT asked for details to send out with the minutes.
2. PR said that YPS are holding a catering event in the Concourse Information Centre on 12th January 2010. They are also holding an industry week during the second week in January 2010. Will send details to PT to send out with the minutes.

10. Next Meeting

10.00 am Wednesday 27th January 2010 at the West Lancashire Investment Centre.

Minutes of meeting of the Environment Thematic Group of West Lancashire LSP

Natural and Built Environment Sub Groups

27th November 2009

Present: Richard Small (Chair) – Liverpool John Moores University
Tina Iball – WLBC, Environment
Tim Graham – Wildlife Trust
David Hall – WLBC, Private Sector Housing
Fiona Cruchley – LCC, Environment
Gillian Whitfield - WLBC, Planning Policy
Tracey Jardine – District Partnership Officer

Apologies: Andrew Hill – WLBC, Environmental Protection
Steve Kent – WLBC, Countryside
Dominic Rigby – LCC, Countryside
Dave Dunlop – Wildlife Trust
Pat Burgess – WLBC, Waste and Recycling

	Action
<p>1. <u>Introductions and apologies</u></p> <p>RS welcomed everyone to the meeting and thanked them for attending. Tracey Jardine attended the meeting to inform the group of an LCC competition, detailed below. This agenda item was brought forward for convenience.</p>	
<p>2. <u>Minutes of the last meeting</u></p> <p>The minutes of the last meeting were agreed to be a true record.</p>	
<p>3. <u>'Give it a Go' Competition</u></p> <p>Tracey informed the group of a competition currently being run by Lancashire County Developments Ltd (LCDL) to find the most enterprising business ideas that will benefit the communities of Lancashire. Groups of 3 people or more, over the age of 14, are being encouraged to submit their bright ideas and the best one in each district will be backed with £5K to help turn that idea into a reality. The best idea county wide will then receive a further £20K to build on their success. The projects should be economically sustainable and make a difference to the lives of those who take part and the communities in which they live. Tracey requested the group promote the competition to anyone they work with who may find it of interest. Further information can be found at: www.lancashire.gov.uk/giveitago</p> <p>It was agreed Tracey will also attend our next meeting to provide the group with information on the changes taking place within the Lancashire Local.</p>	All
<p>4. <u>ETG Action Plan Progress Updates 2009-10</u></p>	

Members of the group provided updates on some of the actions which can be found in the accompanying action plan progress update.

Further details of actions discussed include:

GW provided an update on the Renewable Energy Capacity Study being undertaken to support development of the LDF. The phase 1 scoping report is now nearing completion and will identify the broad areas of potential for renewable energy, recognising wind technologies to have the greatest potential, and establish achievable targets for the LDF. The full report will be circulated to the group when available.

GW

FC informed that the TrACE model developed by the Energy Saving Trust to help Local Authorities with NI 186 contains a low carbon and renewable energy infrastructure section which may be of interest.

5. **Lancashire Climate Change Partnership (LCCP) update**

FC informed that the LCCP is developing well and moving into the delivery phase of the Lancashire Climate Change Strategy, which can be viewed [here](#). Hard copies are also available from Tina Iball.

The 'sign-up' principles/pledges for organisations involved in the Partnership have been agreed as:

- Commitment to reduce their own operational footprint
- Involvement in at least one action to deliver community/wider action
- Taking action on adaptation
- Commitment to report timely activity (and CO₂ reductions where possible) into a live 'activity database' (to feed into annual reporting of NI186 for LAA purposes)
- Each LSP is requested to prepare a local climate change action plan as its contribution to NI186, 187 & 188.

West Lancashire LSP is a member of this partnership and will shortly be asked for an update on progress towards these pledges and the LAA targets.

With regards to NI 186, immediate focus will be on the key actions taken to achieve CO₂ reductions, rather than the statistics which are 2 years out of date. This indicator requires a 12.5% reduction in CO₂ emissions per capita by 2011, against a 2005 baseline. 21,000 tonnes of which should be provided from the West Lancashire borough across the 3 year LAA period.

Enworks will hopefully be providing district breakdowns of work done with businesses and HECA returns, if available, will contribute evidence for the domestic sector.

FC to attend the next energy efficiency meeting with Groundwork and provide TI with case studies of the work being undertaken by Preston LSP.

FC/TI

6. **LAA Half Year Update**

	<p>TI informed the group that a half yearly update on progress towards the LAA targets had been submitted, copy attached for information. TI highlighted the importance of informing the group of work being undertaken so it can be reported effectively.</p>	All
7.	<p><u>Update on Energy Efficiency initiative with Groundwork</u></p> <p>DH provided the group with an update on the work being undertaken with Groundwork to bid for funding to support community projects. The contract is aiming to be economically sustainable to keep it running long term.</p> <p>TI informed the group that the workshop for rural businesses had been held on the 10th November but attendance was very disappointing. A press release/ newsletter is to be circulated to all businesses containing the information provided by the speakers.</p> <p>FC mentioned the Community Energy Saving Project (CESP) funding provided by energy suppliers. Dave Hall queried if a Lancashire wide bid had been submitted to this fund or if each authority is to apply individually. FC to investigate before the next meeting with Groundwork.</p>	TI FC
8.	<p><u>Wildlife Action Plan Update</u></p> <p>TG informed the group that he has re-drafted the WAP to compensate for the changes to national Biodiversity Action Plans and revise timescales.</p> <p>TG provided an overview of the changes made, which were supported by the group. The revised document is to be circulated to the whole group for comments.</p>	All
9.	<p><u>Any other business</u></p> <p>DH queried how the Marine Coastal Act and Government initiative regarding national coastal footpaths will affect the Ribble Estuary? Are footpaths well defined in the coastal areas of West Lancashire?</p> <p>TI asked if the group could think of any new members or representatives from organisations they feel would benefit the group? It was agreed a representative should be invited from Edge Hill university. Please forward any further ideas to TI.</p>	TG All
8.	<p><u>Date of next meeting</u></p> <p>TI to arrange electronically for around February time.</p>	TI

WEST LANCASHIRE LOCAL CHILDREN'S TRUST PARTNERSHIP

FUNDING SUB-GROUP AWAY DAY



**Children's Trusts
in Lancashire**

ACTION NOTES		PRESENT				
DATE:	29 January 2010	Angela Aspinwall-Livesey (AAL) (Chair)	✓	✓	Talha Wadee (TW) (LCC – Policy)	
		Jonathan Hewitt (JH) (LCC – School Effectiveness and Lead Officer)	✓	✓	Greg Mitten (GM) (CVS)	
TIME:	10.00 am	Grant Murdoch (GDM) (LCC – Young People's Service)	✓	✓	John Nelson (JN) (West Lancs BC)	
		Doreen Wilde (DW) (LCC – Clerk)	✓	✓	Jane Cass (JC) (NHS Public Health)	
VENUE:	St John's Children's Centre, Birch Green, Skelmersdale					
DISCUSSION ITEM		ACTION NOTES				BY
1.	Apologies for Absence	None				
2.	Trust Action Plan & Priorities (Appendix A)	<p>Angela Aspinwall-Livesey (AAL) provided feedback on a very successful Trust event yesterday with approximately 130 pupils attending from special, primary and secondary schools.</p> <p>Latest copy of Action Plan circulated. Discussion paper completed including a summary of actions by lead officers and key partners – refer Appendix A.</p>				
3.	Funding Update	Talha Wadee circulated the proposed funding update for information. This was noted and agreed for tabling at the next full Trust meeting on 4 February.				TW
4.	Project Updates <ul style="list-style-type: none"> • Asset Based Community Development Project • Infrastructure Project • Independent DV Advisor (IDVA) Project Request 	<p>Grant Murdoch (GDM) and Greg Mitton (GM) provided updates on the ongoing Asset Based Community Development and Infrastructure Projects. It was noted that we were beginning to build the community map in order to commission and fund the right services through the available funding sources. There are challenges and more work needs to be done with secondary and primary schools but it is clearly the right approach. Proposed Job Descriptions will be submitted for the Board to approve. It was considered that these projects would greatly benefit the Targeted Youth Support and Early Intervention work.</p> <p>GM outlined the project request for an Independent Domestic Violence Advisor (IDVA)</p>				GDM/ GM

DISCUSSION ITEM		ACTION NOTES	BY
5.	2010/11 Allocation Decisions and Funding paperwork	At the last Trust meeting the Board approved £86,000 for the ABC project subject to £50,000 being provided by the Commissioned Outcomes Funding (COF). It was noted that the COF bid had been unsuccessful and that the Board would now have to agree to increase the Trust funding to £136,000 to continue the full project. TW to take this forward.	TW
6.	Position Paper on Civic Participation/Influencing Decision-Making & Tackling Young People's Issues through activities	It was agreed that TW is to submit a response to the West Lancs LSP on Monday, 1 February following receipt of GDM's feedback.	TW/ GDM
7.	Proposals for a Delivery Structure to support Lancashire Children's Trusts Arrangements	Whilst there is not an issue with the administration support there is concern with regard to the amount of time required at senior officer level. Funding is also an issue and we are effectively creating another tier. It was felt that some duty to co-operate partners had not engaged in all districts and there was an unacceptable expectation to provide 3 – 4 days support of the process in addition to other commitments. It was agreed to take this to the full Trust for feedback following the deadline date change to 26 February.	
8.	Prevention Fund Small Grants Pot & SEN/LDD grant.	TW confirmed the closure date of 15 February 2010.	
9.	Any Other Business	AAL requested an update on the Common Assessment Framework (CAF). Jonathan Hewitt advised that Lancashire is committed to the CAF framework but that the procedures including the District Integrated Working Panels are under review as part of the Early Intervention Strategy. The next meeting was arranged for Monday, 26 April 2010 at 2.00 pm at St John's Children's Centre, Skelmersdale.	All

Doreen Wilde, Email: doreen.wilde@lancashire.gov.uk Telephone Number: 01772 532718 or Mob: 07771663501

WEST LANCASHIRE LOCAL CHILDREN'S TRUST PARTNERSHIP >



ACTION NOTES		PRESENT				
DATE:	Thursday, 4 February 2010	Angela Aspinwall-Livesey (AAL) (Chair)	✓	✓	Louise Sullivan (LS) (Further & Higher Education)	
		Jane Cass (JC) (NHS Public Health)	✓	✓	Amanda Claeys (NHS Parenting Forum)	
TIME:	2.00 pm	John Nelson (JN) WLBC	✓	✓	Annette Shepherd (LCC – Early Years)	
		Tracey Jardine (TJ) DPO	✓	✓	Teresa Fox (LCC – YOT)	
VENUE:	St John's Children's Centre, Flamstead, Birch Green, Skelmersdale WN8 6PF	Cerys Smye-Rumsby (CSR) (CVS)	✓	✓	Talha Wadee (TW) (LCC – Policy)	
		Richard Whittaker (RW) (NHS Provider)	✓	✓	Amy Bamber (AB) (NHS Provider)	
		Joanne Stephenson (JS) (LCC – CAF)	✓	✓	Paul Anderton (PA) (NHS CAMHS)	
		Audrey Swann (AS) (Short Stay Schools)	✓	✓	Carmel Foster (CF) (Secondary Schools)	
		Danny Walsh (LCC – Project Officer)	✓	✓	Doreen Wilde (DW) (LCC – Clerk)	
AGENDA ITEM		ACTION NOTES				BY
1	Welcome and Introductions	Angela Aspinwall-Livesey (AAL) welcomed everyone to the meeting and introduced new members				
2	Apologies for Absence	Brenda Roberts and Carole Wilson (Edge Hill University) Jonathan Hewitt (LCC Lead Officer) Colin Buckley (YOT) Greg Mitton (CVS) Dave McHale (LCC – CIS) Sue Hodgkins (Head – Rural Schools Cluster Group) Debbie Fagan (NHS) Joan Ryder (NHS)				
3	One Children's Workforce (OCW)	Danny Walsh, Project Officer for Integrated Working, was welcomed to the meeting. He explained his role of looking at integrated working under the One Children's Workforce which focussed under the Every Child Matters (ECM) framework and the clear link to the Hear by Right campaign championed by Sarah Callaghan. Members were encouraged to complete the on line questionnaire which would eventually provide a countywide and national picture. Details would be sent out at a later date to individual members on receipt of email addresses from the Clerk.				DW

AGENDA ITEM		ACTION NOTES	BY
	One Children's Workforce (OCW) (cont'd)	Members undertook a short introductory survey of 10 questions. The results to be provided at a later date for the Clerk to note the comments/queries made by members. It was agreed to set aside a future meeting of the full Trust for a more in depth workshop and follow up after completion of the on line OCW tool.	All
4.	Appointment of the Chair and Deputy Chair of West Lancashire LCTP	The nominations received for Chair and Deputy Chair for 2010 were presented. Members approved the appointment of Angela Aspinwall-Livesey as Chair and John Nelson as Deputy Chair accordingly.	
5.	Note of Previous Meeting held 26 November 2009 – Accuracy	Approved as a correct record.	
6.	Note of Previous meeting – Matters Arising	Jane Cass (JC) circulated feedback from the Question Time event and a briefing paper on the development of community based sexual health services in Central Lancashire, advising that further consultation and engagement with young people was planned for early 2010. Questions or comments were welcomed.	All
7.	Strengthening Children's Trusts		
	<ul style="list-style-type: none"> Update on Membership (Updated copy to be circulated at the meeting) 	<p>It was agreed that the Clerk would circulate the profile on Jayne Wood with a view to the Trust confirming her appointment as part of the Voluntary, Community and Faith Sector representation at the next meeting. The Clerk is to also follow up non-attendance of several members and seek a nomination from the Southport and Formby District General Hospital on receipt of details from Richard Whittaker (RW) who put forward the request.</p> <p>There was discussion on ways of getting to know the work of each member and the best approach was considered to be by way of short presentations from each membership group at future meetings.</p>	DW All
	<ul style="list-style-type: none"> Governor Representation 	The Clerk to submit an invitation to the next Governor Chairs Forum for a representative to join the Trust.	DW

AGENDA ITEM		ACTION NOTES	BY
8.	Delivery Structure to Support Lancashire Children's Trust Arrangements	<p>There was discussion on the best way to respond to this key change for the Trusts. It was noted: -</p> <ul style="list-style-type: none"> • Deadline for responses extended to 26 February 2010. • John Nelson (JN) is responding separately as an Officer with West Lancs Borough Council. • We all have our day jobs to do and having a dedicated support may help us focus on key priorities. • Welcome dedicated posts for Children's Trusts but a real problem with the resources. • Lancashire County Council is the Children's Authority and responsibility doesn't transfer. Councils and PCT have a duty to co-operate and have been asked to contribute. • There is a danger that changing the present format will take away and dilute some of the responsibilities and actions. • Cannot take the responsibility away from the County Council. • One model doesn't fit all so may be difficult to come up with one model • Good idea to have a dedicated officer for each Trust but if they go off sick and the Trust loses support that would be horrendous. Strength is around the support. <p>It was agreed to put a small group together to prepare a response by the 26th. Angela Aspinwall-Livesey, Jane Cass, Carmel Foster and Amy Bamber offered their services and other members were asked to provide any comments before 12 February.</p>	AAL/JC/ CF/AM
9.	Better Outcomes for Children & Young People in West Lancs <ul style="list-style-type: none"> • Feedback from the West Lancs District Event held Thursday, 28 January 	<p>AAL provided a brief summary of the very successful second District Event and highlighted in particular the cyber-bullying item that had been well received, relaxed and encouraging. It is planned to hold another event later this year and then one each term on a different theme. There is a need to look at different ways of engaging young offenders and look outside of Skelmersdale next time so that schools in rural areas don't feel forgotten.</p>	

AGENDA ITEM		ACTION NOTES	BY
10.	<ul style="list-style-type: none"> Feedback from Away Day of Executive/Funding Sub Group held Friday, 29 January Funding Report WL LCTP Action Plan 	<p>Details of the Away Day were outlined. Action Notes to be made available on line. The West Lancashire 2009/10 LCTP Action Plan had been deferred until the next full Trust meeting on 4 March to allow input/updates from Lead Officers. Preparations for the 2010/11 Action Plan have started. The next meeting of the Executive Group was arranged for 2.00 pm on Monday, 26 April 2010 at St John's Children's Centre.</p> <p>Talha Wadee circulated his report and made reference to the change to the ABC funding bid following the unsuccessful bid for Commissioned Outcomes Funding (COF) and in the absence of Greg Mitten this issue was deferred until the next meeting. The Clerk is to re-circulate TW's email regarding expressions of interest for the Prevention Fund Small Grant and the SEN/LDD Grant by 14 February.</p> <p>This item was deferred to the next meeting.</p>	DW
11.	Provision for the Young LGBT Community In West Lancashire	In the absence of Greg Mitten this item was deferred to the next meeting.	
12.	Are We There Yet? – Self Assessment Feedback Report	This report was noted for information and comments.	
13.	Consultation on new Statutory Children's Trust Guidance - Update	This report was noted.	
14.	Future Events <ul style="list-style-type: none"> Young People's Participation in the Childhood Obesity Agenda 	JC is to make further enquiries about this event and feedback to the Clerk for circulation.	JC/DW
15.	Update on the Targeted Youth Support (TYS) And Common Assessment Framework District Integrated Working Panels (CAF DIWP)	Joanne Stephenson (JS) provided an update advising that the funding for the 3 CAF Support Workers finishes later this year. There is a need to ensure clear pathways on how to interface with other agencies, who starts the CAF and to resolve a lot of misunderstanding	

AGENDA ITEM			
	Update on the Targeted Youth Support (TYS) And Common Assessment Framework District Integrated Working Panels (CAF DIWP) (cont'd)	<p>It was considered essential that CAF is embedded in the induction and included as part of the Early Intervention Strategy. AAL confirmed that Lancashire is committed to the CAF framework but that the procedures including the District Integrated Working Panels are under review as part of the Early Intervention Strategy.</p> <p>The following members were put forward for the consultative group to work with Jonathan Hewitt and Dave McHale: -</p> <p>Amy Bamber Audrey Swann Carmel Foster Louise Sullivan Colin Buckley.</p> <p>Representation from West Lancs Borough Council and Child and Adolescent Mental Health Service (CAMHS) to follow.</p>	JH/DM/ DW
16.	Lancashire Children's Trust Commissioning Strategy 2009-2010	Noted for information.	DW
17.	Lancashire Constabulary Children & Young People Strategy 2009-2012 Safer School Partnerships	This information to feed into the WL LCTP Action Plan under the 'stay safe' theme.	
18.	Any Other Business	<p>It was agreed to start the process of understanding each other by arranging a short presentation at future meetings as follows: -</p> <ul style="list-style-type: none"> • 4 March: Tracey Jardine (TJ) Lancashire County Council Snapshot • 6 May: Richard Whittaker (RW) Presentation on NHS Services (Commissioner and Provider) • 8 July: Carmel Foster/Audrey Swann: Head Teachers 	TJ RW CF/AS
19.	Future Meetings	<p>Thursday, 4 March 2010 – Venue confirmed as St John's Children's Centre</p> <p>Thursday, 6 May 2010 – Venue to be changed to Hillside Community Primary</p> <p>Thursday, 8 July 2010 – Venue to be changed to Our Lady Queen of Peace</p> <p>To consider holding meetings in rural West Lancashire after July 2010.</p>	DW/All

WEST LANCASHIRE LOCAL CHILDREN'S TRUST PARTNERSHIP >



ACTION NOTES		PRESENT				
DATE:	Thursday, 4 March 2010	John Nelson (JN) WLBC	✓	✓	Louise Sullivan (LS) (Further & Higher Education)	
		Jane Cass (JC) (NHS Public Health)	✓	✓	Grant Murdoch (GDM) (YPS)	
TIME:	2.00 pm	Lawrence Smye-Rumsby (LSR) (Rural Schools)	✓	✓	Mel Ormesher (MO) (LCC – Office of the Chief Executive)	
		Tracey Jardine (TJ) DPO	✓	✓	County Councillor Carolyn Evans (CE) (LCC)	
VENUE:	St John's Children's Centre, Flamstead, Birch Green, Skelmersdale WN8 6PF	Cerys Smye-Rumsby (CSR) (CVS)	✓	✓	Talha Wadee (TW) (LCC – Policy)	
		Richard Whittaker (RW) (NHS Provider)	✓	✓	Amy Bamber (AB) (NHS Provider)	
		Jonathan Hewitt (JH) (LCC – Lead)	✓	✓	Paul Anderton (PA) (NHS CAMHS)	
		Audrey Swann (AS) (Short Stay Schools)	✓	✓	Carmel Foster (CF) (Secondary Schools)	
		Nick Joseph (NJ) (Special Schools)	✓	✓	Annette Shepherd (LCC – Early Years)	
				✓	Doreen Wilde (DW) (LCC – Clerk)	
AGENDA ITEM		ACTION NOTES				BY
1.	Welcome and Introductions	John Nelson (JN), Deputy Chair, welcomed everyone to the meeting and introductions were made.				
2.	Apologies for Absence	Angela Aspinwall-Livsey (Chair – Schools) Greg Mitton (CVS) Sue Hodgkins (Head – Rural Schools Cluster Group) Amanda Claeys (NHS Parenting Forum) Joanne Stephenson (LCC – CAF) Rachel Walker – Lancashire Fire & Rescue				
3.	Notes of Meeting held 4 February 2010 – Accuracy	The notes of the last meeting were agreed as a correct record.				
4.	Notes of Meeting Held 4 February 2010 – Matters Arising	The following items not on the Agenda were noted: -				
	Item 3 – One Children's Workforce (OCW)	Noted the analysis of results by question and recorded comments made at the last meeting. To make arrangements to set aside a future meeting of the full Trust for a more in depth workshop and follow up after completion of the on line OCW tool.				AAL

AGENDA ITEM	ACTION NOTES	BY
Item 8 – Delivery Structure to Support Lancashire Children's Trust Arrangement	Noted the response submitted on behalf of the LCTP on 26 February 2010. West Lancashire Borough Council had submitted a separate response. Future support arrangements will follow in due course.	
Item 10 – Funding Report	Talha Wadee advised that 25 applications for funding had been received and a Funding Sub Group with delegated authority from the Board had been arranged for Monday, 22 March 2010. Funding outcomes would be presented at the next full Trust meeting on 6 May 2010.	Funding Sub Group
5.	Strengthening Children's Trusts	
<ul style="list-style-type: none"> Update on Membership (copy to be circulated at the meeting) 	The Clerk was reminded to merge the role of CAMHS with other NHS members. Jonathan Hewitt (JH) to take back to strategic leads the issue of membership for children's services. It was noted that only one response had been received as yet from members who had not attended for some time. It was agreed that Community Safety Partnership representation by Mel Ormisher should continue.	JH/DW
<ul style="list-style-type: none"> West Lancs Young People Elections Update 	Grant Murdoch (GDM) provided details of the young people elections held last month on 17 February. There had been involvement of all secondary schools and community centres for young people and it had been greatly enjoyed by all involved.	
<ul style="list-style-type: none"> Nomination of Jayne Wood as representative for the Community Sector 	Cerys Smye-Rumsby (CSR) outlined details of the Talk To Me Focus Group chaired by Jayne Wood. The nomination as representative for the Community Sector was approved and the Clerk to write accordingly and invite Jayne to the next meeting.	DW
<ul style="list-style-type: none"> Community Safety Partnership/LCTP Joint Working Actions 	Mel Ormisher (MO) welcomed the opportunity to work closer with the Trust to avoid duplication, identify gaps and look at best value as well as identifying shared priorities and potential for collaborative working and streamlining services through the Action Plan. JH outlined the role of Neil Scanlan who had been tasked to prepare a paper on the Early Intervention Prevention Strategy and endorsed CSP as a key player, acknowledging that there is a lot of duplication targeting the same people.	

AGENDA ITEM		ACTION NOTES	BY
	Strengthening Children's Trusts (cont'd)	<p>There is to be a new focus around family rather than just a child issue with a set of minimum standards so early intervention arrangements and family issues will be tied in together. There is also a massive focus on alcohol abuse at the moment both nationally and regionally.</p> <p>There followed discussion and it was considered important to: -</p> <ul style="list-style-type: none"> • Be clear on timescales - with five priorities identified there may not be enough time. • Agree common themes and priorities for collaborative action (e.g. joint working on alcohol, early intervention, safeguarding, as well as health and employment issues). • To look at priorities, eg extension of the Neighbourhood Management Scheme, Early Intervention Strategy or match funding a large centre for young people. 	
6.	Lancashire Children's Trust Partnership Briefing Paper	<p>The Trust is now a statutory body and a new plan is to be in place by 2011. View taken centrally just to have a refresh of the existing plan instead of a detailed look at the priorities. Talha Wadee (TW) is to focus on good practice from previous years but the key thing to respond to is "Are we there yet?" At the Away Day need to highlight one change focus on progress and impact, ensure that our local plan is right, fits the locality and local children are gaining.</p>	
7.	Lancashire County Council Officers – A Snapshot	<p>Tracey Jardine (TJ) on behalf of the County Council circulated a paper giving brief outlines of job profiles to provide partners with a better understanding of who we are, what we do and our relevance to the Children's Trust. County Councillor Evans explained her role as Chair of the NEET Task Group and Grant Murdoch (GDM) provided an outline of the three strands of the Young People's Service provided both locally and countywide.</p>	
8.	Better Outcomes for Children and Young People In West Lancashire <ul style="list-style-type: none"> • WL LCTP Action Plans for 2009/10 and 2010/11 	<p>It was agreed that the 2009/10 Action Plan would be finalised on 26 April and signed off at the 6 May full Trust meeting. There are currently some real anomalies and needs to lead in to something accountable with a local flavour following agreed key principles that are used as a driver for the ways we work. Accessibility is one of our principles and one real issue is engaging with families.</p>	

AGENDA ITEM		ACTION NOTES	BY
	Better Outcomes for Children and Young People In West Lancashire (cont'd)	JH raised a concern that young boys are not attaining in Skelmersdale and boys in particular were the lowest attainers in the County. It was noted that boys already felt a sense of failure and there was discussion on how young people's needs should be met locally and how they should be at the heart of things on how processes happen in schools. The 2010/11 Action Plan priorities including local issues would be prepared for presentation and agreement at the May meeting. It was noted that there is to be a limit on agenda items for the 6 May meeting to allow time to finalise both plans.	Funding Sub Group
	<ul style="list-style-type: none"> Local Area Agreement 6 Month Review 	Trust members are invited to submit comments by 14 April to Talha Wadee (TW). The clerk to re-circulate the pro-forma provided which focuses on: - <ul style="list-style-type: none"> How well are the theme's outcomes and improvements being delivered? What are the prospects for the future? Good news/case studies 	DW/TW All
9.	Future Events <ul style="list-style-type: none"> Early Intervention Strategy Workshop – 5 March 2010 Regional Workshop on Safeguarding – 11 March 2010 Development of a Children and Young People's Road Safety Strategy – May 2010 	Noted. Those attending were asked to feedback at the next meeting. Noted. Trust members were requested to apply direct for a place if required due to the late notice of the event. There are five places available to the LCTP for the event to be held on 20 May at Leyland House. County Councillor Carolyn Evans and Mel Ormisher were put forward. A nomination from health is to follow.	
10.	Provision for the Young LGBT Community In West Lancashire	GDM advised that the service had been approached by young people about the lack of provision for lesbian, gay, bisexual and transsexuals. Some areas have specialised groups and it was queried whether there was a gap in provision. There followed discussion and it was felt that further investigation and research should be undertaken to establish if there is a need. It was agreed to look at commissioning this work through the funding group to check existing services and highlight any gaps in service. A quality impact assessment to be prepared and reported back to the Trust by GDM.	Funding Sub Group GDM

AGENDA ITEM		ACTION NOTES	BY
11.	<p>Disadvantaged Subsidy Standards Fund</p> <p>Transforming Lives</p>	<p>Members were asked to note both documents and the good practice examples of special schools using extended services and their right of access to funding and support in order to close the gap and meet the needs of vulnerable people. There was discussion on how the Trust might support the implementation of the Extended Services Disadvantage Subsidy: -</p> <ul style="list-style-type: none"> • We need to give early warning to services that may be needed and put together the funding in the same way schools put together support for targeted young people. • Help schools provide support through the Trust by working in clusters, talking about and making people aware of activities available. • Ensure that every person in care is entitled to their personal education plan and that there is one to one support for disabled children. • Must not create barriers and isolation. • Let people know and kept informed through our action plan. 	BY
12.	<p>Update on the Targeted Youth Support (TYS) and Common Assessment Framework District Integrated Working Panels (CAF DIWP)</p>	<p>GDM advised that the TYS process was now established but there was still a long way to go with relatively few service requests being received from schools. £17,000 had been provided to support TYS. It was noted that no cases are taken without a CAF.</p> <p>It was agreed that the Clerk would write to Dave McHale as lead officer on CAF with details of those members who would like to be involved in the District Integrated Working Panels.</p>	DW
13.	<p>Any Other Business</p>	<ul style="list-style-type: none"> • 6 May: Richard Whittaker (RW) Presentation on NHS Services (Commissioner and Provider). • 8 July: Carmel Foster/Audrey Swann: Head Teachers 	<p>RW</p> <p>CF/AS</p>
14.	<p>Future Meetings</p>	<p>Thursday, 6 May 2010 – Venue confirmed as Hillside Community Primary</p> <p>Thursday, 8 July 2010 – Venue changed to Tarleton High School. Clerk to update meeting schedule and confirm arrangements.</p>	DW

**WEST LANCASHIRE LOCAL CHILDREN'S TRUST PARTNERSHIP >
ACTION PLANS 2009/10 & 2010/11**



ACTION NOTES		PRESENT			
DATE:	Monday, 26 April 2010	John Nelson (JN) WLBC	✓	✓	Angela Aspinwall-Livesey (AAL) Chair
		Greg Mitten (CVS)	✓	✓	Grant Murdoch (GDM) (YPS)
TIME:	2.00 pm	Jonathan Hewitt (JH) (LCC – Lead)	✓	✓	Doreen Wilde (DW) (LCC – Clerk)
VENUE:	St John's Children's Centre, Flamstead, Birch Green, Skelmersdale WN8 6PF				
DISCUSSION ITEM		ACTION NOTES			BY
1.	Apologies for Absence	Jane Cass (JC) (NHS Public Health) Talha Wadee (TW) (LCC – Policy)			
2.	West Lancashire LCTP Delivery Structure	John Nelson provided an update on the position of West Lancashire Borough Council in relation to the provision of support services for the Trust following a meeting with Geoff Hiscox of the Directorate for Children and Young People. It was noted that John is to be included on a countywide governance group to develop and devolve a suitable delivery support structure but that accountability stays with Lancashire County Council. With this joint arrangement West Lancashire Borough Council would recommend that the Trust engages with the process once revisions are made and areas of concern regarding information sharing and retaining a uniformed approach resolved.			
3.	West Lancashire LCTP Action Plans & Priorities	Copies of the most up to date Action Plan for 2009/10 circulated and the following comments and decisions noted: - <ul style="list-style-type: none"> • NI 50 and 110: Jonathan Hewitt (JH) to look at district and ward data on baseline key headlines from the Pupil Attitude Questionnaire and Tellus Survey. Grant Murdoch (GDM) to prepare a progress report in relation to YPS. To liaise with Jane Cass (JC) • JH to speak to Susan Cooke about involving Mark Foster in the July meeting to provide information on positive activities for inclusion on the Action Plan and contribute to the Go4it web site with details of current activities. 			JH/GDM/ JC JH

DISCUSSION ITEM	ACTION NOTES	BY
	<ul style="list-style-type: none"> • Greg Mitten (GM) made reference to the close links with Health and Wellbeing Thematic Group in particular relating to the LGBT funding bid. GDM confirmed that a request for funding is to be made through the Children's Trust for an action and research project to move this forward. • It was considered important to tighten up the specific funding areas and identify the key issues and opportunities of core endeavours before the next full Trust meeting. It was noted that Heads and teachers recognise those that don't participate and need to be engaged. • JC to be contacted regarding progress reports in relation NI 55. • JH to request a progress report from Wendy Hemsworth on NI 112. • GDM to refresh NI 117 and provide a progress report. • The Clerk to request a progress report relating to local data if available from Julie Guest on LI – Improving Oral Health in Children. • There was discussion on how to pass down the commissioning element of the plans to operational groups and provide a positive joined up approach to the 3rd sector. An evaluation of outcomes is required and all data available needs to be analysed so that gaps can be targeted and priorities and leads agreed before the full Trust meeting rearranged for the 10 June 2010. • It is the responsibility of the Children's Trust to give direction, encourage engagement and provide a road map to all services. • A list of activities and strategies is required around key areas with a set of protocols that providers are expected to adhere to and measure themselves against. • Need to have a clear understanding of the Trust to nurture and support the adoption of clear and defined protocols. • Talha Wadee (TW) to be asked to follow up successful projects funded by the Trust over 2008, 09, 10 and 11. <p>Actions to be completed by Tuesday, 11 May 2010.</p>	<p>BY</p> <p>JC JH GDM</p> <p>DW</p> <p>TW</p>

DISCUSSION ITEM		ACTION NOTES	BY
4.	Targeted Support Service	GM circulated a paper and outlined the proposed pilot project plan for the Targeted Support Service (TSS) recently commissioned by the Children's Trust. With an officer being provided by GDM's YPS Team it was a marrying together of statutory and voluntary sector. There was discussion and it was considered important to demonstrate links with the Common Assessment Framework (CAF) and the Targeted Youth Support Operational Group assessment process. It was noted that the Early Intervention Strategy is not known as yet but will impact on this service as will the Schools Funding Revenue in 2012 The Clerk agreed to clarify with TW the decision of the Board on 4 March regarding approval of additional funding for the project.	DW
5.	Any Other Business	It was agreed to move the meeting of the full Trust to Thursday, 10 June 2010 at 2.00 pm at Hillside Community Primary School, Skelmersdale. The Clerk to make arrangements and circulate the revised date accordingly.	DW
6.	Date of Next Sub Group Meeting	Tuesday, 11 May 2010 at 2.00 pm at Hillside Community Primary School, Skelmersdale.	All

WEST LANCASHIRE LOCAL CHILDREN'S TRUST PARTNERSHIP > FUNDING AND ACTION PLAN SUB GROUP



ACTION NOTES		PRESENT			
DATE:	Thursday, 11 May 2010	John Nelson (JN) WLBC	✓	✓	Angela Aspinwall-Livesey (AAL) Chair
		Greg Mitten (CVS)	✓	✓	Grant Murdoch (GDM) (YPS)
TIME:	2.00 pm	Talha Wadee (TW) (LCC – Policy)	✓	✓	Doreen Wilde (DW) (LCC – Clerk)
		Jane Cass (JC) (NHS Public Health)	✓		
VENUE:	Hillside Community Primary School, Egerton, Skelmersdale				
DISCUSSION ITEM		ACTION NOTES			BY
1.	Apologies for Absence	Jonathan Hewitt (JH) (LCC – Lead)			
2.	Funding	<p>The Action Plan meeting discussed a number of options for the allocation of residual funding for which the Trust has responsibility. These options include:</p> <ul style="list-style-type: none"> The WL LCTP has previously discussed the need to develop a framework to support Lesbian, Gay, Bisexual and Transgender (LGBT) young people in the district as a result of concerns that there is limited provision for them and gaps in services locally. It was agreed that an initial allocation of £7000 should be made to a partnership project looking at the issues through a scoping exercise which would seek to liaise with young people from the LGBT community in West Lancashire, their experience of growing up in the area and how their needs are currently being met. The project will document needs and gaps and also identify models of practice/service delivery which can be implemented to secure service improvements. There is residual funding of £8243 from 2010/11 under the SEN/LDD grant stream which needs to be allocated asap in order to prevent claw back but once allocated can be used until March 2011. It was agreed that the funding should be allocated to SHARES which will liaise with local special schools to provide a menu of activities over the summer holidays targeted at SEN/LDD CYP. 			

DISCUSSION ITEM		ACTION NOTES	BY
	Funding (cont'd)	<ul style="list-style-type: none"> It was agreed that the above two recommendations should be confirmed by the full Trust at its meeting on the 10 June 2010 and that a final breakdown of funding for 2010/11 be provided for consideration by members of the Trust. It was also agreed that a synopsis of the key outcomes, including case studies, if available, be presented to the WL LSP at a future meeting in order to share with a wider audience the impact of funded projects on the lives and better outcomes of CYP in West Lancashire. 	TW/DW Funding and Action Plan Sub Group
3.	West Lancashire LCTP Action Plans & Priorities	It was agreed to extend the deadline for the outstanding information as detailed in the notes of 26 April until week commencing 24 May to enable the Clerk to update the 2009/10 Action Plan before circulation of the agenda for the full Trust meeting on 10 June. It was agreed that the 2010/11 Action Plan priorities would be discussed at the next Funding and Action Plan Sub Group meeting.	
4.	Any Other Business	None	
5.	Date of Next Sub Group Meeting	Monday, 7 June 2010 at 2.00 pm at Hillside Community Primary School, Skelmersdale.	All

**WEST LANCASHIRE LOCAL CHILDREN'S TRUST PARTNERSHIP >
FUNDING AND ACTION PLAN SUB GROUP**



ACTION NOTES		PRESENT				
DATE:	Monday, 7 June 2010	John Nelson (JN) WLBC	✓	✓	Angela Aspinwall-Livesey (AAL) Chair	
		Greg Mitten (CVS)	✓	✓	Grant Murdoch (GDM) (YPS)	
TIME:	2.00 pm	Jane Cass (JC) (NHS Public Health)	✓	✓	Doreen Wilde (DW) (LCC – Clerk)	
VENUE:	Hillside Community Primary School, Egerton, Skelmersdale					
DISCUSSION ITEM		ACTION NOTES				BY
1.	Apologies for Absence	Jonathan Hewitt (JH) (LCC – Lead) Talha Wadee (TW) (LCC – Policy)				
2.	Funding	<p>The draft Funding Report was presented on Talha Wadee's (TW) behalf and the following amendments and additions agreed for the Clerk to take back to TW for inclusion in the final report for Thursday's full Trust meeting: -</p> <ul style="list-style-type: none"> • Change the breakdown of £7,000 for LGBT to £5,500 for Action and Research and £1,500 for positive activities support. Grant Murdoch (GDM) of YPS to lead with John Miller of the PCT to be appointed as project manager. Greg Mitten (GM) of CVS to go out for advert to commission the work on behalf of the Trust as a consulting body by the end of June. • Additions: Positive Activities 11 – 25 year group <ul style="list-style-type: none"> £4,500 to support in partnership with PAYP and CDRP funds (applied – meeting tomorrow) a football open air event at Coronation Park, a themed disco event and a talent competition. Steve Davies Snooker Course £2,500. £1,250 contribution for Glenburn to support a summer football activity this year only (proviso that activity will continue in future years but without further funding). • GDM to bring details of the Positive Activities for Young People (PAYP) bids to Thursday's meeting. 				

DISCUSSION ITEM	ACTION NOTES	BY	
3.	West Lancashire LCTP Action Plans & Priorities	Jane Cass (JC) confirmed that she had submitted her contribution to the 2009/10 Action Plan. GDM to provide his updates by the end of the week. It was agreed that in light of the proposed changes to the format of the 2010/11 Action Plan the decision about priorities would be made at the next meeting of the Funding and Action Plan Sub Group.	DW All
4.	Any Other Business <ul style="list-style-type: none"> • LCTP Delivery Structure • LCTP Agenda -10 June 2010 • Update on Skelmersdale and Ormskirk College. • Templates 	<p>John Nelson advised that the West Lancashire Borough Council following clarification on funding and accountability had agreed to sign up to the new structure. There is to be a refocus on the way the County Trust Board and Trust Partnerships work, looking at governance and defining the role of executive groups and the wider partnerships.</p> <p>The Clerk was requested to amend and add items to Thursday's agenda and re-circulate. The next meeting scheduled for 8 July would be used by the Funding and Action Plan Sub Group with the 9 September 2010 being the next meeting for the full Trust partnership when it is anticipated the proposed changes will be ready for consultation.</p> <p>GDM outlined an exciting proposal for a new building for the YPS, 3rd sector and possibly health to work together to provide an integrated service to young people seeking the endorsement and support of the LCTP in developing this centre in the heart of the new Skelmersdale and Ormskirk college.</p> <p>The Clerk agreed to provide templates of every form used to request funding and present feedback information.</p>	DW DW
5.	Date of Next Sub Group Meeting	Monday, 8 July 2010 at 2.00 pm at St John's Children's Centre, Flamstead, Birch Green, Skelmersdale.	All



ARTICLE NO: 1C

**CORPORATE OVERVIEW
& SCRUTINY COMMITTEE:**

MEMBERS UPDATE 2010/11

Article of: Executive Manager Community Services

Issue: 2

Contact for further information: Mike Tasker (Ext 5242)

Email: michael.tasker@westlancs.gov.uk

SUBJECT: FOOD SAFETY SERVICE PLAN 2010-2011

1.0 PURPOSE OF THE ARTICLE

- 1.1 To provide Members with information about the Food Safety Service Plan for 2010-2011, (attached as Appendix 1).

2.0 BACKGROUND

- 2.1 The Food Standards Agency (FSA) is an independent food safety watchdog set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food.
- 2.2 The FSA provides information and advice to the public and Government on food safety issues from farm to fork, nutrition and diet. It also protects consumers through effective food enforcement and monitoring.
- 2.3 Food safety enforcement work is primarily the responsibility of Local Authorities and this Council works to fulfil these duties and protect the health of residents and the wider community by ensuring that all commercial production of food in the Borough is carried out safely and is fit for human consumption.
- 2.4 The Food Standards Agency has, as one of its key roles, responsibility for setting and monitoring standards and auditing Local Authorities' enforcement activities in order to ensure this activity is effective and undertaken on a consistent basis.

- 2.5 Food Safety Service Plans are seen by the FSA as an important part of the process to ensure local authorities address national priorities and standards and deliver them locally. It sees the Food Safety Service Plans will also:
- Focus debate on key delivery issues;
 - Provide an essential link with financial planning;
 - Set objectives for the future and identify major issues that cross service boundaries; and
 - Provide a means of managing performance and making performance comparisons.
- 2.6 In their guidance, the FSA has requested such plans have a common format. This enables it to assess local authorities' delivery of service but also enables local authorities to analyse and compare their performance with each other. Service Plans are also seen by the FSA as an expression of a local authority's own commitment to the development of the food service.
- 2.7 Past Food Safety Service Plans have been submitted to Cabinet and agreed by Members each year. Last year, however, it was agreed that the approval of future Food Safety Service Plans would be delegated to the Executive Manager Community Services in consultation with the Portfolio Holder for Community Services and Health. Also that the Food Safety Service Plan would be circulated to Members as part of a Members' Update.

3.0 CURRENT POSITION

- 3.1 The Food Safety Service Plan for 2009/2010, as agreed by Members last year, has been implemented. Performance against that Service Plan has now been reviewed and the conclusions of the review are contained in the draft Service Plan for 2010/11.
- 3.2 The Service achieved 94% of all food premises inspections that were due in 2009/10. This compared with a Performance Target of 94% which was reduced due to the reduction of a 0.5 FTE in the Environmental Health Officer staffing within the Service from 1st October 2009. Prior to this, the Service had achieved its target of 100% of inspections due in the six previous years.
- 3.3 The Food Safety Service Plan for 2010/2011 has been developed and is attached to this report as an Appendix and consists of the following details:

Section 1	-	Service Aims and objectives
Section 2	-	Background
Section 3	-	Service Delivery
Section 4	-	Resources

Section 5 - Quality Assessment

Section 6 - Review

- 3.4 The Food Safety Service Plan provides a detailed view of the work of the Food Safety Service. It shows how the Service's aims and objectives are linked into the Council's corporate priorities and values. It details the services provided and used, along with the demands that are made on the Service.
- 3.5 A full breakdown is then provided of the proposed Premises Inspection and Intervention Programme for 2010/2011, the Food Sampling Programme and the proposed responses to a range of requests for service.
- 3.6 As well as reviewing performance for 2009/2010, the Service Plan also details proposed areas for improvement and changes for 2010/2011.
- 3.7 In view of the reduction in staffing within the Service from 1st October 2009 and its effect over 2010-2011, the Performance Target for 2010-2011 is for 90% of food premises inspections due to be completed.
- 3.8 In order to provide local transparency and accountability, in addition to the Food Safety Service Plan being submitted to Members, copies will also be sent to the Consultant in Health Protection for the West Lancashire area, to the HPA Food, Water & Environmental Microbiology Network (Preston laboratory) and to the Lancashire County Analyst.
- 3.9 A copy of the Service Plan will again be put onto the Council's Web-site for public information and with an opportunity for comments to be made on the content of the Service Plan. Existing Customer Surveys involving the Food Safety Service will again continue and give members of the public a further opportunity to comment on the work of the Service.

4.0 ISSUES

- 4.1 The FSA 'Framework Agreement on Local Authority Food Law Enforcement' specifies the arrangement to be put in place and operated by a local authority for the enforcement of food hygiene legislation.
- 4.2 One of the requirements of the Framework Agreement document is that a local authority shall draw up, document and implement a service delivery plan in accordance with the FSA guidance. There is also a requirement that the service delivery plan is submitted for appropriate Member approval.
- 4.3 By submitting the Food Safety Service Plan to Members it fulfils the requirements of the FSA Framework Agreement.

5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

5.1 The Food Safety Service Plan provides an expression of the Council's commitment to the development of the food safety service. This Service contributes significantly towards improving the health of the local communities within West Lancashire.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

6.1 The costs associated with production of the Food Safety Service Plan have been met from existing budgets.

6.2 The Plan describes what work will be carried out by the Service. The costs of this work will be met from existing budgets.

7.0 RISK ASSESSMENT

7.1 The Food Safety Service Plan describes the financial and resource implications for the Food Safety Service, which will be met from existing budgets. If adequate staffing resources were not available, the Council may not be able to deliver an effective food safety service as required by the FSA.

Background Documents

The following background documents (as defined in Section 100D (5) of the Local Government Act 1972) have been relied on to a material extent in preparing this Report.

Date	Document
12.03.2001	Food Standards Agency 'Framework Agreement on Local Authority Food Law Enforcement'
June 2008	Food Standards Agency "Food Law" Code of Practice
March 2006	Food Standards Agency "Food Law" "Guidance"
	The Council's Corporate Performance Plan for 2010-2011
	Food Safety Service – Food Sampling Policy
	Food Safety Service – Food Sampling Programme for 2010/11
	The West Lancashire Profile

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Appendices

Appendix 1 – Annual Food Safety Service Plan 2010-11

**ANNUAL
FOOD SAFETY
SERVICE PLAN**

2010/2011

WEST LANCASHIRE BOROUGH COUNCIL

Community Services

FOOD SAFETY SERVICE PLAN 2010-2011

1 Service aims and objectives

- 1.0 Service aims and objectives
- 1.2 Links to Corporate objectives

2 Background

- 2.1 Profile of the local authority
- 2.2 Organisational structure
- 2.3 Scope of the Food Service
- 2.4 Demands on the Food Service
- 2.5 Service delivery
- 2.6 Enforcement Policy

3 Service delivery

- 3.1 Food premises inspections and interventions
- 3.2 Food complaints
- 3.3 Home authority principle
- 3.4 Advice to businesses
- 3.5 Food sampling and inspection
- 3.6 Food safety incidents
- 3.7 Control and investigation of outbreaks and incidents of food related infectious disease
- 3.8 Liaison with other organisations
- 3.9 Food safety promotion
- 3.10 Food safety training for officers

3.11 Imported Food Controls

4 Resources

4.1 Financial allocation

4.2 Staffing allocation

4.3 Staff development plan

5 Quality

5.1 Quality assessment

6 Review

6.1 Review against The Service Plan 2009/2010

6.2 Identification of any variations from the Service Plan 2009/2010

6.3 Areas for improvement (2010/2011)

COMMUNITY SERVICES

FOOD SAFETY SERVICE PLAN 2010/2011

1 Service Aims and Objectives 1.0 Service Aims and Objectives	<p>The aim of the Food Service is to protect the health of residents and the wider community by ensuring that all commercial production of food in the Borough is carried out safely and is fit for human consumption.</p> <p>In order to achieve these aims the service will:</p> <ul style="list-style-type: none">• Ensure that it acts in accordance with the relevant Food Standards Agency Code of Practice and other official guidance.• Encourage businesses to comply with the law by offering advice.• Apply the principle of continuous improvement by comparing and measuring its performance and rectifying any shortcomings.• Responding to local need and ensuring the service is accessible to everyone.
	<ul style="list-style-type: none">• Ensure that the delivery of the Service is undertaken in a manner so as not to be discriminatory towards equality target groups and accessible to all who request or receive the Service.
1.2 Links to Corporate Objectives	<p>The Food Safety Service Plan (formerly produced in a much abbreviated form) is produced annually by the Executive Manager Community Services and the Commercial Safety Manager. Performance reviews are undertaken on a quarterly basis and related performance indicators are reported for scrutiny to the elected members of Cabinet. The results of the annual performance review are also reported to both Cabinet and Overview & Scrutiny Committee.</p> <p>The Council has a number of key corporate priorities and values. The work detailed in the Service Plan specifically contributes to two of these priorities & values by delivering cost-effective services that delight the Customer and are accessible to all and by ensuring local services offer the best possible value.</p> <p>The service works closely with a number of other agencies and organisations eg. Food Standards</p>

	Agency, LACORS (Local Authorities Coordinators of Regulatory Services), LBRO (Local Better Regulation Office), Cumbria & Lancashire Health Protection Agency, NHS Central Lancashire, HPA Food, Water & Environmental Microbiology Network (Preston laboratory) and other local authorities to ensure a comprehensive and consistent approach to food law enforcement.
2.0 BACKGROUND	
2.1 Profile of the Local Authority	<p>West Lancashire is located in the South West corner of Lancashire in the North West of England. It has a population of 108,378 and covers an area of 34,688 hectares. The area is characterised by a mainly flat intensively farmed agricultural landscape, which rises to the east to form low hills. The area is mainly rural, with the main exceptions being the former New Town of Skelmersdale and the market town of Ormskirk.</p> <p>In 2008, 13% of enterprises in West Lancashire were involved in the agricultural sector with a similar percentage involved in the retail/wholesale sector.</p> <p>Property and business services account for 28% of enterprises in the area, with a further 6% of businesses involved in hotels and catering services.</p> <p>Public administration, education and health accounted for approximately 10% of the organisations in West Lancashire.</p> <p>Over recent years, West Lancashire recorded an employment growth rate that was above the County and National averages.</p> <p>The majority of manufacturing is located in Skelmersdale, where there is a large industrial estate</p>
2.2 Organisational Structure	<p>The organisational structure of the Community Services Division is shown in Appendix 1.</p> <p>Food law enforcement duties are undertaken by the Commercial Safety Section, who deal with both food safety and health and safety enforcement matters.</p> <p>Administrative support is provided by members of a general Administration Team.</p> <p>The Health Promotion Unit also assists in a range of promotional and educational roles in respect of food safety matters.</p>

	<p>The service uses a range of Specialist Services including:</p> <ul style="list-style-type: none"> • Food Analytical Services <ul style="list-style-type: none"> - Lancashire County Council Public Analyst, plus specialist service providers as necessary. • Food Examiner <ul style="list-style-type: none"> - HPA Food, Water & Environmental Microbiology Network (Preston laboratory).
	<ul style="list-style-type: none"> • Cumbria & Lancashire Health Protection Agency <ul style="list-style-type: none"> - Consultant in Health Protection • NHS Central Lancashire <ul style="list-style-type: none"> - Director of Public Health <p>The Council is operating under a political structure involving an executive style Cabinet and a series of Overview & Scrutiny and Review Committees.</p>
<p>2.3 Scope of the Food Service</p>	<p>In respect of food safety matters the Commercial Safety Section is responsible for providing the following services:</p> <ul style="list-style-type: none"> • Maintenance of the food premises register • Programmed and reactive inspection of all food premises • Investigation of food complaints and complaints relating to unsatisfactory premises/practices • Advisory visits and provision of information • Food sampling for survey and monitoring purposes • Investigation and control of infectious disease cases and outbreaks relating to food • Responding to food alerts from the Food Standards Agency • Maintaining an ISO9001:2008 Quality System relating to food safety matters • Promotion of food safety through education and promotional events • Notification to the Food Standards Agency of any serious local food problem • Inspection of food premises for hygiene and safety • Input to various licensing services on food safety matters • Issue of Health Certificates • Monitoring of Shellfish beds

	<ul style="list-style-type: none"> • Approval of product specific premises. • Operating imported food controls 																		
2.4 Demands on the Food Service	<p>There are in total 836 registered food premises in the Borough. A breakdown of the premises types and their risk rating category is provided in Section 3.1</p> <p>The Borough has a cross-section of food businesses which include primary producers, manufacturers, retail and catering premises. Most of these premises are small to medium enterprise businesses. Caterers and retail form the major part of these premises.</p>																		
	<p>These businesses can be divided into the following classifications:</p> <table> <tr> <td>Producers</td> <td>20</td> </tr> <tr> <td>Slaughterhouses (seasonal)</td> <td>2</td> </tr> <tr> <td>Manufacturers/Processors</td> <td>21</td> </tr> <tr> <td>Packers</td> <td>13</td> </tr> <tr> <td>Importers/Exporters</td> <td>1</td> </tr> <tr> <td>Distributors/Transporters</td> <td>18</td> </tr> <tr> <td>Retailers</td> <td>174</td> </tr> <tr> <td>Restaurants/Caterers</td> <td>577</td> </tr> <tr> <td>Materials & articles/ manufacturers & suppliers</td> <td>10</td> </tr> </table> <p>Of these, 6 are approved under product specific regulations.</p> <p>The Borough has a diversity of premises with product specific approval needed under EC Regulation 853/200. These relate to:</p> <ul style="list-style-type: none"> • Fishery Products (3 premises) • Meat Products (2 Premises) • Dairy Product (1 Premises) <p>The Authority has adopted a street trading consent scheme for mobile retail and catering vehicles. This places additional demands on the service with 37 vehicles requiring compliance inspections per year on average.</p>	Producers	20	Slaughterhouses (seasonal)	2	Manufacturers/Processors	21	Packers	13	Importers/Exporters	1	Distributors/Transporters	18	Retailers	174	Restaurants/Caterers	577	Materials & articles/ manufacturers & suppliers	10
Producers	20																		
Slaughterhouses (seasonal)	2																		
Manufacturers/Processors	21																		
Packers	13																		
Importers/Exporters	1																		
Distributors/Transporters	18																		
Retailers	174																		
Restaurants/Caterers	577																		
Materials & articles/ manufacturers & suppliers	10																		
2.5 Service Delivery	<p>Commercial Safety Section Community Services West Lancashire Borough Council</p>																		

	<p>Robert Hodge Centre Stanley Way Skelmersdale Lancashire WN8 8EE</p> <p>Telephone: 01695 577177 (switchboard) 01695 585235/585242 (direct)</p> <p>Fax: 01695 585126</p> <p>Opening Hours: 08.45 – 17.00 (Monday-Thursday) 08.45 – 16.45 (Friday)</p> <p>Out of Hours: Emergency Service is available by contacting 01695 577177</p>
	<p>The out of hours emergency service is available 24 hours 7 days a week. An appropriate officer of the Environmental Health Service can be contacted through this number in an emergency eg. food poisoning outbreak.</p>
<p>2.6 Enforcement Policy</p>	<p>A Corporate Enforcement Policy was agreed by the Council in October 2009. The aim of this Policy is to promote consistency across the Council and it provides the principles of the Council's approaches to enforcement.</p> <p>The Community Services Division's Enforcement Policy, also agreed by the Council in October 2009, is positioned below the Corporate Policy and contains more specific interpretation in relation to legislation, approaches, etc.</p> <p>The Policies include aspects of the Food Standards Agency Service Plan requirement.</p>
<p>3.0 SERVICE DELIVERY</p>	
<p>3.1 Food Premises Inspections & Interventions</p>	
<p>3.1.1</p>	<p>It is West Lancashire Borough Council's Policy to carry out programmed inspections and interventions of premises in accordance with:</p> <p>(a) the minimum inspection frequencies and requirements detailed in the Food Standards Agency</p>

	Food Law Code of Practice (June 2008)		
	(b) the Council's Enforcement Policy		
3.1.2	The proposed Inspection and Intervention Programme for 2010/2011 is as follows:		
Premises Risk Category	No of Premises as at 1.4.10	No of Programmed inspections & interventions due (1.4.10- 31.3.11)	Estimated Number of Revisits
A	5	10	3
B	116	97	10
C	389	214	22
D	114	64	7
E	167	69	7
F	4	4	1
Total	795	458	50
Non-rated	41	-	-
3.1.3	The revised Code of Practice, published June 2008, introduces the term "broadly compliant". This term originates from NPI 184 and is based on the specific risk ratings given for compliance using the new statutory code of practice. It shows how well a food business operator is complying with food safety standards at the time of the inspection. The Code of Practice also allows authorities some limited flexibility in dealing with businesses' compliance with food safety legislation, so as to try to achieve an improvement in the number of businesses who are "broadly compliant".		
3.1.4	Revisits are undertaken if a further visit is needed to assess compliance with an enforcement notice or if contraventions found during an inspection are of such a risk that enforcement action may be required before the next programmed inspection.		
3.1.5	The qualifications, experience and training of staff is sufficient to ensure that the Authority has the expertise to ensure competent inspection of the premises and processes in our area.		
3.2 Food Complaints	<p>Food complaints are investigated in line with procedures laid down in the Quality System. Action is determined by the nature of the complaint and the potential threat posed to public health.</p> <p>Complaints about food hygiene practices or the condition of a food premises are also actioned according to the potential to cause harm. Follow up action may be immediate or delayed to the next programmed inspection provided the time period is not excessive.</p>		

	<p>On average the section receives 25 food complaints per year and 60 complaints about food premises.</p> <p>The length of time taken to resolve a complaint can vary considerably.</p> <p>It is the policy of West Lancashire Borough Council to give a first response within 3 working days to all food premises complaints/service requests.</p>
<p>3.3 Home Authority Principle</p>	<p>West Lancashire Borough Council subscribes to the current Local Authorities Co-ordinators of Regulatory Services (LACORS) Home Authority Principle (HAP). The authority has not been approached by, nor is aware of, any local company who wish to enter into a formal agreement within the remit of the HAP.</p>
	<p>West Lancashire Borough Council, however, does take on the role of “Originating” authority for several businesses that operate on a regional and/or national basis and gives advice on food safety matters.</p> <p>Much of the input from the service is generated by requests for service from other enforcement authorities.</p> <p>It is anticipated in the annual work programme that 4 originating authority referrals will be made and 4 received per year.</p>
<p>3.4 Primary Authority Scheme</p>	<p>On 6 April 2009, under the Regulatory Enforcement and Sanctions Act 2008, the Primary Authority Scheme (PAS) came into force to ensure a consistent approach between local authorities and companies having a number of outlets throughout the country.</p> <p>The operation of the PAS will be the statutory responsibility of the Local Better Regulation Office (LBRO) whose role will be to register partnerships, issue guidance and resolve disputes. The scheme enables companies the right to form a statutory partnership with a single local authority. That authority then provides robust and reliable advice for other councils to take account of when carrying out inspections or dealing with non-compliance.</p> <p>Councils are now required to contact the Primary Authority for a company covered by the scheme before taking enforcement action.</p> <p>The scheme is in its very early stages and will be monitored closely.</p>

	<p>The service intends to comply with the new requirements of the Regulatory and Enforcement Sanctions Act 2008 by referring information to other regulators and the Local Better Regulation Office (LBRO), where there is a wider regulatory interest.</p>
<p>3.5 Advice to Businesses</p>	<p>West Lancashire Borough Council is committed to providing advice to any business within its Borough or to members of the public.</p> <p>It is anticipated in the work programme that on average 50 requests will be dealt with verbally and 30 requests will result in a visit and written response. The response time required by performance indicators is 10 days.</p> <p>The enforcement policy has been published on the Council's website and all recipients of letters and notices relating to food safety issues are advised of this.</p>
<p>3.5 Food Sampling and Inspection</p>	<p>West Lancashire Borough Council's policy is to sample food and drink supplied, produced and sold within the district, in accordance with a planned sampling programme to assess its safety and quality and where necessary, in response to food complaints/investigations. Further details can be found in the Council's Food Sampling Policy for 2010/2011.</p> <p>The Council will participate in Lancashire-wide, national and European sampling programmes. Further details can be found in the Council's Food Sampling Programme for 2010/2011.</p> <p>Samples are analysed by the HPA Food, Water & Environmental Microbiology Network (Preston laboratory) (Microbiological) and the Public Analyst Laboratory in Preston (chemical and content).</p> <p>West Lancashire Borough Council participates in the radioactivity monitoring in Lancashire (RADMIL) sampling scheme which surveys radioactive contamination of food grown in Lancashire. Samples are analysed at Lancashire County Council's Public Analyst Laboratory in Preston and at Lancaster University.</p>
	<p>West Lancashire Borough Council has cockle & mussel production beds in the Ribble to the North of the district. Routine microbiological and algal toxin samples are taken and monitored through the Centre for Environment and Aquamarine Culture and Science (CEFAS).</p>

	<p>There are a small number of private water supplies monitored by West Lancashire Borough Council, which are sampled and water complaints are investigated.</p> <p>The Council is working to ensure it complies with the new Private Water Supplies Regulations 2009, which came into force on 1 January 2010.</p>
3.6 Food Safety Incidents	<p>It is the policy of West Lancashire Borough Council to comply with the Food Standards Agency Code of Practice in relation to the handling of food alerts. Procedures are documented as part of our ISO 9001:2008 quality system.</p> <p>The number of notifications have increased since the commencement of the Food Standards Agency. It is estimated that the Service will respond to approximately 70 alerts per year.</p>
3.7 Control & Investigation Of Outbreak & Incidents Of Food Related Infectious Disease	<p>This work will be undertaken through contact between Environmental Health Officers, Consultants in Health Protection, Director of Public Health and Control of Infection Teams.</p> <p>Investigation procedures & outbreak control will be undertaken in line with agreed written procedures & documentation.</p>
3.8 Liaison With Other Organisations	<p>Liaison arrangements exist with a number of organisations to ensure a consistent approach to enforcement action. Such arrangements include liaison with the following organisations:</p> <ul style="list-style-type: none"> • LACORS • Environmental Health Lancashire (EHL) • Lancashire Food Officers Group • Cumbria & Lancashire Health Protection Agency • HPA Food, Water & Environmental Microbiology Network (Preston laboratory) • Lancashire County Analyst • NHS Central Lancashire • United Utilities Plc • Lancashire County Council Trading Standards <p>The Service intends to refer information to other regulators where there is a wider regulatory interest.</p>
3.9 Food Safety Promotion	<p>The service recognises the importance of food safety promotional work and as a result undertakes the following activities:</p> <ul style="list-style-type: none"> • Food Safety Week
	<ul style="list-style-type: none"> • CIEH Level 2 Award in Food Safety in Catering

	<p>Courses</p> <ul style="list-style-type: none"> • CIEH Level 2 Award in Healthier Food and Special Diets Courses • Specific Seminars/Initiatives as appropriate • Promotion of the FSA's Safer Food Better Business Scheme <p>Such work is undertaken in conjunction with the Authority's Health Promotion Unit.</p>
3.10 Food Safety Training For Officers	<p>Staff development is primarily assessed through the Employee Development Appraisal Interview undertaken annually.</p> <p>The Authority also participates in the Environmental Health Lancashire (EHL) Food Safety Annual Training Programme.</p> <p>The qualifications, experience and training of staff is sufficient to ensure that the Authority has the expertise to ensure competent inspection of the premises and processes in our area.</p>
3.11 Imported Food Controls	<p>The Food Safety Service will undertake work necessary for the enforcement of the legislation relating to imported foods, through the following:</p> <ul style="list-style-type: none"> • Food Safety Act 1990 • European Communities Act 1972 • The General Food Regulations 2004 • The Official Feed & Food Controls (England) Regulations 2006 (as amended) • Products of Animal Origin (Third Country Imports) (England) Regulations 2006 (as amended) • Products of Animal Origin (Import & Export) Regulations 1996 as amended • EU Regulation 882/2004, 178/2002 & 852/2004 • Contaminants in Food (England) Regulations 2007 • The organic products (Imports from Third countries) Regulations 2003 • The Food Hygiene (England) Regulations 2006 (as amended) <p>Documented procedures are in place for the enforcement of the legislation relating to imported Products of Animal Origin (POAO) and imported Food Not of Animal Origin (FNOA).</p>
4.0 RESOURCES	
4.1 Financial	The Food Safety Service financial costs are contained

<p>Allocation</p>	<p>within the main "Health Services" budget.</p> <p>The total cost of the Food Safety Service is £190,521 which comprises of the following:</p> <p>Staff & associated costs - £140,080 Equipment, materials, sampling Specialist fees etc. - £13,300 Health Management/Administration - £37,141</p>																						
<p>4.2 Staffing Allocation</p>	<p>Staff resources for food safety matters are provided from the Commercial Safety Section which consists of:</p> <ul style="list-style-type: none"> • Commercial Safety Manager (1FTE) • 4 Senior Environmental Health Officers (2.5 FTE) • 3 Environmental Health Assistants (1½ FTE) • 1 Health & Safety Officer (1FTE) <p>The Commercial Safety Section is responsible for food safety, health and safety, infectious disease control and some public health matters.</p> <p>The resources allocated from the Commercial Safety Section solely for food safety matters equate to 3.30 FTE. This is comprised of the following: Commercial Safety Manager (0.5 FTE) Senior Environmental Health Officers (1.75 FTE) Environmental Health Assistants (1.05 FTE)</p> <p>The staffing of the Commercial Safety Section was reduced by 0.5 FTE, with effect from 01-10-09 due to organisational downsizing. This has reduced the level of service available for the key areas of work which are detailed below.</p> <p>The staffing allocation to key areas of the Food Safety Service is now as follows:</p> <p>STAFFING ALLOCATION - FOOD SAFETY SERVICE 3.30 FTE 710 Officer Days</p> <table border="1" data-bbox="555 1749 1415 2056"> <thead> <tr> <th></th> <th>Approx %</th> <th>Approx FTE</th> <th>Approx Officer Days</th> </tr> </thead> <tbody> <tr> <td>Food Hygiene Inspections</td> <td>63</td> <td>2.0695</td> <td>445</td> </tr> <tr> <td>Food complaints</td> <td>7</td> <td>0.219</td> <td>47</td> </tr> <tr> <td>Advice</td> <td>3</td> <td>0.1095</td> <td>23.5</td> </tr> <tr> <td>Sampling</td> <td>6</td> <td>0.1825</td> <td>39</td> </tr> </tbody> </table>				Approx %	Approx FTE	Approx Officer Days	Food Hygiene Inspections	63	2.0695	445	Food complaints	7	0.219	47	Advice	3	0.1095	23.5	Sampling	6	0.1825	39
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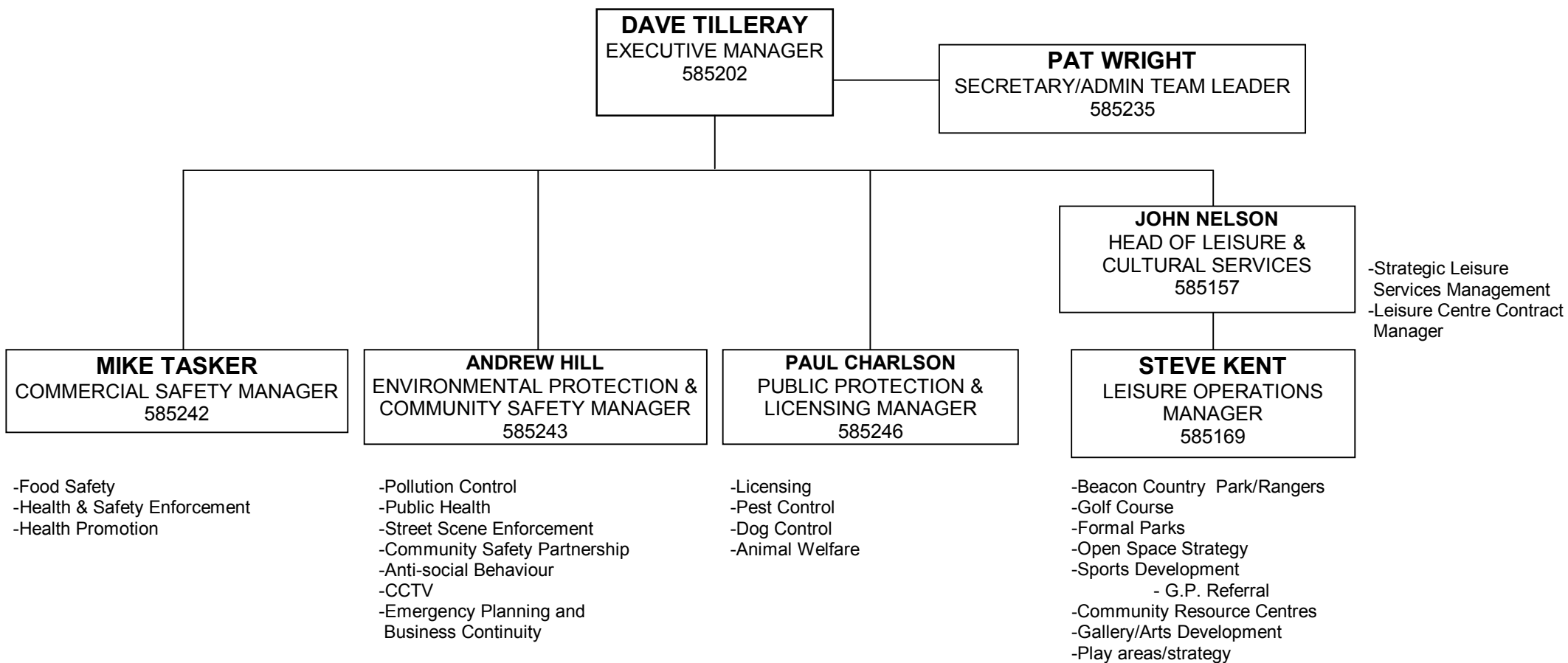
	Food poisoning investigations	6	0.1825	39
	Food Alerts	3	0.1095	23.5
	Liaison with other organisations	4	0.146	31.5
	Food safety promotion	2	0.073	16
	Officer training	1	0.0365	8
	Imported Food	1	0.0365	8
	Food safety management inc Safer Food Better Business	4	0.1355	29
	TOTAL	100	3.30	710
4.3	Staff Development Plan	<p>The Authority, in accordance with the Food Standards Agency Food Law Code of Practice (published June 2008) is committed to providing each member of the Food Safety Service with a minimum of 10 hours ongoing/updating training each year.</p> <p>Records of training needs and competency levels are kept as part of the Environmental Health Services Quality System.</p>		
		Attendance on appropriate training courses is undertaken and is complemented by in-house training on specific developments during meetings or workshops.		
5.0	QUALITY			
5.1	Quality Assessment	<p>It is our policy to undertake all functions of the Food Safety Service in accordance with the procedures laid down in the Environmental Health Services Quality System.</p> <p>The Service is accredited to the ISO 9001:2008 Standard as part of an overall Quality System to cover Environmental Health Services.</p> <p>External audits by ISOQAR are undertaken at 6 months intervals. Internal audits are undertaken annually within Environmental Health Services.</p> <p>Requirements of the Quality System include verification of work, identification of non-conformances and the carrying out of customer satisfaction surveys.</p> <p>The Authority is an active member of the Environmental Health Lancashire (EHL) Food Officers Group (FOG) for the Lancashire area and is committed to developing FOG's liaison, training, peer review, inter-authority auditing, benchmarking and consistency processes.</p> <p>Through FOG, the Authority participates in inter-authority</p>		

	auditing of the Food Safety Services in Lancashire against the Standard laid down by the Food Standards Agency.
6.0 REVIEW	
6.1 Review Against The Service Plan 2009/2010	<p>Performance was monitored in the following way:</p> <ul style="list-style-type: none"> • Monthly performance figures for the Food Safety Premises Inspection Programme • Submission of performance figures against target figures to members on a quarterly basis • Performance was subject to Audit Commission scrutiny and data provided to the Food Standards Agency on an annual basis • Performance was reviewed at Team Meetings and at the half-yearly Food Quality System Management Reviews. • Percentage of food premises inspections that should have been carried out and were carried out for all categories premises - 2009/2010 Performance Target 94% Achievement 94%
	<ul style="list-style-type: none"> • Percentage success in responding to food safety service requests within 3 working days. 2010/2011 Performance Target 95% Achievement 90% <p>The Environmental Health Services Quality Management System was formally accredited to the new ISO 9001:2008 Standard in May 2009. The Environmental Health Services Quality Management System now covers food safety, health & safety enforcement, health promotion, environmental protection, pest control, dog control, animal welfare and street scene services.</p> <p>The Environmental Health Services Quality Management System was audited twice during 2009-2010, including a major triennial audit. The Quality System was found to be working satisfactorily and the accreditation to the new ISO 9001:2008 Standard was achieved.</p> <p>Accreditation to this Standard is internationally recognised as showing commitment to quality, customers and a willingness to work towards improving efficiency.</p>

	<p>Policies, procedures and standards relating to complaints about a third party, requests for service, statutory notifications and referrals to other regulators (on information received where there is wider regulatory interest) are monitored and reported on, and any variations are addressed within this Service Plan.</p>
<p>6.2 Identification Of Any Variations From Service Plan 2009/2010</p>	<p>Some staff absences occurred during 2009-2010 due to long-term sickness.</p> <p>Additional intervention visits to premises were required during 2009-2010, to undertake verifications following 'Safer Food Better Business' mentoring which took place following a successful bid by the Authority to the Food Standards Agency.</p> <p>During the year, officers were again involved in work to further develop, maintain and extend the Environmental Health Services Quality Management System, which incorporates the Food Safety Service.</p>
<p>6.3 Areas For Improvement (2010/2011)</p>	<ul style="list-style-type: none"> • The target inspection rate for 2010/2011 is 90%. This target is in line with the stepped improvement targets over the last few years leading up to 100% in recent years, but reduced due to the reduction in staffing following the organisational downsizing in October 2009. • The target response rate to food safety requests within 3 working days is 95% for 2010/2011.
	<ul style="list-style-type: none"> • To further develop and implement the new M3 computer software system used for the recording, programming and monitoring of the Food Safety Database of Premises and the Food Safety Premises Inspection Programme. • To implement the new Food Standards Agency (FSA) Local Authority Enforcement Monitoring System (LAEMS). This is a computerised system introduced by the FSA for Local Authorities to provide the FSA with details of their enforcement activities. • To develop a methodology for addressing key issues at those premises which do not achieve the level of being 'broadly compliant' so that that this level of compliance can be achieved. Thereby, increasing the percentage of food businesses which are 'broadly compliant'.

- Maintain and develop the food safety part of the Environmental Health Services ISO 9001:2008 Quality Assurance Accreditation.
- To produce at least one Commercial Safety Newsletter for businesses, which will include sections on important food safety issues.
- Further develop and implement, in partnership with the Lancashire County Council Trading Standards Service, the Recipe 4 Health Award Scheme.
- To develop a 'Scores on the Doors' scoring system for food businesses in the area, in line with a national FSA 'Scores on the Doors' scheme.
- To continue to promote the FSA's "Safer Food Better Business" Food Safety Management System – so as to help businesses sell and produce safe food and comply with new legal requirements.

ORGANISATIONAL CHART FOR THE COMMUNITY SERVICES DIVISION (AS AT 05.07.10)





ARTICLE NO:1D

**CORPORATE OVERVIEW
& SCRUTINY COMMITTEE:**

MEMBERS UPDATE 2010/11

Article of: Executive Manager Community Services

Issue: 2

Contact for further information: Mike Tasker (Ext 5242)

Email: (michael.tasker@westlancs.gov.uk)

SUBJECT: HEALTH PROMOTION ANNUAL REPORT 2009-10

1.0 PURPOSE OF THE ARTICLE

- 1.1 To provide Members with information about the work of the Health Promotion Service between 1 April 2009 and 31 March 2010, as detailed in the Health Promotion Annual Report, (attached as Appendix 1).

2.0 BACKGROUND

- 2.1 The Health Promotion Service has again produced an Annual report, which details the main work and the initiatives undertaken by the Service during 2009/2010.
- 2.2 The aim of the Health Promotion Service is, by working with a range of partners, to educate, promote and improve the health and wellbeing of local people and in doing so contribute significantly towards the Council's corporate priorities and values. The Annual Report is seen as an effective means of showing how the Service works towards achieving this aim and of making more people aware of the wide range of work the service is able to offer and provide.

3.0 CURRENT POSITION

- 3.1 The Health Promotion Annual Report for 2009/10 has now been produced by the Service and a copy is attached to this article as Appendix 1.

- 3.2 The Annual Report outlines the main work undertaken by the Service and what has been so successfully achieved. It provides details of the wide range of initiatives and campaigns, which have been undertaken by the Service between 1 April 2009 and 31 March 2010. There has been a huge demand from schools for both healthy eating talks and for hand washing workshops. This has involved approximately 100 visits to schools in our area, during which the children have participated with great enthusiasm.
- 3.3 Feedback from these talks and workshops, along with that from the other activities detailed in the Annual Report, has once again been very positive.
- 3.4 The Health Eating Talks were provided to local schools' Key Stage 1 classes, who were able to learn about healthy eating in a fun and interesting way. Each talk involved the use of interesting visual aids, poems, a lively discussion and a physical activity game.
- 3.5 Hand Washing Workshops were held in the Key Stage 2 classes of local primary schools. The purpose of the workshop was to teach children how to wash their hands properly and the importance of correct hand washing in the prevention and control of infectious diseases. This was particularly topical during 2009-2010 in view of the national media attention on Swine Flu and E.Coli 0157 issues.
- 3.6 Some other examples of work undertaken by the Service are provided below.
- 3.7 A Commercial Safety Newsletter was again distributed to all businesses in the West Lancashire area, providing them with a valuable update on key current matters relating to health promotion, food safety and health and safety.
- 3.8 National Food Safety Week 2009 focussed upon people over the age of 60 and the need for the correct storage and handling of food in the home. The reason for focussing on this group was because there has been an increase in the UK generally of cases of Listeria among the over 60's. Listeria is the main cause of food poisoning deaths in England and Wales.
- 3.9 A series of Chartered Institute of Environmental Health (CIEH) training courses on Food Safety in Catering were organised and delivered to businesses. These courses were well received by businesses and catering workers and increased awareness of Regulations and hygiene requirements in food businesses.
- 3.10 The Health Promotion & Education Officer has worked with other colleagues in the Commercial Safety Section to increase the number of local businesses achieving the new Recipe 4 Health Award. The Council has worked in partnership with Lancashire County Council Trading Standards, through the Recipe 4 Health Award Scheme, to encourage local businesses to take a responsible approach to protecting the health of their customers and to looking after the environment.
- 3.11 During 2009-2010 the Health Promotion Service has been in demand and has provided valuable training sessions and workshops on these topical and important health issues for approximately 3000 people in West Lancashire.

- 3.12 The Service has continued to work with other Divisions/Services of the Council, NHS Central Lancashire, the West Lancashire Local Strategic Partnership, the community, the voluntary and statutory section to raise the profile of health issues.

4.0 ISSUES

- 4.1 By submitting the Health Promotion Annual Report to Members, it is hoped to provide local transparency and accountability, as well as increasing awareness of the type of work undertaken by the Service and the benefits for the Community.

5.0 PROPOSALS

- 5.1 The Health Promotion Annual Report for 2009/10 is being submitted to Members to provide information on the recent work of the Health Promotion Service.
- 5.2 Copies of the Annual Report will be distributed to a variety of local partnership organisations including the NHS Central Lancashire, the West Lancashire Local Strategic Partnership, Lancashire County Council, the Health Protection Agency, local employers and voluntary sector organisations.
- 5.3 A full colour version of the report has been placed in the Members Library.
- 5.4 A copy of the Annual Report will also be put onto the Council's Web-Site for public information and will provide an opportunity for comments to be made on the work of the service. The Annual Report itself also encourages a feedback opportunity to anyone who is interested in working in partnership in developing a particular project with the Health Promotion Service or in receiving a talk on a specific issue.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 6.1 The Council's Health Promotion Service contributes significantly towards improving the health of the local communities within West Lancashire.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 The costs associated with the work of the service outlined in the Annual Report and with the production of the Annual Report have been met from existing budgets.

8.0 RISK ASSESSMENT

- 8.1 The Health Promotion Annual Report describes the work undertaken by the Service in the previous twelve-month period. If adequate resources were not

available, the Council may not be able to deliver such a varied and effective Health Promotion Service. The Food Standards Agency, the Health & Safety Executive and the Department of Health continue to increasingly see the promotion of health improvement as a fundamentally important part of food safety and health & safety interventions by local authorities.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Article.

Appendices

1. West Lancashire Borough Council Health Promotion Report 2009/10



HEALTH PROMOTION SERVICE

ANNUAL REPORT

2009 /2010

WEST LANCASHIRE BOROUGH COUNCIL

HEALTH PROMOTION SERVICE ANNUAL REPORT FOR THE YEAR 2009/ 2010

This is the eighth Annual Health Promotion Report produced by West Lancashire Borough Council and incorporates examples of work that the Health Promotion Service has been engaged in over the last year. The key initiatives of work undertaken by the Health Promotion Officer and/ or her colleagues in the Commercial Safety Team have included issues about food safety, personal hygiene, healthy eating and accident prevention.

The aim of the Health Promotion Service is to promote and improve the health and wellbeing of the people of West Lancashire through the provision of education, training, resources, workshops etc and supporting both local and national priorities and campaigns for health improvement within the borough.

The work of the Health Promotion Service generally consists of the following:

- Working in partnership with a range of individuals, groups or organisations from the public, private and voluntary sector to promote and improve health.
- To initiate, co-ordinate, manage or support health promotion activities throughout West Lancashire.
- Promote the provision of a diverse range of training opportunities to local businesses.
- Providing support to organisations and practitioners who have a health promoting role.
- To produce resources to aid health promotion in different settings.
- To raise awareness and increase knowledge of various national and local health issues and campaigns in order to maximise their impact.

Hand Washing Initiative

During 2009 Environmental Health Officers visited open farms in West Lancashire to ensure that they were following current guidelines and were doing everything reasonably practicable to control the risk of visitors and staff contracting Escherichia coli 0157.

E.coli 0157 is a bacterium that lives in the gut of animals, including cattle, sheep, deer and goats. E.coli 0157 illness can occur when germs from animals are transferred to the mouth for example when food is eaten with unwashed, contaminated hands. The risk of being infected with E.coli 0157 can be reduced by good personal hygiene.

In October 2009 Officers from the Council's Commercial Safety Team were involved in a health promotion initiative at Farmer Ted's Tourist site. As part of the hand washing campaign officers provided an eye catching display and spoke to visitors about the importance of washing their hands, especially after being in contact with animals. Visitors had the opportunity to use the hand inspection cabinet which very visually showed whether they had washed their hands properly. Attractive information packs on farm safety were provided to visitors including stickers, other goodies and the leaflet 'Farm visits and E. coli 0157 Advice for the public'.

Over 200 people visited and / or participated in the hand washing activity. Positive feedback was received about the hand washing initiative which was described as an interesting and fun way to engage children in the importance of personal hygiene. Parents/ guardians also appreciated the resources provided at the event.

As part of its work programme, the Council is continuing to offer all open farms in West Lancashire the opportunity to hold a hand washing event in 2010.

The hand washing event was highly publicised by the media creating more awareness of what people can do to avoid infection from animals when visiting farms.



From left of photo: Pamela Williams, Senior Environmental Health Officer. Councillor Andrew Fowler, Portfolio Holder for Community Services and Health with employees of Farmer Ted and Proprietor of Farmer Ted's Mr Mark Edwards.

West Lancashire Occupational Health and Safety Group

An equally important part of the work of the Commercial Safety Team relates to health education and promotion through the provision of advice and support to businesses.

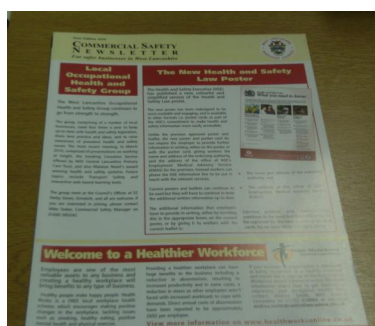
During 2009 West Lancashire Borough Council's Commercial Safety Team Health and Safety Officer set up a new Occupational Health and Safety Group in partnership with a collective of local businesses. The aim of the group is to help employees protect the health, safety and welfare of people working in West Lancashire and to promote good practice.

The Group now meets four times a year to keep up to-date with health and safety legislation, raise awareness of health and safety issues, and provide support and to share ideas.

In the last financial year the Group has had presentations from the Council, the Health and Safety Executive, NHS Central Lancashire, Lancashire Fire and Rescue and local businesses. These well received presentations covered a wide range of health topics e.g. fire risk assessments, moving goods safely, working at height, smoking cessation and health and safety systems.

Commercial Safety Newsletter

The Council's Commercial Safety Team which includes the Health Promotion Service has again circulated a yearly newsletter to all businesses in West Lancashire. The newsletter contains articles on health and safety, food safety and health promotion. Some examples of articles in this year's newsletter have included infection control, National Food Safety Week, gas safety and information about the Shattered Lives Campaign which aims to reduce the costs of slips, trips and falls. The newsletter provides an important means of creating awareness and keeping businesses up to-date with legal requirements, resources and guidance available, health education campaigns, award schemes and the availability of training courses.



National Food Safety Week

In June 2009 the focus of National Food Safety Week was on people over the age of 60 and the need for the correct storage and handling of food in the home. In support of the event the Council's Health Promotion Officer and Student Environmental Health Officer staffed a display at the Wellbeing Centre, Moorgate, Ormskirk and answered questions on food safety. Media coverage was received to publicise the event.



The reason for focusing on this client group was because there has been an increase in the UK generally of cases of Listeria among the over 60s. Listeria is the main cause of food poisoning deaths in England and Wales.

Listeriosis is an infection that is usually contracted by eating food that has been contaminated by a type of bacteria called *Listeria monocytogenes*. *Listeria monocytogenes* is commonly known as Listeria. Listeria is a rare but potentially life-threatening disease. Eating contaminated food can result in nausea, flu-like symptoms, fever, blood poisoning or meningitis. The types of food most contaminated with listeria are meat and vegetable pates, unpasteurized cheeses, cold cuts of meat, smoked fish or ready to eat prepacked cooked and chilled foods

Further support of the initiative was given in March 2010 when a Senior Environmental Health Officer gave a presentation on *Listeria monocytogenes* to wardens of sheltered housing accommodation in West Lancashire. The basis of the presentation was to inform wardens about the food safety campaign to be delivered to older people commencing in April 2010 regarding the correct storage and handling of food in the home.

The campaign will consist of the Health Promotion Officer giving talks or providing a staffed display on food safety so older residents can obtain advice and information on what they can do to reduce the risk of food poisoning:

The information will focus on

- Keeping fridges at the correct temperature
- Following the storage instructions on the label
- Use food by its use by date.
- General tips on good hygiene concentrating on the 4Cs cleaning, cooking, cooling of food and preventing cross- contamination.



Provision of Chartered Institute of Environmental Health (CIEH) Training Courses

Officers from the Commercial Safety Team, including the Health Promotion Officer, organised and delivered 4 of the CIEH Level 2 Award in Food Safety in Catering Courses in the last financial year. Thirty eight people attended and successfully completed the course.

Positive feedback has been received from people attending the courses. Examples of comments received by officers were:

“Course was very interesting”

“The tutors were always willing to answer questions and expand further on issues”

“Learnt a lot”

“Activities helped to reinforce what we had learnt”

The Health Promotion Officer successfully completed the RSPH Diploma in Nutrition and Health Qualification in September 2009. The Officer is now registered to teach the CIEH Level 2 Award in Healthier Food and Special Diets in the next financial year.

The Council can also provide to businesses and organisations the CIEH Level 2 Award in Health and Safety in the Workplace and the CIEH Certificate in Stress Awareness.



The provision of this range of health and safety, food safety courses provides a valuable resource for local businesses, organisations and individuals.

Recipe 4 Health

West Lancashire Borough Council has been working in partnership with Lancashire County Council Trading Standards Department to promote the Recipe 4 Health Award Scheme.

The award scheme is free of charge and is designed to promote food safety, healthy eating and encourage establishments to adopt practices and measures to help protect the environment.

Successful businesses receive an award and can promote themselves via the Recipe 4 Health Food Business Award Scheme. Winners of the award also receive free publicity on the council's websites.



The premises that received the award during the period April 1st 2009 – 31st March 2010) in West Lancashire were:

- High Wray Residential Care Home, Ormskirk
- Rufford Old Hall Tea Room
- Whittles Farm Restaurant, Tarleton

Healthy eating

As part of the Council's healthy eating campaign the Health Promotion Officer provided primary schools with the opportunity for their Key Stage 1 classes to learn about healthy eating in a fun and interesting way. A tremendous response was received by schools and fifty three healthy eating talks were provided. Each lesson consisted of a lively discussion, the use of interesting visual aids, poems and a physical activity game. Teaching resources were also provided to eat primary school teacher to utilise with their class.



Very positive feedback was received from teachers about the healthy eating campaign. Some of the following comments were received:

“Children really enjoyed the physical and descriptive activity”

“Useful resources, children really liked the fruit and vegetable toys “

“Talk fitted in perfectly with what we are doing on health in the school curriculum”

“The children enjoyed the session, involvement was good (lots of hands up) and they really enjoyed the ‘5 a day ‘game.’”

“Excellent. She was aware of putting her talk to the age of the children and the resources she used and the sheets she left will be very helpful in our work on growing plants.”

“The lesson was varied and fun”

Hand Washing Campaign

Participation in a Hand Washing Campaign was also offered to local primary schools. Again the response was very positive and a hand washing workshop was delivered to 40 Key Stage 2 in primary schools across the borough.

The purpose of the hand washing workshops was to teach children how to wash their hands properly and the importance of correct hand washing in the prevention and control of infectious diseases

The campaign involved the use of the hand inspection cabinet which worked on the following basis:-

- The hand inspection cabinet contains a special UV light. Some lotion is applied to an individual's hands. The hands are then placed in the cabinet. The areas of the hand where the lotion was applied will fluoresce under the UV light.
- Each individual will then wash and dry their hands and then place their hands back under the UV light. If the hands have been washed correctly by the individual then the lotion will have been removed. If there is any remaining lotion on the hands this will show any flaws in the hand washing method.

The workshops also comprised of a discussion and a range of class room work activities.

The workshops were highly successful and teachers were appreciative of the laminated hand washing posters to reinforce the hygiene message. The workshops were also relevant as hand washing was particularly topical in view of media attention on Swine Flu and E.coli 0157.



Other talks

The Health Promotion Officer also responded to a variety of further requests for talks. In primary schools six hand washing talks were given to Key Stage 1 classes, one hand washing talk to a nursery class, one farm safety talk to Key Stage 2 and one healthy eating talk to Key Stage 2.

A talk on food safety was given to mothers of young children by a Senior Environmental Health Officer in Ormskirk. Food safety packs were provided to parents. The talk was requested by Moorgate Children's Centre.

If you are interested in receiving a talk on a specific health issue or you would like to work in partnership on developing a particular project please contact West Lancashire Borough Council's Health Education and Promotion Officer on 01695 585253.



ARTICLE NO: 1E

**CORPORATE OVERVIEW AND
SCRUTINY COMMITTEE:**

MEMBERS UPDATE 2010/11

Article of: Acting Executive Manager Planning

Issue: 2

Relevant Portfolio Holder : Councillor Ian Grant

**Contact for further information: Ian Gill (Census Liaison Manager) (Extn 5192)
(E-mail: ian.gill@westlancs.gov.uk)**

SUBJECT: 2011 Census

1.0 PURPOSE OF ARTICLE

1.1 To inform Members of the Council's participation in 2011 Census.

2.0 BACKGROUND

2.1 Every ten years the Office for National Statistics (ONS) carries out a census to find out more about the people who live in England and Wales, and about the make-up of local neighbourhoods. The next census will take place on Sunday 27 March 2011, when ONS will be sending out questionnaires for around 25 million households to complete.

2.2 The census asks about work, health, national identity, citizenship, ethnic background, education, second homes, language, religion, marital status and so on. These statistics are then used to build a picture of today's society.

2.3 ONS recognises the importance of working together with local authorities in the 2011 Census operation in order to achieve mutually beneficial, high quality results and would like to develop this partnership, particularly in the areas of:

- Address Register development to ensure fullest coverage;
- Enumeration intelligence for targeting of delivery methods and follow-up resources;
- Supporting the recruitment of field staff;
- Logistical support e.g. provide rooms for meetings;
- Facilitate access to local community groups;
- Assisting with local publicity, and

- Provision of local information to support Data Quality Assurance.
- 2.4 Following the 2001 Census consultation and evaluation of the 2007 Census Test it was recommended that local authorities should each appoint Liaison Managers to work with the ONS.
 - 2.5 Ian Gill has been appointed Census Liaison Manager (CLM) and Sylvia Mason Assistant Census Liaison Manager (ACLM). The main task of the CLM role is to be able to inform the senior management team about the implications for supporting ONS in the delivery of the Census, to make key decisions and to ensure sufficient resources are made available within the authority, working closely with the Census Regional Champion for their area.
 - 2.6 The main task of the ACLM role is to be the designated conduit for communication between ONS and the authority. All on-going working level contact will be through this channel, including Census Technical Leads and other Census Managers who will contact the ACLM direct for information and assistance. This liaison channel also applies to Census Area Managers and Census Coordinators who contact the ACLM for area profile, safety information and logistics information.

3.0 PROPOSALS

Issues

- 3.1 Like all local authorities in England and Wales, West Lancashire relies on census population statistics to get the government funding we need for public services. How much we get is directly related to how many, and what kind of people, the census says live in our area. So even if the census were to end up just a few households short, it could make a very real difference to our income. The census needs to include everyone, everywhere – and that's why everyone has to take part.
- 3.2 Our aim is to raise awareness of the Census, its impact on local government finance and service planning and the importance of preparing for it.
- 3.3 One of the aims of the Census programme is to work to help improve the overall rate of return in the authority area, minimise the differential return rates for specific population groups and geographies, and minimise any risk that the authority may not have confidence in the results and consequently suffer financially.
- 3.4 The exercise will involve input from various departments within the authority e.g. PR and Communications with regard to publicity, Finance and Housing with regard to houses in multiple occupation and Customer Relations with regard to census related inquiries from the general public.
- 3.5 Councillor Handbooks are to be sent out in the near future in preparation for the Members' Update

4.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 4.1 There are no direct identified sustainability or Community Strategy implications. The outputs from the Census will assist with the development of future strategy.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 5.1 If not supported and carried out rigorously, people will be missed with consequent loss of revenue. The overall count of population helps determine the funding allocation from Government for a 10 year period.
- 5.2 It is possible that Census staff could occasionally require the provision of meeting rooms and have requested that some storage space be made available.
- 5.3 Liaison between communications section and external agencies will be required - e.g. supporting census publicity through local communication channels, such as newsletters, papers, websites, libraries, council facilities and amenities using the communication materials available on the census stakeholder website and in the communications toolkit. We may need to consider whether specific resources will be required to support local campaigns, such as printing and distribution of census posters and leaflets. The census area managers will be carrying out community engagement and publicity work from August 2010, and will also engage with local authority communication and media teams to identify and target local media outlets and contacts. Local authority communication teams are to be provided with a regularly updated, detailed communication schedule outlining planned 2011 Census advertising, PR and media activity including timelines, activities and key messages.
- 5.4 Staff time will be required in terms of the CLM and ACLM to undertake various pieces of work in the lead up to the Census. The ACLM has already spent considerable time checking and cross matching the LLPG to the ONS address data. This data will be updated regularly until the Census is complete.
- 5.5 Where necessary, census staff will need to be provided with car parking facilities.

6.0 RISK ASSESSMENT

- 6.1 If not supported and carried out rigorously, people will be missed with consequent loss of revenue.

7.0 CONCLUSIONS

- 7.1 The Census is important for the future information it will provide to assist with strategic planning and it is crucial that we inform all residents as to the importance of completion as this will determine future financial settlements for the authority.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Article.

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Appendices

None



ARTICLE NO: 2A

**CORPORATE OVERVIEW
AND SCRUTINY COMMITTEE**

MEMBERS UPDATE 2010/11

Article of:	Council Secretary and Solicitor
Issue 2:	September 2010
Relevant Portfolio Holder:	Councillor D.Westley
Contact for further information:	Mr M Kostrzewski (Ext 5320) Mike.kost@westlancs.gov.uk

SUBJECT: ANNUAL VAT REPORT

1.0 PURPOSE OF ARTICLE

- 1.1 To inform Members of developments and performance in relation to Value Added Tax (VAT).

2.0 BACKGROUND

- 2.1 The Accountancy Service Plan contains the following objectives for accounting for VAT:
- minimise the Council's VAT liabilities
 - raise the profile of VAT within the Authority
 - develop and improve VAT processes and procedures.
- 2.2 One of the means of achieving these objectives is the production of an Annual VAT Report for Members.

3.0 ACCOUNTING FOR VAT

- 3.1 The Council pays VAT to its suppliers for most of the goods and services procured. The Council also charges VAT for most goods and services provided to its customers for business reasons. Any VAT paid to suppliers is recovered from Her Majesty's Revenue and Customs (HMRC) and any VAT received on the Council's supplies is paid to HMRC. This is done by the completion of a monthly VAT Return.
- 3.2 Responsibility for the Council's VAT function is incorporated within a section of the Accountancy team, Officers aim to continually minimise the Council's VAT liabilities. This includes ensuring fines, interest, and assessments are minimised and VAT recovery is maximised. To achieve this, the team ensure that VAT is accounted for correctly throughout the Authority and that Officers are aware of relevant changes in VAT Regulations.

4.0 VAT MANAGEMENT AND PERFORMANCE

External Inspections

- 4.1 External auditors gave a clean bill of health on their last review of the Council's VAT account and systems. The review being September 2009

VAT Returns

- 4.2 The Council generally expends more on VAT than it collects from its own activities. This is because most of its own activities are not classed as being carried out for business purposes and VAT is, therefore, not applicable. As such, the monthly VAT Returns reclaim the net VAT from HMRC by the Council. During 2009/2010, the Council paid a total of £3,214,700 to suppliers and received a total of £495,820 VAT from its own customers. This resulted in a net total of £2,718,880 being reclaimed from Revenue and Customs. The average VAT return for 2009/2010 was £226,570 comprising, on average, £267,890 due from Revenue and Customs and £41,320 due to them. Table 1 shows how these values compare to the previous financial year of 2008/2009:

Table 1 - VAT Return Comparison: 2009/2010 to 2008/2009		
	2009/2010 £'000	2008/2009 £'000
Total VAT:		
Paid to Suppliers	3,214	3,496
Received from our own Customers	495	601
Reclaimed from Customs and Excise	2,719	2,895
Average Monthly VAT:		
Paid to Suppliers	267	291
Received from our own Customers	41	50
Reclaimed from Customs and Excise	226	241

VAT Penalties

- 4.3 If there are mistakes within the VAT return or if something is missed from it the Council is liable to fines, interest charges, and other financial penalties. A voluntary disclosure is declared when errors are above a threshold of £10,000. This limit has been increased by HMRC from £2,000 as from 1 July 2008. To date we have not been required to register a voluntary disclosure as the Council has not breached this threshold. As from 1 April 2009 a new penalty regime has been implemented by HMRC, this could have an impact on the Council due to the way that fines, interest charges and other penalties are to be calculated, as this could result in a greater percentage of fine being levied to the Council. However, currently this new regime has had no impact on the Council, this is due to no fines etc being imposed.

De Minimis Calculation (Partial Exemption)

- 4.4 Exempt activities for VAT purposes are defined in the VAT Act 1994 and cover 15 categories. Local Authorities can only reclaim VAT paid to their suppliers for its exempt activities providing that this is less than 5% of the total VAT paid to suppliers. For this Council, this is usually in the region of £160,000 per year. If this threshold is exceeded, the Council would be liable to pay the full value of its exempt VAT to Revenue and Customs, i.e. around £160,000.
- 4.5 HMRC had issued a moratorium on this position for the financial years 2007/08 and 2008/09. Representations had been made to HMRC so that they look upon this calculation on a national basis rather than by an individual Council perspective. The findings from HMRC are that the moratorium has ceased, with an amendment of Internal Recharges being removed from the calculation. The partial exemption calculation has been reintroduced from the 2009/10 financial year. Therefore if the limit of 5% was to be breached Vat repayment implications would follow. The Vat team will monitor this expenditure throughout the year to ensure

that the Council does not exceed the 5% margin. In previous years the percentage was not usually greater than 4%.

- 4.6 The Council will take specialist advice, if appropriate, when projects that may affect its vat position substantially are undertaken, for example in previous years, the new Office accommodation development. In addition such issues are raised with HMRC to inform them of the project and the proposed vat approach the Council is undertaking.

VAT Manual and Training

- 4.7 The Council has a VAT manual, which is available on the Council's intranet, updated as at September 2010. VAT training for some key officers has been undertaken on a one to one basis. Details on vat issues are also included in the Finance Budget Manual which is published on the Intranet.

Change in VAT rate

- 4.8 The Government changed the VAT rate back to 17.5% from 15% effective from 1st January 2010. The budget speech in June 2010 announced that the VAT rate will increase to 20% as from 4th January 2011. From a fiscal point of view, the timing maybe the intention to contribute to the flurry of activity in the Christmas period and in the sales period that follows. The 4th January is the back to work Tuesday after the bank holiday at the start of the year. As a result of this measure it meant that some of the financial systems had to be altered to accommodate this rate change back to 17.5%. This system alteration was achieved with no operational issues being encountered. The same system procedures will be followed in order to implement the rate change to 20% in January, and no problems are envisaged at this stage.

Overall Performance

- 4.9 Management of the VAT function within the Authority is a well established process. The monthly vat return to HMRC is always completed on time. HMRC inspections in previous years have been undertaken with the result that the Council's processes and procedures have been given a clean bill of health. The Authority is part of a Lancashire wide Council networking group. Whereby, Vat topics and issues of a common interest can be raised. This promotes good practice across the Councils and the latest Vat topics are discussed in order to maximise performance.

5.0 RECENT VAT DEVELOPMENTS

- 5.1 The Vat Team continually review developments in the sector in order to identify any implications for the Council. Some of the topics are highlighted below.

VAT on Off-Street Car Parking

- 5.2 The local authority can provide off-street parking where for the purpose of relieving or preventing congestion of traffic it appears to be necessary to provide within their area suitable parking places for vehicles. The output Vat levied for this function has been subject to legal proceedings by a group of Councils, commonly referred to as the Isle of Wight case. It is a complex and technical issue, which may result in the Council not levying output Vat for this service area. This may mean that the amount of Vat levied to date by the Council may be repaid to the Authority at some future date. However, developments are indicating that this is becoming a more unlikely outcome. A protective claim has been submitted to HMRC to safeguard the Council's Vat position, the Vat sum involved to date is £1,011,481.
- 5.3 This case is still ongoing and we are waiting for High Court and the European Courts of Justice rulings. Once the High Court issue a ruling, this will be analysed and any financial implications will then be taken into account.

Leisure Claim – January 1990 to March 1994

- 5.4 The Council made a VAT claim to HMRC for a sum in the region of £600,000 plus interest. This claim is in respect of Leisure Services and has been able to be made as a result of a legal case referred to as the 'Fleming Case.' This allows all organisations to submit VAT claims to HMRC back to when Vat was introduced to the U.K. This is as a result of a court ruling that deemed that HMRC did not implement changes into Vat rules in the correct manner. The Council has received this claim from HMRC in September 2009, the amount being £886,000 for the claim and interest.
- 5.5 The details of the actual claim are a little technical and complex however, it had allowed us to submit the claim, as detailed above with a favourable outcome for the Council.

Sports Tuition Claim

- 5.6 The Council has submitted a further VAT claim to HMRC under the 'Fleming Case' for the sum in the region of £50,000 plus interest. The Council are awaiting the outcome of this claim, we will provide an update on this in next year's report.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 6.1 There are no significant sustainability impacts nor Crime and Disorder or Community Strategy implications associated with this Update.

7.0 RISK ASSESSMENT

7.1 The formal reporting of performance on VAT is part of the overall management and control framework that is designed to minimise the financial risks facing the Council. Furthermore, the monitoring of performance during the year minimises the chance of breaching the de minimis 5% threshold.

8.0 SUMMARY

8.1 Value Added Tax is a technical and complex area and mistakes can be costly to the Council. The VAT Team strive to achieve the continuous aim of ensuring that the Council's VAT liabilities are minimised and VAT recovery is maximised by developing and improving VAT processes and procedures.

8.2 The possibility of recovering VAT in relation to car parking and sport tuition claims, would, if successful, provide a significant benefit for the Council in these difficult financial times.

Background Documents:

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Article.

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Appendices:

None