



ARTICLE NO: 1A

**CORPORATE & ENVIRONMENTAL
OVERVIEW & SCRUTINY
COMMITTEE:**

**MEMBERS UPDATE 2012/13
ISSUE: 2**

Article of: Borough Solicitor

Relevant Managing Director: Managing Director (People and Places)

Relevant Portfolio Holder: Councillor D Sudworth

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

**SUBJECT: MINUTES OF LANCASHIRE COUNTY COUNCIL'S HEALTH SCRUTINY
COMMITTEE**

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

1.1 To advise Members of the Minutes in connection with Lancashire County Council's Health Scrutiny Committee held on 3 July 2012 and 4 September 2012, 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 Health Scrutiny Committee – 3 July 2012

Minutes of the Health Scrutiny Committee – 4 September 2012

Lancashire County Council

Health Scrutiny Committee

**Minutes of the Meeting held on Tuesday, 3rd July, 2012 at 10.30 am in
Cabinet Room 'C' - County Hall, Preston**

Present:

County Councillor Maggie Skilling (Chair)

County Councillors

K Bailey	J Jackson
T Aldridge	P Malpas
Mrs R Blow	P Mullineaux
M Brindle	M Otter
J Eaton	N Penney
C Evans	M Pritchard

Co-opted members

Councillor Brenda Ackers, (Fylde Borough Council
Representative)

Councillor Julia Berry, (Chorley Borough Council
Representative)

Councillor T Harrison, (Burnley Borough Council
representative)

Councillor Richard Newman-Thompson, (Lancaster
City Council representative)

Councillor Mrs D Stephenson, (West Lancashire
Borough Council representative)

Councillor David Whalley, (Pendle Borough Council
representative)

1. Apologies

County Councillor Terry Aldridge attended in place of County Councillor
Mohammed Iqbal

County Councillor Joan Jackson attended in place of County Councillor Michael
Welsh

County Councillor Peter Malpas attended in place of County Councillor Andrea
Kay

Councillor Tony Harrison attended in place of Councillor Bea Foster (Burnley
Borough Council)

Apologies for absence were presented on behalf of Councillors Mrs Bridget Hilton
(Ribble Valley Borough Council), Liz McInnes (Rossendale Borough Council), Tim

O'Kane (Hyndburn Borough Council), Mick Titherington (South Ribble Borough Council) and Dave Wilson (Preston City Council).

2. Appointment of Chair and Deputy Chair

Resolved: That the appointment of County Councillor Maggie Skilling as Chair of the Committee and County Councillor Keith Bailey as Deputy Chair for 2012/13 be noted.

3. Constitution, Membership and Terms of Reference

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

The Chair welcomed new members, Councillors Julia Berry (Chorley Borough Council) and Bea Foster (Burnley Borough Council) and noted that Councillor Foster was replaced for this meeting by Councillor Tony Harrison. She also thanked Councillors Tracy Kennedy and Rosemary Russell, who were no longer members of the committee, for their previous contribution to its work.

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

4. Disclosure of Pecuniary and Non-Pecuniary Interests

Councillor Nikki Penney disclosed a non-pecuniary interest in Item 6 (East Lancashire Hospitals Trust – Foundation Trust Application) on the grounds that she was a long standing friend and former colleague of Hazel Harding, Chair of East Lancashire Hospitals Trust.

5. Minutes of the Meeting Held on 22 May 2012

The Minutes of the Health Scrutiny Committee meeting held on the 22 May 2012 were presented and agreed.

Resolved: That the Minutes of the Health Scrutiny Committee held on the 22 May 2012 be confirmed and signed by the Chair.

6. East Lancashire Hospitals Trust - Foundation Trust Application

The Chair welcomed guest speakers from East Lancashire Hospitals Trust:

- Mark Brearley, Chief Executive.

- Hazel Harding, Chair of the Trust.
- Frances Murphy, Company Secretary.

The report explained why East Lancashire Hospitals Trust were applying to become an NHS Foundation Trust (FT). As part of the application process they had to formally consult on their plans for the future. The document attached as Appendix A to the report now presented summarised their future strategy and was their formal consultation document.

It was explained that FTs were part of the NHS and were committed to its core principles of treating NHS patients according to their clinical need, free at the point of delivery. They were membership organisations free from central government control.

FTs had more freedom to decide how to run their affairs and deliver services and were accountable to local communities and partner organisations for how they ran and delivered those services. Becoming an FT was an important development for the Trust and to survive into the future, the organisation had to complete a successful application before April 2014.

The consultation document set out the visions and values of the organisation and detailed its plans for future services and proposed governance arrangements. The consultation period would run until 6 August.

In conjunction with the questionnaire the Trust were holding a number of public events to enable residents to provide their views directly to officers.

Mark Brearley, Chief Executive used a PowerPoint presentation to explain in more detail some relevant considerations including:

- How the Trust was currently performing
- An explanation of what is a Foundation Trust
- What the regulator (Monitor) looks for
- Information about Governors
- The Integrated Business Plan
- Key dates

A copy of the presentation is appended to these minutes.

Members were invited to ask questions and raise any comments in relation to the report, a summary of which is provided below:

- The report indicated that the Council of Governors for the Trust would include two local authority 'Stakeholder Governors'; it was clarified that one nomination would be invited from Blackburn with Darwen Council and one from Lancashire County Council. Members from other councils could stand as 'Public Governors'.

- In response to a question about the challenges facing the Trust it was acknowledged there was an expectation that the health service would continue to face financial pressures for many years to come and demands on services would increase as people were living for longer. There would be no significant growth in income, but there would be an increase in the services provided.
- There was an expectation also that Clinical Commissioning Groups would be looking for services to be delivered in different ways from how things had been done previously.
- Demand on Emergency and Urgent Care services in Lancashire was high compared with other parts of the North West and it would be necessary to encourage people to seek care more appropriately from other settings.
- As a Foundation Trust there would be financial freedoms to borrow money and retain any extra money earned to invest in new services based on local health needs rather than having to return money to the Department of Health. Members sought assurance that such borrowing would be responsible and not speculative to the detriment of patient care. It was explained that there was a requirement to include in the Annual Plan provided to the governors details of capital spending. It was anticipated that there would be approximately 1% surplus to re-invest.
- The ELHT had delivered on its financial targets for each of the past three years. The chief executive made the point that he was himself a qualified accountant and that good governance was measured by the regulator (Monitor).
- Members felt that more needed to be done to make the public aware of the ongoing consultation; some members, who represented parts of the area served by the ELHT, had not been aware of the consultation prior to receiving the report now presented to Committee. It was explained that a range of awareness-raising exercises had been undertaken in east Lancashire including attendance at summer shows, distribution of the consultation document to 11,000 homes, information had been available on the Trust's website, and more publicity was planned via supermarkets and GP surgeries. Whilst the consultation was now in the final stages, there was time left to do more and suggestions from members were welcomed.
- Officers from the ELHT said that they would be pleased to speak to any interested groups and accepted an invitation to speak to the Pendle Borough Council Health Scrutiny Working Group.
- Members were also invited to request copies of the consultation document to distribute to interested parties. The Trust would be grateful for any help members could provide.
- It was noted that the majority of performance indicators were showing as 'green' and the question was asked whether there was scope to improve. It was explained that 'green' indicated that the target had met the minimum standard set Monitor and in some cases exceeded the requirement. There was scope and desire to exceed the minimum standard and the organisation was willing to learn and improve.

- There were two private finance initiative (PFI) schemes for parts of the buildings at Royal Blackburn Hospital and Burnley General Hospital sites valued at over £70m and £20m respectively. The Committee was assured that these were small compared with overall costs and not as large as other schemes around the country, and that the repayments were affordable. The schemes would provide a high standard of accommodation.
- It was considered important by members that the Trust keep focused on its core values and they were assured that this point was understood.
- There was some discussion about the proposed name "The Royal Lancashire NHS Foundation Trust", and it was acknowledged that the inclusion of 'Royal' would not be supported by those with republican views. It was explained that the FT would be an integrated care provider with more services being provided out in the community, therefore the Trust wanted to take the word 'hospital' out of its title. It was considered important for the name to reflect its identity and not cause confusion with others.
- It was noted that patient feedback was good, but it was suggested that the best indicator of how the Trust was performing was the views of its staff. The Committee was assured that it was intended to develop a culture in which staff felt able to offer their views. The chief executive regularly walked the wards to talk to staff and maintained a blog in which he invited feedback and views. Feedback in the last 12 months had been good and the chief executive was confident that the Trust was moving in the right direction.
- Regarding the patient survey, it was explained that responses were invited to questions that had been set nationally and that the majority of questions related to the standard of care received. For "overall view and experiences" the Trust had scored eight out of 10. It was suggested that a link to the questions be provided to members and this is available below <http://www.cqc.org.uk/directory/rxr> (click on "reports and surveys about this organisation")

Following the discussion, the Chair asked members whether they supported the ELHT's application to become a Foundation Trust and it was:

Resolved: That,

- i. The East Lancashire Hospitals Trust application for Foundation Trust status be supported by the Health Scrutiny Committee.
- ii. A further report updating progress be brought to the Committee in 6 months' time.

7. Joint Scrutiny Working

The report, introduced by Wendy Broadley, Scrutiny Officer, explained that at the work planning meeting of the Steering Group one of the topics suggested for

Committee was the development of joint scrutiny working between the Health Scrutiny Committee and the District council's scrutiny function.

The report identified some of the opportunities and challenges surrounding a joint working approach to scrutiny and sought the views of members.

District council members of the Health Scrutiny Committee were already routinely invited to meetings of the Lancashire Scrutiny Partners Forum and county council training events and it was felt that the district council members of the Committee had good input. It was suggested, however, that more needed to be done to encourage district councillors to engage with Scrutiny and to put suggested topics to the Steering Group.

Resolved: That,

- i. Consideration be given to how district council members could be encouraged to engage more with the Steering Group of the Health Scrutiny Committee.
- ii. Any further suggestions be submitted to the Scrutiny Officer.

8. Report of the Health Scrutiny Committee Steering Group

On 6 June the Steering Group had met with the Chief Executive and Head of Communications of Southport and Ormskirk Hospital Trust to discuss their Foundation Trust application.

A summary of the meeting was set out at Appendix A to the report now presented.

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

9. 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 Cabinet Members in areas relevant to the remit of the Committee, in order that this could inform possible future areas of work.

Resolved: That the report be received.

10. Urgent Business

No urgent business was reported.

11. Timetable of Meetings for 2012/13

Date of Next Meeting

It was noted that the next meeting of the Committee would be held on Tuesday 4 September 2012 at 10.30am at County Hall, Preston.

2011/12 Timetable of Meetings

It was reported that future meetings had been scheduled for:

16 October 2012
27 November 2012
15 January 2013
05 March 2013
16 April 2013

All meetings would be held at 10.30 am in Cabinet Room C at County Hall, Preston

Resolved: That the report be noted.

I M Fisher
County Secretary and Solicitor

County Hall
Preston

Lancashire County Council

Health Scrutiny Committee

Minutes of the Meeting held on Tuesday, 4th September, 2012 at 10.30 am in Cabinet Room 'C' - County Hall, Preston

Present:

County Councillor Maggie Skilling (Chair)

County Councillors

M Brindle	M Otter
C Evans	N Penney
M Iqbal	M Pritchard
J Jackson	M Welsh
A Kay	D T Smith
P Mullineaux	

Co-opted members

Councillor Julia Berry, (Chorley Borough Council representative) □ Councillor Mrs May Blake, (West Lancashire Borough Council representative) □ Councillor T Harrison, (Burnley Borough Council representative) □ Councillor Tim O'Kane, (Hyndburn Borough Council representative) □ Councillor David Whalley, (Pendle Borough Council representative)

12. Apologies

Apologies for absence were presented on behalf of Councillors B Ackers (Fylde), B Hilton (Ribble Valley), L McInnes (Rossendale), R Newman-Thompson (Lancaster), J Robinson (Wyre), M Titherington (South Ribble), and D Wilson (Preston).

13. Disclosure of Pecuniary Interests

None disclosed

14. Minutes of the Meeting Held on 3 July 2012

The minutes of the Health Scrutiny Committee meeting held on the 3 July 2012 were presented and agreed.

Resolved: That the minutes of the Health Scrutiny Committee held on the 3 July 2012 be confirmed and signed by the Chair.

15. Inspection of Safeguarding and Looked After Children Services

The report explained that at the Health Scrutiny Committee on 22 May 2012 members had been presented with a multi-partner Action Plan developed to respond to the findings of the Ofsted inspection on Safeguarding and Looked After Children's Services in Lancashire which had been undertaken in January and February.

Following a discussion, where members asked a number of questions and provided their comments on the Action Plan it was agreed that NHS Lancashire be invited back to Committee to provide members with a progress update.

The Chair welcomed:

- Jane Higgs, Director of Performance Improvement NHS Lancashire and Executive Lead for Safeguarding;
- Dr Alex Gaw, Chair, Lancashire North Clinical Commissioning Group;
- Jane Carwadine, Designated Nurse East Lancashire; and
- Helen Denton, Executive Director of the Directorate for Children and Young People, LCC.

Jane Higgs briefly summarised progress against the priorities, set out in Appendix A to the report now presented that had been identified as needing to be addressed immediately. She explained that a number were marked as 'amber' rather than 'green' because there was a need to ensure that the actions taken were adequately embedded before the Continuous Improvement Group would be happy to confirm 'green' status. An assurance visit to University Hospitals Morecambe Bay Trust (UHMBT) was scheduled to take place on 12 and 13 September to assess the child pathway through the hospital. Jane Higgs was confident that most of the priorities would have 'green' status by the end of September.

Councillors were invited to ask questions and raise any comments in relation to the report, a summary of which is provided below:

- In response to a comment that the focus of the report appeared to be mainly about services in the north and the east of the county, the Committee was assured that a networking approach was being taken to ensure a consistent and robust process countywide.
- One member believed that security staff had been withdrawn from Royal Lancaster Infirmary resulting in additional pressure on local police resources. Officers present did not have information about this and undertook to provide a response outside the meeting.
- Regarding the separation of children within the accident and emergency setting at Royal Lancaster Infirmary it was confirmed that building work was expected

to be completed by the end of October to ensure that there was an appropriate number of bays which were separate to the adult facilities.. Two specialist paediatric nurses had also been appointed and an expert was due to visit from Alder Hey, Children's Hospital to look at the systems in place.

- Assurance was sought that hospital staff were flagging concerns about possible abuse of children to the relevant authorities including the police. In response it was explained that this would be looked at as part of the assurance visit on 12 and 13 September. It was considered important to ensure that staff understood, and were applying properly, the policies in place. Self assessment had indicated that they were, but further assurance was needed by the Continuous Improvement Group.
- It was suggested that the Action Plan was essentially a commissioners' document setting out what it was hoped would happen; it was considered more important for this Committee to know what was actually happening and to be clear who was monitoring progress and how. It was essential that the good intentions set out in the Action Plan were reflected in improved outcomes.
- Commissioning would transfer from the PCTs to Clinical Commissioning Groups (CCG) from April 2013; the Committee was assured that that the handover arrangements would be robust and that collaborative safeguarding arrangements were in place to ensure a consistent approach. It had not yet been decided which CCG would host responsibility for safeguarding, but arrangements going forward were clear. It would be a countywide service and the county council would support it in any way that it could.
- It was considered very important for the hierarchy and levels of accountability to be clear and that all elements were 'joined up'. Members were assured that there was continuous dialogue between the county council and health service colleagues and that county council officers were included in the assurance visits due to take place later in September. There was a very proactive Safeguarding Board with a GP representative on it.
- In response to a question about how GPs felt about the forthcoming changes and their emerging role as commissioners in the form of CCGs, the Committee was informed that there was much enthusiasm for the opportunity that GPs would now have, as commissioners, to bring more clinical focus to decisions that would have previously been taken by managers and administrators.
- Some concern was raised about mental health services in relation to the increasing number of adolescents who were subject to a dual diagnosis, for example if they had Attention Deficit Hyperactivity Disorder, Autistic tendencies or Asperger's Syndrome – within the Child and Adolescent Mental Health Service (CAMHS) there appeared to be a lack of specialist assessment locally; sometimes youngsters were held on psychiatric wards for an unnecessarily long time or had to transfer to Cheshire for specialist assessment. It was acknowledged that the psychiatric care for youngsters who also had a learning disability was a highly complex area and specialist care in these circumstances was often provided from a dedicated centre . It was agreed that further information be provided outside the meeting to respond to this point.
- The report referred to a scoping exercise and related review of job descriptions to inform the development of a designated network which would create a Lancashire wide approach to safeguarding. Assurance was sought that staff

would not be required to undertake tasks that distracted from their core skill / role. Members were assured that staff were being used to the best effect and that there would be the right skill mix.

- Children with complex needs, such as those with Autism would have joint, multi agency care plans which would be led by the commissioning organisation.
- In response to concerns about the possibility of an organisation overly laden with committees, it was explained there was an expectation that the reforms would result in a 'flatter' less hierarchical organisation with fewer committees, although task and finish groups would be set up as and when required. There was only one Safeguarding Board for Lancashire with just one or two committees under it.
- In terms of sharing information, it was recognised that different partners used different systems and also there were confidentiality issues to consider, however, work was ongoing into exploring whether one system could be developed that all partners could 'feed' data into.
- It was noted that the Action Plan now presented contained a lot of abbreviations and acronyms which made it difficult for non-NHS people to understand. It was agreed that a glossary would be provided with future reports.

Resolved: That,

- i. The report now presented be noted; and
- ii. A report from the relevant clinical commissioning group be requested in twelve months' time to inform the Health Scrutiny Committee how safeguarding was being taken forward and how the network model was working.

16. The Development of a Health and Wellbeing Strategy for Lancashire

The report explained that as part of the health reforms brought about by the Health and Social Care Act, it was the responsibility of Lancashire's Shadow Health and Wellbeing Board to develop a Health and Wellbeing Strategy.

The core purpose of the Health and Wellbeing Strategy was to set Strategic Health and Wellbeing priorities based on a Joint Strategic Needs Assessment, against which the commissioning plans of Clinical Commissioning Groups, public health, adult social care and children's services would be co-ordinated. The Lancashire Shadow Health and Wellbeing Board had developed a draft strategy for Lancashire which it hoped partners and stakeholders would engage with.

The Health and Wellbeing Strategy would set a framework for commissioning across the NHS, social care and public health to secure better outcomes for the population, better quality of care for patients and care users and better value for the taxpayer.

The Chair welcomed Habib Patel, Head of the Health and Wellbeing Partnership who used a PowerPoint presentation to draw out key points from the report including the purpose of the Strategy, suggested interventions to improve health and wellbeing and timescales.

Councillors were invited to ask questions and raise any comments in relation to the report, a summary of which is provided below:

- Members acknowledged that the aims of the Strategy appeared to be well intentioned, but felt that the report now presented was too aspirational and lacked focus and clarity. It was suggested that some of the proposals in the document were not deliverable, for example reducing the concentration of fast food outlets to help address obesity.
- It was suggested also that there needed to be greater understanding of the root causes of the issues affecting health; the report now presented appeared to focus on symptoms rather than causes and was somewhat patronising in its proposals about how these should / could be addressed.
- Members wanted to see a detailed action plan focusing on deliverable actions with named lead and accountable officers.
- One member felt strongly that currently the health service spends too much money on glossy brochures and pamphlets and funds would be better spent on other, higher priorities.
- It was felt important to recognise that long term illness did not necessarily mean that an individual could not remain active and independent.
- Regarding domestic violence, it was considered by members important to recognise the various different types of abuse including related mental health issues. There was concern that as the Safer Lancashire Board had now ceased to exist there needed to be dialogue with Lancashire Community Safety Strategy Group and the Board that would support the Police and Crime Commissioner to ensure that levels of investment were sufficient. There was also a forthcoming stakeholder conference about this issue.
- The Committee was informed that much work was underway from both a health perspective and a safety perspective, and relevant officers were working closely together.
- It was felt that the impact on health and wellbeing of other, related decisions needed to be carefully considered, for example it was suggested that the closure of day centres might increase isolation and loneliness among the older people who had previously used them.
- There was concern that the report had not identified enough definitive interventions, for example there had been a significant increase in psychosis among young men who had regularly smoked cannabis (in particular 'skunk'). It was suggested that mental health professionals, and possibly (former) users, could visit schools and colleges to educate youngsters.
- Regarding the membership of the Health and Wellbeing Board, the Chair felt that the area covered by the district member for Central Lancashire was too large and she requested that consideration be given to dividing that area in to two parts and appointing an additional district member.

Resolved: That

- i. The work currently being undertaken in developing the draft Health and Wellbeing Strategy for Lancashire be noted; and
- ii. The Committee's comments on the developing draft Health and Wellbeing Strategy be reported back to the (Shadow) Health and Wellbeing Board

17. Report of the Health Scrutiny Committee Steering Group

On 26 June the Steering Group had met with the Cabinet Member for Adult & Community Services to discuss their recent visit to the Telemedicine service at Airedale Hospital. A summary of the meeting was at Appendix A to the report now presented.

Members were assured that the Cabinet Member was aware of the Committee's support to extend the use of Telemedicine and that he was currently awaiting the outcome of the pilot scheme. The Health and Wellbeing Board would also be considering the potential to extend the use of technology in health care matters.

On 17 July the Steering Group had met with officers involved in the delivery and design of diabetic services followed by the Cabinet Member for Health & Wellbeing to discuss the developing relationship between the Health & Wellbeing Board and scrutiny. A summary of the meeting was at Appendix B to the report now presented.

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

18. 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 Cabinet Members in areas relevant to the remit of the Committee, in order that this could inform possible future areas of work.

Resolved: That the report be received.

19. Urgent Business

No urgent business was reported.

20. Date of Next Meeting

It was noted that the next meeting of the Committee would be held on Tuesday 16 October 2012 at 10.30am at County Hall, Preston.

I M Fisher
County Secretary and Solicitor

County Hall
Preston



ARTICLE NO: 1B

CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE:

**MEMBERS UPDATE 2012/13
ISSUE: 2**

Article of: Borough Solicitor

Relevant Managing Director: Managing Director (People and Places)

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

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

1.1 To present to Members the notes/minutes of meetings of various LSP Thematic groups. I attach the following notes/minutes of West Lancashire Local Children's Trust Partnership held 10 January 2012, Community Safety Partnership Thematic Group 18 April 2012 and Employment, Learning & Skills Thematic Group held 27 July 2011, 23 November 2011 and 22 February 2012.

2.0 BACKGROUND

2.1 To apprise Members of developments in relation to the Local Strategic Partnership's Thematic Groups.

3.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

3.1 There are no significant sustainability impacts associated with this article and, in particular, no significant impact on crime and disorder. The article has no significant links with the Sustainable Community Strategy.

4.0 FINANCIAL AND RESOURCE IMPLICATIONS

4.1 There are no significant financial or resource implications arising from this article.

5.0 RISK ASSESSMENT

5.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of this report.

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

The Article does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

1. Notes of West Lancashire Local Children's Trust Partnership held on 10 January 2012.
2. Minutes of Community Safety Partnership Thematic Group held on 18 April 2012.
3. Minutes of Employment, Learning & Skills Thematic Group held on 20 July 2011, 23 November 2011 and 22 February 2012.

WEST LANCASHIRE LOCAL CHILDREN'S TRUST BOARD MEETING



ACTION NOTES		PRESENT			
DATE:	10 th January 2012	Angela Aspinwall-Livesey (Chair)	✓	✓	Joanne McGrath (JM)
		Nighat Parveen (NP)	✓	✓	Ismail Karolia (IK)
TIME:	2-5pm	John Nelson (JN)	✓	✓	
		Louise Dawson (LD)	✓	✓	
VENUE:	Hillside School, Skelmersdale.	Dave McHale (DM)	✓	✓	
		Glenis Tansey (GT)	✓	✓	
		Richard Varey (RV)	✓	✓	
			✓	✓	
			✓	✓	
			✓	✓	
DISCUSSION ITEM		ACTION NOTES			BY
1.	WELCOME AND INTRODUCTIONS				
2.	APOLOGIES FOR ABSENCE	Cllr Carolyn Evans (CE), Cllr Andrew Fowler (AF), Jonathan Hewitt (JH), Greg Mitten (GM).			
3.	NOTE OF PREVIOUS MEETING (8/9/11) – ACCURACY	Agreed for accuracy			
4.	NOTES OF PREVIOUS MEETING – MATTERS ARISING	None arising			
5.	Best Start	The board received a presentation from Sally Nightingale on the Best Start Program. The program is linking schools and Children's centres to provide additional support for children aged 4-7 on free school meals. It was agreed that there would be an update on the progress of this project in the next academic year. IK to disseminate presentation			IK to arrange

6.	Childrens Trust Scorecard	Work is being done to ensure a wide range of data collection on relevant data. The data scorecard should be used to inform the funding subgroup. Ian Bashall to attend future meeting to present and go through the scorecard.	IK to arrange
7.	Feedback from Children's Trust Conference	Report tabled.	
8.	LGBT report	The board confirmed they have not received the report. IK to chase up	IK
9.	Safeguarding	The Board received safeguarding data for West Lancashire.	
10.	Action Plan	It was agreed that the action plan should be updated in time for the partnership meeting to take place on 22 nd February. IK to email out for updates to be completed by 10 th February.	IK and all
11.	Agenda for Partnership Meeting	Agenda agreed as follows 1) Core Children Services Presentation (Core) 2) Funding Update 3) General Early Intervention Update (JM) 4) Action Plan Presentation 5) Review of Children's Trust Event.	IK to follow up
12.	Annual Event	Programme agreed, IK to follow up with Brett Winn and Danielle Coughlan.	IK
13.	ANY OTHER BUSINESS	None	
14.	DATE OF NEXT MEETING	February 22 nd 1-4pm, Tarleton High School. Event: February 10 th , 10-2pm	

Ismail Karolia, Ismail@wlcvs.org, 01695 733737
27th January 2012

WEST LANCASHIRE COMMUNITY SAFETY PARTNERSHIP

HELD: 18th April 2012

Commenced: 6.00 pm

Finished: 7.35 pm

PRESENT:

Andrew Hill	-	WLBC
David Tilleray	-	Chairman WLBC
Graham Coulston-Herrmann	-	Lancashire Constabulary
Kevin Boyce	-	Lancashire Constabulary
Mary Lyons	-	NHS Central Lancs.
Andy Willis	-	Lancashire Constabulary
Mike Przybysz	-	LCC
Councillor Cropper	-	Lancashire Police Authority
Gareth Dykes	-	WL PACT
Steve Wilson	-	LF&RS
Phil Jones	-	LF&RS
Christine Coleman	-	Edge Hill University
Jan Tyrer	-	Discover Services
Les Newman	-	Skelmersdale Street Pastors
Julie Cummins	-	YOT
Paul Malone	-	Edge Hill Students Union
Dorothy Shields	-	Lancashire Probation Trust
Mike Lock	-	Lancashire Probation Trust
David Gallagher	-	West Lancashire Area Committee
Sue Hogan	-	Young Peoples Service
Jill Bradley	-	West Lancashire CVS
Councillor Atherley	-	WLBC
Gill Rowe	-	WLBC
Steve Mahon	-	WLBC

IN ATTENDANCE:

Cliff Owens	-	WLBC
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1. WELCOME AND INTRODUCTIONS

The Chairman welcomed colleagues to the meeting and added a special welcome to new members of the Partnership, Chief Inspector Kevin Boyce, Lancashire Constabulary and Phil Jones, West Lancashire Service Delivery Manager, LF&RS.

The Chairman also requested his thanks be recorded on behalf of the Partnership to Temporary Chief Inspector Geoff Hurst for his work over the past year and his support for the Partnership within his role as Borough Commander.

The Chairman also thanked Steve Wilson for his amazing work over the past several years in West Lancashire in making a significant improvement to fire safety and for his excellent contribution to local partnership working.

2. APOLOGIES

Apologies for absence were received from:

County Councillor Aldridge, Steph Powell, David Johnnie, Councillor Hopley, Bruce Jassi, Robert Ruston, Elaine Bilborrow, Sam Jones, Eleanor Maddocks, Roger Merry

3. MINUTES OF LAST MEETING/MATTERS ARISING

The minutes of the last meeting were agreed as a true and accurate record with the exception of a point of accuracy raised by Christine Coleman which the Chairman requested Cliff to amend.

4. SAFER LANCASHIRE BOARD AND LOCAL STRATEGIC PARTNERSHIP UPDATE

The Chairman, David Tilleray advised the Partnership that the LSP meeting focused on two key issues which both revolved around funding.

The Chairman advised that Andrew Hill had provided the LSP with a progress report against the £250,000 allocation for CCTV and requested a steer from the LSP regarding how to utilise the unallocated funding from the camera and network upgrade project against proposed new CCTV cameras. The LSP have agreed that the remaining funding should be combined with the Council funding towards new CCTV provision in the Borough. Andrew will produce a report to Cabinet in June 2012 which will include proposed locations against the remaining £310,000 funding.

The Chairman added that the list of proposed sites will be prioritised against their potential impact against both crime and the fear of crime.

Councillor Atherley advised the Partnership that Aughton Parish Council have met to discuss the opportunities for providing matched funding towards the installation of new cameras.

The Chairman advised the CSP that the LSP Executive Group also discussed the allocation of the £20,000 Second Homes Funding. It was agreed at the LSP sub group that this funding should be allocated equally between the LSP thematic groups and the CSP's allocation will be in the amount of £1,690. This will support the delivery of this year's partnership plan.

The Chairman advised the CSP that the predominant issue at the Safer Lancashire Board meeting was funding to support the IDVA posts across

Lancashire. The Chairman stated that in order to ensure sustainability in 2012/13 it was agreed that half of the costs for 6 months of provision would be funded through the Safer Lancashire Board. This would enable breathing space for further consultation across the county to secure mainstreaming for future service provision. This approach was based upon a study undertaken which demonstrated which services and to what extent benefited from the IDVA provision. The Chairman advised that funding has been committed from the Borough Council's Housing budget for 2012/13 to support West Lancashire's BC contribution.

The Chairman added that the information sharing protocol was also agreed at the SLB meeting and discussion also focused on the role of the Police and Crime Commissioner. The Chairman advised that the work is being undertaken by LCC and LPA on this issue.

5. POLICE AND CRIME COMMISSIONERS

The Chairman introduced discussion on the imminent introduction of the Police and Crime Commissioners and opened this discussion to the CSP. Councillor Cropper advised that a meeting was held earlier in the week by Lancashire Police Authority and he advised that there is a certain amount of interest on this subject. The meeting focused on the type of information they should be given and Councillor Cropper added that general guidance is now available for potential candidates and final selections for candidates are set for July 2012. The main properties will likely undertake a selection process.

Councillor Cropper added that it will be an expensive exercise to undertake and will require a lot of resources to promote and will come with logistical challenges. The Chairman advised the Partnership that discussions are ongoing within the Council on the subject of the election process.

6. PERFORMANCE MONITORING

The Chairman invited partner agencies to provide a verbal overview of their quarterly performance.

Kevin Boyce introduced himself as the new Chief Inspector for West Lancashire and advised the Partnership that he has had previous experience of working in West Lancashire. Kevin continued by adding that he is keen to build on the good work of Inspector Geoff Hurst.

Over the past 3 months there has been a reduction against the category all crime but slight increases against serious acquisitive crime and criminal damage. West Lancashire has also recorded a reduction against violent crime.

Graham-Coulston Herrmann added that it has been a challenging year for the constabulary following the comprehensive spending review but stated that crime figures are still historically low and West Lancashire remains a safe place to live, work and visit.

Andy Willis stated that over February and March we have recorded good reductions against burglary offences with one offender being charged with 45 offences of vehicle crime. These reductions have coincided with Operation Julius which has seen a significant amount of police resources allocated to West Lancashire.

Steve Mahon provided an overview of performance on behalf of the Anti-Social Behaviour Team. Steve stated that the highest numbers of incidents were under the classification of Nuisance which is the type of work his team are most likely to be involved in. Steve added that the team have secured 3 ABC's during the past quarter, one eviction and obtained two further orders for possession. The team have also served five notices seeking possession of secure tenancies and closed sixteen cases.

Phil Jones provided an overview of the performance for Lancashire Fire and Rescue Service. Phil stated that Southern Division is the highest performing area in Lancashire and continued by provided an overview for each of the performance categories contained within the performance template. Phil advised the Partnership that over the year West Lancashire has had 64 accidental dwelling fires against a target of 72 which equates to being 11% under target and a 19% reduction against the previous year. Phil continued by providing an overview of each of the performance indicators and advised that for 2012/13 the targets will be more challenging. Phil advised that LF&RS will continue to look at strengthening their partnership working with the police to develop improved profiling of offenders.

Graham Coulston-Herrmann added that the work undertaken between partners in West Lancashire to tackle secondary fires has proven to be very productive and has assisted in improving detection figures and contributing to good overall prevention work.

Julie Cummins provided an overview of performance on behalf of YOT and advised that YOT are measured against 3 areas which include prevention, remands and custody. Julie advised that a new remand order maybe coming in soon which could potentially be very expensive given that it costs a minimum of £1,000 per week to keep a young person in custody and in high risk circumstances this can be as much as £5,000. Julie stated that YOT will have funding to beef up care packages and develop more weekend engagement. Julie added that the service will need to provide the courts with the confidence not to remand young people who can be managed in the community. Julie added this will involve working closely with CSP partners and agreed to keep the CSP updated and engaged on this issue.

Andrew Hill provided the Partnership with an overview of performance for quarter 4 for the Environmental Health Team. Andrew stated that there are no real concerns with respect to performance. He added that the performance category for Proactive Talks to Schools and Community Groups is linked to the schools academic programme and will improve later in the year.

Jan Tyrer provided an overview of the performance figures for Discover. Jan advised that the first criminal justice managers meeting took place in Digmoor

Community Centre in March 2012 and was well attended. The next meeting which is scheduled for May 2012 will focus on criminal justice themes and Jan agreed to keep the Partnership updated. Jan advised that a cannabis users group is starting at the end of April 2012 and Discover are working closely with the Police and Probation. Jan added that alcohol brief interventions are also being developed to reach wider group in West Lancashire.

Sue Hogan provided the Partnership with an overview of performance on behalf of Young Peoples Services. Sue advised that despite cuts to the team they have over achieved on their local targets. Sue highlighted the reduction against the NEET target with an achievement of 5.5% against the county average of 6.6%. Sue advised the Partnership that by the end of June 2012 she expects to have in place a full complement of staff. The service will aim to target the most vulnerable young people and Sue gave an overview of the vulnerable markers. Due to capacity and finance the service will focus on the 13 to 19 year old age category only and up to 24 years for those young people with disabilities. Sue stated that the team now have some excellent new staff that will prove to be very productive.

Mike Lock provided the Partnership with an overview of performance for Lancashire Probation Trust. Mike stated that with the national indicators now abandoned work is ongoing to actively monitor the Revolution cohorts offending behaviour. The current performance for the West Lancashire cohort is 7.6% compared with 11.11% in Lancashire. Mike continued by providing an overview of performance contained with the submitted Probation template highlighting that violence against the person constitutes the greatest area of convictions for those under statutory supervision in West Lancashire.

7. FUNDED INTERVENTIONS UPDATE AND QUARTER FOUR PROGRESS REPORT

Cliff Owens provided the CSP with an overview of the funding interventions agreed by the CSP for 2011/12. Cliff confirmed that the CSP had committed all of its Area Based Grant allocation of £32,000.

Examples of interventions delivered through this funding included 3 successful Community Beatsweeps & Brightsparx which was delivered in November and was evidenced as a great success.

All of the interventions were supported by a range of partner agencies with good evidence of community participation. A full summary of the funded interventions are contained within the funding template and further details of each intervention are also included in the partnership plan.

8. COMMUNITY SAFETY PARTNERSHIP FUNDING FOR 2012 / 2013

Cliff Owens provided the CSP with an update against confirmed funding for the Partnership for 2012/13. Cliff stated that it is unlikely the CSP will receive any direct Area Based Grant funding this year from the Safer Lancashire Board to support delivery of this years Partnership Plan.

Cliff advised that Lancashire Police Authority have confirmed that we will be allocated £7,000 this year. This funding includes both the £3000 General Grant and the £4,000 2nd d Homes Grant Funding.

This funding must be allocated against at least one of the top four Safer Lancashire Strategic Priorities for 2012-13 and one of the existing Thematic Priorities as outlined below:

STRATEGIC PRIORITIES	THEMATIC PRIORITIES:
Violent Crime	Reducing Re-offending
Domestic Abuse	Protect & Support Vulnerable People
Anti-Social Behaviour	Reduce Substance Misuse
Road Safety	Attitudes and Behaviour

Cliff further advised that the West Lancashire LSP has allocated £1,690 to the CSP to support the delivery of this year's Partnership Plan. The Chairman of the Partnership and Andrew Hill will be responsible for approving the allocation of the funding against agreed priorities and for ensuring the terms of the funding are adhered to.

9. COMMUNITY SAFETY PARTNERSHIP PLAN 2012 / 13

Cliff advised the Partnership that on the 22nd February he wrote to partners to request assistance in developing this year's partnership plan. The draft plan has been designed to be reflective of this partnerships priorities and provide evidence both to the community and the Police and Crime Commissioner that we are commitment to work in partnership to deliver our community safety priorities. Cliff continued by advising that the draft plan requires some further amendments and we are awaiting some additional information from partners to support the Action Plan element of the plan.

The plan will be sent out to community safety partners for a two week consultation exercise to ensure the plan accurately reflects the information partners have contributed. During this period we will allow additional information to be included that will add value. The finalised plan will be made available on the Councils Community Safety website page and will be publicised locally to encourage community engagement to support future planning.

The Chairman stated that the plan represented a good piece of work that reflects well on the partnership and asked the CSP to endorse the document. The CSP agreed to endorse the West Lancashire Community Safety Partnership Plan 2012/13

10. CANNABIS CULTIVATION TASK AND TIME GROUP

Andrew Hill provided the Community Safety Partnership with an overview of the establishment of the Cannabis Cultivation Task and Time Group. Andrew

stated that the group was set up as a result of increasing concerns about residential accommodation being used to cultivate cannabis. Andrew advised that the first multi-agency Task and Time Group was established in March 2012 and was well attended by partner agencies. Andrew advised that a former Chief Inspector who is an expert in this area provided the group with an overview of the key threats which includes strong links with organised crime groups and violence linked to the large amount of profits that can be made from this trade. Other significant issues that can impact on the local community include the targeting of vulnerable people who can be coerced into allowing their properties to be used for the production of cannabis.

Andrew stated that the problem creates issues for a number of services including LF&RS and the Council with properties electrical meters being by passed and the fly tipping of waste products and materials from cannabis grows. Andrew advised that a second meeting of the group will take place in April 2012 and this meeting will seek to develop work streams to tackle the issue and this will be supported by a multi-agency action plan approach. The work streams will include developing stronger working relationships with the electricity suppliers to encourage more enforcement activity, ensuring perpetrators are given the more serious charge of production to increase sentencing and act as a deterrent. Other opportunities to be explored will include identifying funding for multi-agency staff training to improve awareness and reporting procedures.

Andrew stated that as a result of actions agreed at the initial meeting we have already had a successful intervention at a property where 45 plants were recovered and the tenant was charged with production. Other issues highlighted at the property necessitated the involvement of Electricity North West and Trading Standards and the processes for multi-agency working agreed at the task and time group proved very effective.

Andrew agreed to keep the CSP updated on progress.

11. COMMUNITY ENGAGEMENT

The Chairman introduced this agenda item stating at the last meeting Andrew and Cliff were tasked with looking at opportunities for community consultation which will replace the 'Face the People' event.

Andrew Hill confirmed to the group that the statutory duty to hold a Face the People event has been removed. Andrew advised that the CSP will not receive any funding towards community consultation this year and this will shape how we engage the community. Andrew advised that following the production of the Partnership Plan it will be made available on the Council Website and the CSP will engage the local community by promoting the plan and developing feedback to inform future planning.

Andrew added that other opportunities for community engagement exist through the roll out of further Community Beatsweeps, Brightsparx and Freshers week which have a proven track record of strong community engagement and media exposure. Andrew added that by continuing to encourage community participation and feedback against CSP initiatives we

will develop opportunities towards future improvements against the delivery of community safety.

12. SOUTH LANCASHIRE REDUCING REOFFENDING STRATEGY

Mike Lock provided the Partnership with an overview of the additional statutory duty on CSP's to reduce reoffending. Mike introduced the South Lancashire Reducing Reoffending Strategy which was enclosed in the Partnership meeting pack together with a cover report. Mike advised that although the strategy covers three locality areas, a specific action plan will be developed for each of the CSP's and delivery will be led by the IOM Board. Mike continued by providing a comprehensive overview of the strategy and requested that it be endorsed by the Partnership.

Julie Cummins highlighted that additional information submitted by YOT was omitted from the draft presented to the Partnership. It was agreed that the strategy would be endorsed subject to this additional information from YOT being included and additional changes highlighted by the Chairman to the text of the document, to ensure it distinguishes correctly the different CSP's.

Mike advised that the action plan element of the strategy should be in place in time for the next CSP meeting in July 2012. The plan will establish what can be taken forward locally and what issues need to be addressed across the county.

13. COMMUNITY SAFETY ISSUES

Andrew Hill advised the Partnership that the Council has lost its DV Coordinator and added that DV issues will be picked up by Cliff. Andrew advised that we will soon begin planning for Freshers Week adding that this year will be particularly challenging due to the loss of Area Based Grant funding for the CSP.

The Chairman requested his thanks be recorded on behalf of the Partnership for the work undertaken by Louisa Armitage-Parkinson during her employment as the West Lancashire DV Coordinator.

14. ANY OTHER BUSINESS

No other business recorded.

15. DATE OF NEXT MEETING

The next meeting of the West Lancashire CSP will be held on Wednesday the 25th July 2012 at 6.00pm in the Council Chamber, 52 Derby Street, Ormskirk, L39 2DF

West Lancashire Local Strategic Partnership
Employment, Learning & Skills Thematic Group

Minutes of Meeting 20th July 2011

Present:

Councillor Adrian Owens	Portfolio Holder Regeneration and Estates (Chairman)
Louise Dawson	Skelmersdale & Ormskirk College
Ian Filbin	Lancashire County Council (LCC)
Phyllis Roberts	Lancashire Young Peoples Service (YPS)
Pat Perkins	Skills Academy for Health
Lynn Hayes	Job Centre Plus (JCP)
Jane Friend	Groundwork Wigan and West Lancashire
Maureen Fazal	Exsel (Int) CIC & WL Social Enterprise Hub
Greg Swift	West Lancashire Council for Voluntary Service (WLCVS) & Quarry Bank Social Enterprise
Paula Huber	West Lancashire Borough Council (WLBC)
John Corish	WLBC
Alex Lambie	WLBC

1. Welcome and Introductions

The Chairman welcomed everyone to the meeting, providing a brief update on the Borough's economy, stating that figures for young people out of work and training had gone down by around 300. He also went on to say that a business he had spoken who had made the decision to come back to base themselves in West Lancashire had commented on the spirit in the Borough being a contributing factor. The Chairman thanked the attendees for their part in the creation of that good spirit. Individual Introductions were then made by attendees.

2. Apologies

Greg Mitten, WLCVS and Dawn Lord, Skills Academy for Health.

3. Presentation from the National Apprenticeship Service

Paula Gibson gave a presentation on Apprenticeships and the role of the National Apprenticeship Service (NAS). The presentation helped to raise awareness of apprenticeships and to explain what an apprenticeship is and just how important it can be for people of all ages that may not be suited to the academic route, but added that there should be no stigmatism or suggestion that apprenticeships are at a lower standard to academic qualifications. In some areas of work they can indeed be more beneficial.

Paula provided details of some of the key issues and challenges, including:

- Employer engagement and finding suitable high quality training opportunities.
- 30% of apprentices in Lancashire are over 18 years old.
- There is a Government focus on 16-18 year olds.
- NAS have a business support unit to work specifically with businesses.

- There are higher level Apprenticeships up to level 4 (Foundation Degree).
- Apprenticeships are much more diverse than traditional occupations such as Plumbing and construction.
- Important sectors in the Borough include manufacturing, visitor economy, low carbon and retail.
- Historically Lancashire has had the highest levels of apprentices in the NW.
- There are currently 500 vacancies in Lancashire.

4. Minutes of the last meeting, 11th May 2011

Dawn Lord had incorrectly been noted as present at the last meeting when it was actually Pat Perkins, with this amendment the minutes were agreed as a correct record.

5. Matters Arising

LD updated the group on the revised launch date for the new college building, which would be 7th March 2012 instead of the original November date due to possible winter weather issues.

6. Rural Development Programme for England (West Lancashire update)

- 6.1 PH provided commentary to the report circulated, explaining how the programme had been running for two years and that West Lancashire businesses are doing very well having 14 of the 19 approved applications. 5 applicants have been successful in Basic Services applications, 3 of which are from West Lancashire. The programme is no longer delivered by NWDA but will be transferred over to DEFRA in the next few weeks.

The Chairman complemented the dedication of Council staff to this programme in its early stages of development, as it was unclear at the time the full benefits to the Borough.

- 6.2 JC gave an update on Porters Horticultural who have shown interest in taking on apprentices and they are also considering using Skelmersdale and Ormskirk College's horticultural course to work with.
- 6.3 LD suggested that each successful applicant could be encouraged to recruit an apprentice. *PH reported that she does ask that links are made with JCP but agreed to take this suggestion back to the Local Action Group Executive.*

7. There was an error on the Agenda, with no item 7.

8. Lancashire County Council- Future Jobs Fund Update

- 8.1 IF provided an update for the group explaining Lancashire's FJF was delivered over 2 phases with 89 opportunities committed to West Lancashire from 8 different organisations, with nearly 100% of those to West Lancashire residents. IF reported that around 50% of the FJF resulted in a positive outcome, with an 80% retention rate, 87% of which were aged between 18-24

8.2 PP mentioned the Skills Academy for Health contributed to a report to Government on how the programme could be a cost effective way to get people into employment.

8.3 The Chairman stated that he was encouraged by the fact that many of the opportunities offered in FJF, were from members of this LSP group.

9. Policy Update on Employment and Skills Issues, Including Work Programme

9.1 JC delivered the policy update informing the group that the two companies chosen for delivering the Work Programme are A4E Ltd, who will deliver their services themselves, and Ingeus who have subcontracted their West Lancashire service to Inspire2Independence (I2I) who will start work in the autumn. JC said that both himself and PH would be meeting I2I soon.

9.2 PP reported that Skills Academy for Health has been talking to A4E Ltd and that A4E would be looking to get funding into the project before they start working towards targets. They believe that A4E will be ready in early spring next year to be fully geared up to meet targets. PP added that A4E need their data checking to make sure that it is a secure system regarding the Data Protection Act and this will then help their providers with referring clients.

9.3 LH explained to the group that from the JCP point of view, they are struggling with some of the referrals due to the DWP's security systems, there was a case where some of the referrals did not have a candidate name because they were not allowed to share that information. LD said that she understood there have been problems with TuPe transfers.

9.4 The Chairman suggested that it would be useful if a JCP representative could give updates on the changes to their functions and structure at a future meeting. *LH agreed to take this suggested back to her organisation.*

9.5 MF mentioned that referrals are good but it is difficult and time consuming to train and give experience to individuals if there was no financial assistance.

9.6 JC explained there had been a report produced on Internships in terms of making them more open and transparent and how they benefit individuals.

JC then went on to review some stats that had been compiled from the National Skills Audit:

- Nearly 1 in 7 of those classed as unemployed have a degree, (International Labour Organisation definition).
- People working in 0.2% of companies employing more than 250 people on the other hand account for over half of all jobs.
- UK wide, 95% of small companies employ less than 10 people, the people working in the 95% of these companies, only account for just over a quarter of all jobs.

- Overall, there are relatively few skills shortages in England, with only 1 in 20 establishments suffering such shortages, and in sum they amounted to just 0.6% of total employment.

10. West Lancashire Challenge project

10.1 The Chairman thanked Skelmersdale and Ormskirk College for hosting the launch event in conjunction to the college summer fair.

10.2 JC told the group that 250 people had attended the launch event/summer fair. He went on to say that a Challenge outcome was met on the day of the launch event regarding the volunteering hours that the college staff dedicated to the day. The project now has a dedicated telephone for all enquiries and the number is 01695 712645, and has now got its marketing materials ready for future events that could create an opportunity to publicise the project.

10.3 The Challenge is looking to support the care industry as a pilot in taking on apprenticeship and placement opportunities, therefore a targeted letter will go out to selected care industry companies.

10.4 In September the college is thinking about putting on a breakfast event for companies to attend and the Challenge could promote itself to the companies. In addition LD mentioned that an idea had been put forward where they could get some of the Challenge's potential passport holders in to speak to the company in a short "speed networking" mechanism to help the individual meet the companies. She also mentioned that a lot of networking for different volunteer market stalls had happened on the day of the launch event, which was a big positive. There was also the idea of a mini roadshow to help with the promotion of the project, outside of Skelmersdale, to Ormskirk, Burscough, Parbold and other parts of the Borough.

10.5 JC provided the group with updates on each of the milestones including:

- The passport had been completed and some copies were circulated for the group to review the end product. JC went on to describe the Passport and how it works by giving working examples for the sections. The next big date for issuing the passport will be the college opening in September for the new academic year.
- LD said that for the expected 1200 16-18 year olds potentially joining the college they will endeavour to put everyone on the passport scheme, as well as the potential 500-600 adult learners.
- JC told the group that the project should hit its 2011 output target of getting 100 young people between 16-18 year olds on the passport service.
- Two successful Health & Wellbeing events have been held since the launch.
- LCF have undertaken some outreach programmes.
- The Challenge will also encourage advertising apprenticeship vacancies on the National Apprenticeship Service website.
- The Challenge has also investigated if the IT students at the college can create a West Lancashire Challenge website.

- JC and Gill Hughes of WLCVS gave a presentation to the Social Enterprise Hub AGM in May.

10.6 JC and PH had met with the local representative from the Federation of Small Businesses about the economy in general and the Challenge project.

10.7 In response to a question from IF, JC said that the Challenge and Passport service was for people of all ages both in and out of employment and training.

10.8 LD proposed an idea on the possibility of having a short video podcast on the website about what the West Lancashire Challenge does.

10.9 In response to a question from the Chairman, JC went on to explain that the LSP Executive will get a much more detailed report which will include the finance report and project progress.

11. Any Other Business

11.1 PP Skills Academy for Health update- there are 100 pre-employment places with Liverpool Community College. Other colleges are looking to replicate the same pre-employment numbers such as Wigan, St Helens and Lancaster.

11.2 LD Skelmersdale and Ormskirk College update- the college will officially become West Lancashire College from 1st August, the keys will be handed over on 11th August and the new cohort for the college will be 5th September. There will be a children's nursery with 72 places. There are also new curriculum areas being offered and they are also looking to recruit some apprentices. More will be committed to adult learners and will also be working with JCP to improve the employment gateway. LD offered the LSP group a tour around the new college in the future.

11.3 IF LCC update- LCC have gone through a restructure and will be split into two functions, Business support and Land and Property.

11.4 GS WLCVS update- WLCVS and Sefton CVS have been successful through a bid to the Local Sustainable Transport Fund for the two areas in association with Sefton BC, LCC and WLBC. Two development workers will be employed to work with the Councils to support local communities in relation to transport issues connected to the visitor economy.

11.5 PR YPS update- Because of cohort changes the NEET percentage has dropped to half the percentage of last year and the age in which you can be consider NEET has changed from 16-18 to 16-20 year olds. PR said that there will be a need to monitor 19-20 year olds in terms of how do they get help getting into training and employment. This age band may have 'A' level qualifications but struggle to find jobs in their chosen employment sector.

There is a new manager for YPS, Nighat Parveen, who will be covering Chorley, South Ribble and West Lancashire boroughs. Grant Murdoch will now be covering Preston, Wyre and Lytham areas. On 31st July, many staff

will be leaving and the new layout will not be known until the structure is in place. In addition, the Ormskirk centre for YPS is closing soon.

A provider from St Helens has offered to run an Ambassador programme over the summer period however there are only 8 places. The course will help increase confidence in young people of West Lancashire.

LD reported that £200,000 had been secured from ESF, whilst making the point that there will always be a NEET cohort of young people that will require support.

PR continued to say that the Pathways Programme was struggling for interest because of the EMA budget cut, although LD said that there could be a possible replacement to EMA. PR stated that despite the issues West Lancashire is still doing very well.

11.6 MF Social Enterprise update- SE HUB now has 55 members and there is 155 registered with Selnet. There are two new group members for the Hub, Julie Hodges and Melanie Bryan. A representative from JCP is going to the next meeting to give a presentation about engaging young people. The 'Paint Shop' at West Lancashire Recycling is up and running.

11.7 LH JCP update- Work programme referrals are happening daily, no real feedback on how successful yet as it is still quite a new programme. The "Get Britain Working" service is still growing.

11.8 JF Groundwork update- The National Citizenship Service delivery will be piloted in Wigan and they are bidding for 2012 delivery to cover the Lancashire area. The Chairman asked if the service would appeal to everyone and JF replied that they felt it would. Groundwork is planning to work with the Work Programme sub contractors and are already part of the knowledge bank for Wigan providers.

11.9 JC update- Alex Lambie and Amy Kirby, the two Council apprentices had completed their level 2 NVQ qualification and have signed up for the Level 3. The Group congratulated both Alex and Amy

12. Next Meeting

The Chairman thanked everyone for coming and looked forward to seeing the Group on 23rd November 2011 at 10.00am. Dates of 2012 meetings:

- Wed 25th January 2012
- Wed 25th April 2012
- Wed 25th July 2012
- Wed 28th November 2012

West Lancashire Local Strategic Partnership

Employment, Learning & Skills Thematic Group

Minutes of Meeting 23rd November 2011

Present:

Paula Huber	West Lancashire Borough Council (Acting Chairperson)
Colin Geering	Knowsley Borough Council
Louise Dawson	West Lancashire College
Sara Gaskell	West Lancashire College, Business Solutions
Pat Perkins	Skills Academy for Health
Michelle Davies	Job Centre Plus (JCP)
Greg Swift	West Lancashire Council for Voluntary Service (WLCVS) & Quarry Bank Social Enterprise
Matt Wynn	Inspire 2 Independence (i2i)
John Corish	WLBC
Alex Lambie	WLBC

1. Welcome and Introductions

As Councillor Owens was unable to attend, PH chaired the meeting. PH welcomed all to the meeting and individual introductions were made.

2. Apologies

Councillor Owens, WLBC; Greg Mitten, WLCVS; Maureen Fazal, Exsel CIC; Sue Hogan, YPS; Alison Quirk, JCP and Jane Friend, Groundwork Wigan and West Lancashire.

3. Presentation from Colin Geering, Knowsley Borough Council – Employment and Skills Activity

- 3.1 Colin gave an overview of the Liverpool City Region Employment and Skills activity.
- 3.2 Areas covered included changing Government policy with a focus on reducing budget deficit; a move from Regional Development Agencies to Local Enterprise Partnerships; the end of funding programmes such as Working Neighbourhood Funds, Future Jobs Fund, and welfare and benefit reform.
- 3.3 Looking to the future, the skills of the workforce will need to adapt to the developing and growing sectors such as the visitor economy, Superport, Low Carbon and Knowledge economy.
- 3.4 CG explained the new governance structures in place in relation to the Local Enterprise Partnership and shared with the group a copy of their 10 year Employment and Skills Strategy, together with a copy of their Apprenticeship Strategy.
- 3.5 There were many similarities to issues facing West Lancashire such as the loss of funding and public sector job losses, however CG also

highlighted practical examples of what can be achieved by working in partnerships. PH reiterated the strengths within this thematic group from the range of partners involved.

- 3.6 PP made the point about how organisations and providers are dictated to by the funding bodies, and how Future Jobs Fund gave individuals enough time to gain true employment skills, with over 60% success rate in securing employment within her sector.
- 3.7 LD commented about getting the balance right as some young people are more job ready than others, which is where the provider can intervene and make a difference. The FE sector was responding to the flexibility CG referred to, with the College adapting short and sharp training courses where required.
- 3.8 Following a request by JC, CG agreed to investigate if the bus they currently use to promote apprenticeships would be available for the WL Challenge in West Lancashire. *The slides would be circulated to the group with the minutes. PH*

4. Minutes of the last meeting, 20th July 2011

With an amendment to the number of childcare places available at the College's nursery to read 74, the minutes were agreed as a true and correct record.

5. Matters Arising

- 5.1 JC reported that Porters Horticultural had put their plans for an apprentice on hold and that our contact had unfortunately been made redundant. However links are still being maintained with the National Farmers Union.
- 5.2 Item 10.3 JC updated that the care industry pilot had commenced.

6. Job Centre Plus – Get Britain Working

- 6.1 MD provided group members with a two-page JCP update entitled 'How you can help to get Britain working', explaining each of the current initiatives, including Work Experience; Sector-based work academies; Work Clubs and Enterprise Clubs; New Enterprise Allowance and Work Together and local contact details were also provided.
- 6.2 In terms of Work Experience, MD reported that 71 host agreements had been signed by SME's, providers and public sector (West Lancashire Borough Council is expected to sign up very shortly). By the end of November, there had been 97 starts in Skelmersdale and 28 in Ormskirk, a very encouraging start to the programme.
- 6.3 PP queried whether CRB checks could be funded. MD responded it is unlikely to be problematic, but the onus was on providers to provide any necessary checks/equipment. LD followed that there are mechanisms

within the College to work through these issues, as they are very keen to minimise problems young people have in accessing employment.

- 6.4 GS commented that in his role as Treasurer for the SE Hub he was keen to develop links to Mentors and the New Enterprise Allowance, LD also added how he could work with the College to 'timebank' volunteering hours.

7. Economic Regeneration Manager Update

- 7.1 PH reported on a number of issues for the group including the number of Lancashire events taking place in 2012 and how the Council were trying to ensure all local events that would attract visitors to the area are being promoted through the www.VisitLancashire.com website. PH updated the group on four West Lancashire finalists in the Tourism Awards, including WWT Martin Mere, Victoria Fellowes (WWT Martin Mere) and Martin Lane Farmhouse Holiday Cottages. *Please forward any events to PH for inclusion on the website - ALL.*

- 7.2 The second item reported was the Sefton and West Lancashire visitor economy project and although in its infancy, a web page has been developed and the small grants scheme is now open to applicants.

8. Policy Update on Employment and Skills

- 8.1 JC circulated a paper to the group, which included information on a recent apprenticeship event he attended in Manchester relating to public sector procurement and capital projects. AL reported on the number of apprenticeship and JCP vacancies across the Borough, providing spreadsheets and charts, which the group found extremely useful. MD commented on how the vacancy numbers for 'Distribution' are misleading as they relate to the number of agencies advertising the same jobs rather than the number of individual jobs. *Members would like to receive this information on a monthly basis if possible – PH/AL.*
- 8.2 SG reported to the group the extension of the SWOP project across Lancashire due to its success, an example being 22 apprentices working within 1 school, and that the College are investing highly in this project.

9. West Lancashire Challenge Project

- 9.1 JC worked through each of the outcomes in the summary circulated. LD commented that the passport was not being offered indiscriminately and the numbers are expected to grow over the next few months.
- 9.2 With regards to the Community Development section, PP commented on a skills club scheme in the Cheshire area that she was aware of with the use of £12k financial support that included health benefits. *PP to provide more information to JC.*

- 9.3 Outcome 8, LD reported that the new Young Persons Service structure was now in place, which would help in providing data in a user-friendly format with links also made to the employer event.
- 9.4 Outcome 16, LD was expecting large numbers to the Open Event in February, with over 800 people attending the last event.
- 9.5 Outcome 18, LD reported how they are looking forward to a further staff volunteering day at the College in July 2012, where they expect good levels of attendance and that volunteering was taking place on an ongoing basis within the College.

10. Any Other Business

- 10.1 PP: ESF -14 week model in the Wigan area, but looking to partner with WL College in the near future. Working Families contract, which is to develop a skills pre-cursor to the pre-employment training, which would involve 20hrs of health and wellbeing awareness.
- 10.2 LD: Various events and launches taking place, including Family Fun Day on Saturday to promote the Nursery on campus and the Business Event on 1st December, full details of all events on website. The College have introduced a replacement EMA scheme, which is great news for a large number of students.
- 10.3 MD: JCP would endeavour to attend these meetings in future.
- 10.4 GS/CVS: AGM held last week (w/c 14 Nov) in Hesketh Bank, a great event, which was very well attended. A calendar has also produced with photography by GS, any queries/copies to GS.
GS/Quarry Bank: Receiving referrals from JCP and A4E.
- 10.5 MW: Chris Grayling, Minister of State (Employment), Work and Pensions attended an event at i2i offices. Of their 282 clients, they have assisted 71 back into work, and of the 144 i2i centres Skelmersdale is the second most successful. Will be linking through to WL College, and the WL Challenge in particular re: agency working and the Cleaning and Environmental Service apprenticeship qualification.
- 10.6 JF (received via email): Working in partnership with neighbouring Trust Groundwork Pennine Lancashire to assess the feasibility of providing health and safety and environmental sustainability training to 16 and 17 yr olds who are in employment. Connections will be made with businesses through Groundwork's Environmental Business Service's. If work is feasible, completion is required by the end of December 2011.

11. Date of Next Meeting

22nd February 2012 at 10am
West Lancashire Investment Centre

West Lancashire Local Strategic Partnership

Employment, Learning & Skills Thematic Group

Minutes of Meeting 22nd February 2012

Present:

Councillor Adrian Owens	Portfolio Holder Regeneration and Estates (Chairman)
Sara Gaskell	West Lancashire College, Business Solutions
Dawn Lord	Skills Academy for Health
Alison Quirk	Job Centre Plus (JCP)
Greg Swift	West Lancashire Council for Voluntary Service (WLCVS) & Quarry Bank Social Enterprise
Maureen Fazal	Exsel (Int) CIC (West Lancashire Community Recycling)
Hugh Shields	Groundwork Wigan and West Lancashire
Emma Francis	I2I
Phil Russell	Lancashire County Council (LCC)
Paula Huber	West Lancashire Borough Council (WLBC)
John Corish	WLBC and West Lancashire Challenge
Alex Lambie	WLBC and West Lancashire Challenge

1. Welcome and Introductions

Cllr Owens welcomed everybody to the meeting and all the attendees introduced themselves to the group.

2. Apologies

Apologies given: Sue Hogan (Young People Service), Pat Perkins (Skills Academy for Health), Jane Friend (Groundwork) and Matt Wynn (I2I)

3. “The Families Programme” Presentation, LCC

- 3.1 PR explained The Families Programme and how the programme aims to move individuals/families closer to the labour market.
- 3.2 PR informed the group that the programme was designed to break down any barriers for people looking to gain employment. They will do this by working with existing organisations such as care centres and JCP.
- 3.3 EF asked “what is the selling point?” For example, what would I2I say to the individuals they feel may need referring. PR explained that it was an opportunity for individuals to get help to gain employment.
- 3.4 In response to a query from MF, PR said they would be very happy to receive any referrals, including domestic violence referrals. MF also asked how LCC define a family. PR replied there was no definition of a family, but as a guide “Individuals with significant impact on each other”.
- 3.5 PH asked if LCC have already identified ‘families’, would referrals be checked against this database? PR explained that LCC would trust the judgement of the contract deliverer as they are the experts within this area of work

- 3.6 Chairman queried how partners would know what tier an individual would be or whether they are eligible. PR explained that the only eligibility check is if they are on a DWP benefit and it was voluntary. The different tiers come in to place after an evaluation of circumstance is undertaken by the contract deliverer.
- 3.7 GS asked how details are being disseminated to the Voluntary Community Faith Sector. PR said that the programme was being advertised through Lancashire CVS and other voluntary services throughout Lancashire including CAB.
- 3.9 Chairman thanked PR on behalf of the group for his presentation and invited him to stay for the remainder of the meeting.

4. Minutes of the last meeting, 23rd November 2011

With an amendment to the acronym to read SWAP and not SWOP, the minutes were agreed as a true and correct record.

5. Matters Arising

JC explained that the Work Experience scheme is up and running and other service areas in the Council have shown interest in the scheme. Electoral Services are taking on an individual in the near future.

6. Economic Regeneration Manager- Funding & Finance Update

- 6.1 PH updated the group on several areas of funding, including:

Access to Finance NW and Accelerating Business Growth in Lancashire

An organisation aiming to secure funding for SMEs and a funding programme to support business development/expansion/job creation.

Sefton & West Lancashire Visitor Economy Project

5 themes to this project, including walking and cycling, cycle hire and promoting the visitor offer.

Rural Development Programme for England (RDPE)

Still approximately £600k available within this programme (as of Nov 11), new funding will be coming on stream and it is thought that this is likely to be through the current RDPE mechanisms.

7. Policy Update on Employment and Skills

- 7.1 JC informed the group about the Apprenticeship Grant for Employers (AGE), key areas include:
- £1,500 grant to encourage employers to take on new apprentices
 - Employer can take on a max of 3 apprentices with grant assistance.
 - Eligible to small and medium sized employers that have not taken on an apprentice in the previous 3 years
- 7.2 JC gave an update on the Youth Contract, key areas being:
- At least 410,000 work places will be available for 18-24 year olds

- Offering a work experience placement of up to 8 weeks for every interested unemployed 18-24 year old, lasting 2-8 weeks, with an optional extension to up to 12 weeks
- Half of under 25 year olds coming off benefits within 3 months

7.3 JC informed the group that the West Lancashire Challenge had given feedback to BIS about apprenticeships. With the key point being that NAS are supportive of the Challenge project in raising awareness of apprenticeships and that there is an opportunity for Government to do more to promote apprenticeships through procurement practices.

7.4 AL updated on West Lancashire Apprenticeships, key points being:

- There are currently 16 apprenticeship vacancies advertised- offered by 14 separate employers
- 7 of the vacancies are being offered by 7 Skelmersdale companies
- 4 vacancies are being offered by 4 Ormskirk companies
- 5 vacancies being offered by 3 rural or Burscough companies

The team identified there have been 156 advertised apprenticeship vacancies by 54 separate businesses (since w/c 22 Aug):

- 26 vacancies have been filled
- 16 are being advertised
- 12 have fallen through
- 4 no answer/reply or are untraceable.
- 98 are still interested or are going through the interview process.

7.5 JCP Vacancies in West Lancashire. On the 21 Feb 2012, there were 192 job vacancies registered with JCP website for the West Lancashire area:

- 88 vacancies in the Skelmersdale area.
- 74 vacancies in the Ormskirk area.
- 8 vacancies in the Burscough area.
- 22 vacancies in the rural areas of the Borough.

The total JSA claimant count for West Lancashire was 2,357 as of 12 Jan 2012, which is down by 87 since the last LSP Report. West Lancashire's Claimant count rate, at 4%, is higher than Lancashire's average, at 3.4%, but 0.6% less than the North West average (4.6%) and is a 0.2% raise on the year. AL believed that the higher claimant count percentage, compared to the last update, was due to the working age population being lower.

7.6 Chairman requested that JC do a follow up press release with the details of AGE and how businesses express an interest.

7.7 Answering a query from GS, JC informed the group that he had been to discussions on how the voluntary sector would be able to reap the benefits of the grant.

7.8 EF stated that i2i do not have many young people (18-24 Year olds) in Skelmersdale on their books as young people are generally doing well at getting jobs.

7.9 EF stated that people do not want to work for agencies because it is not a secure job and some agencies are getting a bad reputation for the way they treat the people. DL stated that companies try to avoid agencies because if they find a good worker and want to hire them, agencies expect money from the company for outsourcing the person, which adds an additional barrier for that person gaining more secure employment.

8. West Lancashire Challenge Project

- 8.1 JC went through the Challenge project outcomes,
- Outcomes 1-3 are underperforming but the focus was on the quality of the service. There are currently 56 people on the passport. Mainly through CVS and West Lancashire College with a couple from YPS referrals
 - Outcomes 4-7 the Asset Map is on the CVS website for all to go on and view.
 - Outcomes 8-11 assisted 21 apprenticeships. Pepsico and Co-op Financial Services, hopefully, will add quite a lot of people to that number soon.
 - Outcomes 12-13 the challenge is on target if not already exceeded the target through Lancashire Community Finance
 - Outcome 16 the apprenticeship events went well and currently looking into planning an Olympic event.
 - Outcome 18 the target was exceeded in September.
 - Outcomes 19-20 both are being carried out as the project develops
- 8.2 Chairman and GS commented that the apprenticeship event was a great event but disappointed with the low number of businesses in attendance.
- 8.3 SG informed the group that West Lancashire College plans to hold fortnightly 1/2day sessions on what apprenticeships are, look at any barriers and employer events. The college is starting 2 new programmes called Access to Apprenticeships. It will be very much a supply and demand service trying to meet the aspirations of the apprentice. It works similarly to the Pathways to Work programme. The second programme is called the NEET Project, which is aimed at 14-16 year olds that have dropped out or left school. Aiming to get the young person back into education, employment or training.
- 8.4 GS asked how successful Outcome 7 has been. JC said that so far there had been 7 volunteers signed up with more expected by April.
- 8.5 GS enquired as to what volunteering WL College staff were doing? SG said that the staff were doing Outdoor Activity events and the hair and beauty staff were going out to day centres to offer their services. GS said that he would like CVS to be more involved in this.

9. Any Other Business

- 9.1 JC- SAS Scheme. He informed the group about the schemes aims and objectives. Guidance notes and Expression of Interest forms have been produced, ready to distribute.

- 9.2 GS- Quarry Bank has had an increase in referrals from the Work Programme and Job Centre Plus. The referrals have trebled in the last few weeks. Good feedback has been given to JCP for their involvement.
- 9.3 MF-Pilot Contracts that West Lancashire Recycling are taking on or completing are:
- South Ribble Bulky Waste
 - Ikea
 - John Lewis
 - Argos
 - Silent Night
- Currently in talks with Preston, Warrington and Knowsley for potential contracts. MF informed the group that she is also working 2days at Wigan and Leigh School for Entrepreneurs, giving support to over 50's.
- MF- SELNET received more than £500,000 for a transforming infrastructure project -mapping of frontline services.
- 9.4 AQ- Get Britain Working:
- 132 people started Work Experience and 55% gained employment.
 - 19 DWP Work Experience starts in Lancashire
 - Sector Based Work Academies, 8 people have gained employment
 - Working with Co-op regarding the 60 apprenticeships that are being recruited, Co-op are also looking to take on 12 people per month and looking to remove barriers into work due to the Credit Checks.
 - Continuing to work with SME's but been very little interest, considering a leaflet drop to make them aware of JCP services.
- 9.5 EF- i2i met their targets for January (50% in Jobs), 50% of the jobs being filled are through agencies. i2i will monitor sustainability and continue are trying to sell the benefits of volunteering work to unemployed clients.
- 9.6 SG- informed the group that the College will be helping to run two new projects, working with LCC, aimed at NEETs. Both projects are to find routes that suit both employers and potential employees. As part of these projects the College is hoping to hold a Job Match Day with the focus being on apprenticeships.
- 9.7 HS- informed the group that Groundwork is running a programme called Rathbones Back to Work Programme for 14-16 year olds. In Preston they are working on a project called Bluesky where they try to gain employment for ex-offenders within 12months of their release from prison.
- 9.8 DL- in discussion with the College about an "Advance into Care" Programme, which will be 14 weeks, 4 weeks in college/10 weeks in a work placement. 9 people recruited with 7 moving into employment.
- 9.9 Chairman closed the meeting asking the group to continue communicating as the group are stronger working together.

10. Date of Next Meeting

Wednesday 16th May 2012- 10am at West Lancashire Investment Centre



ARTICLE NO: 1C

**CORPORATE &
ENVIRONMENTAL OVERVIEW &
SCRUTINY COMMITTEE**

**MEMBERS UPDATE 2012/13
ISSUE: 2**

Article of: Assistant Director Community Services

Relevant Managing Director: Managing Director (People and Places)

Relevant Portfolio Holder: Councillor D Sudworth

**Contact for further information: Mr P Charlson (Extn. 5246)
(E-mail: paul.charlson@westlancs.gov.uk)**

SUBJECT: HEALTH PROMOTION SERVICE ANNUAL REPORT 2011/12

Wards affected: Borough Wide

1.0 PURPOSE OF ARTICLE

1.1 To provide Members with information about the work of the Health Promotion Service during 2011/12.

2.0 BACKGROUND

2.1 The Health Promotion Service (the Service) produces an annual report detailing the work and initiatives undertaken each year.

2.2 Health Promotion is a term that has been applied to a wide range of approaches to improving health of people, communities and populations. The draft annual report attached at Appendix 1 to this article is provided to demonstrate how the Service works towards educating, promoting and improving the health and wellbeing of local people and of making more people aware of the wide range of work the service is able to offer and provide.

2.3 The draft annual report also serves to create awareness of the work carried out by the Council and to encourage other organisations to work in partnership with the Service. Accordingly, the Service contributes significantly towards the Council's corporate priorities and values by maximising opportunities to work with partners to improve the health and wellbeing of local people.

3.0 CURRENT POSITION

3.1 The draft annual report attached at Appendix 1 to this article details work undertaken by the Service during 2011/12.

3.2 To assist Members, the key areas of work detailed in the report are:

- A Commercial Safety Newsletter was produced, containing a wide range of articles on current health promotion, food and health and safety issues. This was distributed to all businesses in West Lancashire.
- The Commercial Safety Team delivered accredited food safety training to 59 people from local food businesses.
- 32 hand washing workshops were provided to Key Stage 2 primary school children. Hand hygiene is the single most important way of reducing infection and preventing its spread. The workshops utilised hand inspection cabinets to allow the children with an opportunity to be actively involved in their own learning. Posters and worksheets were also provided to the schools.
- The Council has begun the application process for the Health Works Award Scheme. It is anticipated that the necessary measures will be completed in 2012/13 in order to obtain the first level of the Award scheme. This will require positive changes in the workplace, tackling issues such as smoking, healthy eating, positive mental health and physical exercise.
- The Service has continued to work with other Services within the Council, NHS Central Lancashire, and the community, the voluntary and statutory sector to raise the profile of health issues.

4.0 ISSUES

4.1 The draft annual report is submitted to Members as a means 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.

4.2 Copies of the annual report will be distributed to relevant local partnership organisations and a copy will also be placed on the Council's website.

5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

5.1 The service contributes significantly towards improving the health of the local communities within West Lancashire.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

6.1 The work of the Service and the production of the annual report can be met within existing resources.

7.0 RISK ASSESSMENT

7.1 The draft annual report attached at Appendix 1 to this article describes the work undertaken by the Service during 2011/12. If adequate resources were not

available, the Council may not be able to deliver such a varied and effective service. Both the Food Standards Agency and the Health and Safety Commission continue to see the promotion of health improvement as an important part of food safety and health and 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.

Equality Impact Assessment

The Article does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

1. Health Promotion Service Draft Annual Report 2011/12

West Lancashire Borough Council

Health Promotion Service Annual Report 2011/12

DRAFT

HEALTH PROMOTION SERVICE ANNUAL REPORT 2011-2012

Introduction and aims

This is the tenth 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 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.

Overview of the Service

The Health Promotion Service consists of a Health Promotion Officer, who utilise the additional resources of the Commercial Safety Team. The key areas of work undertaken by the Health Promotion Service include food safety, personal hygiene, healthy eating and health and safety in the workplace; however this work broadly 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;
- The initiation, development, management and co-ordination of health promotion projects;
- The development of health promotion strategies through multiagency partnerships;
- Promote the provision of a diverse range of training opportunities to local businesses;
- Provide support to organisations and practitioners who have a health promotion role and encourage good health promotion practice;
- 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;
- Maintain a service based on quality standards in order to promote continuous improvement;
- To deliver effective health promotion through the provision of appropriate information and up to-date, resources and support.

Progress and initiatives during 2011/12

During 2011/12 the Health Promotion Service has engaged with a wide range of people on health issues which can have a major effect on their health.

Such initiatives have included:

- ***Commercial Safety Newsletter***

The Council's Commercial Safety section, which includes the Health Promotion Service, provides a yearly newsletter to all businesses in West Lancashire. The newsletter contains articles on health and safety, food safety and health education and health promotion issues. Some examples of articles in this year's newsletter include the National Food Hygiene Rating Scheme, Infection Control, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, Recipe 4 Health and the Health Works Award Scheme.

The newsletter provides an important means of creating awareness and keeping businesses up to – date with new legislation, health education, food safety and health and safety issues and campaigns. 1247 newsletters were distributed.

- ***Chartered Institute of Environmental Health (CIEH) Food Safety Training Courses***

Food safety training is an important means of encouraging businesses to improve their hygiene standards.

Officers from the Commercial Safety Team organised and delivered 5 of the CIEH Level 2 Award in Food Safety in Catering courses in the last financial year. Fifty nine people attended the training and all successfully completed the course.

The increase in numbers of people being trained is partly due to the introduction of the National Food Hygiene Rating scheme. The National Food Hygiene Rating scheme is a Local Authority/Food Standards Agency partnership initiative which covers England, Wales and Northern Ireland.

The National Food Hygiene scheme aims to help members of the public choose where to eat out or shop for food by giving them information about the hygiene standards in cafes, restaurants, pubs, hotels, takeaways and supermarkets.

Each food business is awarded a rating by the Food Safety Officer who inspects it. The rating is calculated according to the level of compliance with food hygiene and safety law, the condition of the structure of the premises and the confidence in management controls and procedures.

- ***Chartered Institute of Environmental Health (CIEH) Nutrition Course***

Good nutrition is important throughout the whole of life. The nutritional value of a person's diet depends on the overall mixture or balance of foods that is eaten over a period of time as well as on the needs of the individual eating them.

Latest figures from the national Child Measurement Programme show that almost a quarter of children are overweight or obese by the time they start school. Type 2 diabetes is appearing and dental health in young children is deteriorating.

- **Hand Washing Campaign**

A hand washing campaign was delivered to Key Stage 2 pupils in local primary schools. A total of 32 talks were provided to 24 primary schools.

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 disease, including food poisoning.

Another important educational message provided to children and teachers was to inform them that gels or wipes should only be used in addition to hand washing and not instead of washing hands with soap and water as gels and wipes do not effectively remove E.coli 0157 that is in dirt.

The workshops also comprised of a discussion and a range of class work activities e.g. worksheets, use of hand inspection cabinet etc.



The Hand washing Cabinet is designed to help children visualise germs they may have missed when not washing their hands properly by highlighting the areas missed with fluorescent lotion.

The Health Promotion Officer also responded to a request to provide four hand washing talks to key stage 1 classes in local primary schools.

- **Food Safety Display**

The Health Promotion Officer was asked to provide a display on food safety by West Lancashire Council for Voluntary Service on 15th July 2011 in support of their Health Network Event. The display was attended by people from the public and voluntary sector and members of the public. Fridge thermometers and food safety leaflets and quizzes were available to interested parties. This proved to be a useful way of actively engaging with people.

- **Infection Control display**

In September 2011 officers from the Council's Commercial Safety Team were involved in a health promotion initiative at the Wildfowl and Wetland Trust, Martin Mere. As part of the Hand washing Campaign officers provided a display and spoke to visitors about the importance of washing their hands, especially after touching gates or fences or other surfaces in areas frequented/ visited by birds.

- **Healthy Eating Talks**

Due to the success of the Council's Healthy Eating Campaign in 2010, further talks were offered to Key Stage 2 classes in 2011 and 2012. Seventeen talks were provided to a total of thirteen schools.



- **Health Works Award Scheme**



With over half of the UK population spending an estimated 60% of their waking hours at work, the workplace is an important setting for promoting a safe working environment and a healthy lifestyle.

Health Works is a free local workplace scheme developed by NHS Central Lancashire which encourages local businesses and organisations to make positive changes in the workplace, tackling issues such as smoking, healthy eating, positive mental health and physical exercise. The award recognises and rewards businesses and organisations that offer a healthier working environment to all their employees.

The award is a developmental process, based on good practice and improvement and it can be used to support the creation of activities that promote the health and well being of employees.

West Lancashire Borough Council commenced the process of applying to participate in the Health works award in the latter stages of the financial year , including the preparation of a set of essential criteria which the council must complete i.e. a workplace audit and the preparation of a staff lifestyle survey.

An update on the Council's progress will be reported in the next Health Promotion Annual report to be produced in 2013.

Conclusion

2011/12 has seen another active year for the Health Promotion Service. By actively seeking opportunities to communicate and collaborate with colleagues in all sectors to promote health, the Service contributes to the Council's corporate priorities and values by maximising opportunities to work with partners to improve the health and wellbeing of local people.

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 or are interested in the possibility of providing joint training please contact West Lancashire Borough Council's Health Education and Promotion Officer on 01695 585253.

DRAFT



ARTICLE NO: 2A

**CORPORATE & ENVIRONMENTAL
OVERVIEW & SCRUTINY COMMITTEE**

**MEMBERS UPDATE 2012/13
ISSUE: 2**

Article of: Assistant Director Housing and Regeneration

Relevant Managing Director: Managing Director (Transformation)

Relevant Portfolio Holder: Councillor V. Hopley and Councillor A. Owens

**Contact for further information: Mr W Berkley (Extn. 5259)
(E-mail: william.berkley@westlancs.gov.uk)**

**SUBJECT: ENGAGING JOHN MCCALL ARCHITECTS TO PRODUCE A COSTED
ENVIRONMENTAL REGENERATION PROPOSAL FOR LITTLE DIGMOOR**

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1 To inform members of the decision to appoint John McCall Architects to assist with the development of a revival proposal for Little Digmaor for submission to DCLG.
-

2.0 BACKGROUND

- 2.1 John McCall architects assisted the Council to produce detailed environmental regeneration proposals throughout the district as part of the LSVT work in 2005.
- 2.2 Officers have made representations to the DCLG highlighting the need for environmental regeneration work in Skelmersdale. This resulted in a site visit by the DCLG where they heard that the new self financing arrangements for housing would not address the environmental needs of Skelmersdale.
- 2.3 The meeting resulted in WLBC offering to draft detailed environmental proposals for submission to the DCLG for their consideration and potential assistance with their delivery.
- 2.4 Officers are therefore proposed to appoint John McCall architects to assist with the development of a proposal as they have had previous involvement in the planning of Skelmersdale estate regeneration,

knowledge of the issues present on our estates and costing of these works.

3.0 CURRENT POSITION

- 3.1 A fee proposal has been received from John McCall architects to carry out this work, which totals £20,000.
- 3.2 A breakdown of this estimate has been received identifying a total of 400 hours budgeted to the project at an average rate of £50 per hour.
- 3.3 Additional information has been provided by McCalls identifying framework rates they have recently tendered and won. McCalls have offered to charge based on these rates and provide evidential time sheets. In addition, should the project costs total less than their initial estimate of £20,000 (based on the timesheets) McCalls have agreed they will charge the lower figure. However, should the hours taken go over the initial £20,000 estimate McCalls have offered to cap the fee at the £20,000 estimate.
- 3.4 In order to progress the project the Assistant Director of Housing and Regeneration operated his delegated authority under 4.2 of the Constitution paragraph 4.14, in consultation with the Leader of the Council, Portfolio Holder for Housing and the Portfolio Holder for Housing Finance to agree to the awarding of the response maintenance contracts on an initial 5 Year basis.

5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 5.1 There are no additional significant sustainability impacts associated with this article and, in particular, no significant impact on crime and disorder. The article has no significant links with the Sustainable Community Strategy.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 There are no additional significant financial or resource implications arising from this article, funding for the project will be met from existing budgets.

7.0 RISK ASSESSMENT

- 7.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of this report.

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

The decision does not have any additional direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

None



ARTICLE NO: 2B

**CORPORATE OVERVIEW AND SCRUTINY
COMMITTEE**

**MEMBERS UPDATE 2012/13
ISSUE:2**

Article of: Transformation Manager

Relevant Managing Director: Managing Director (Transformation)

Relevant Portfolio Holder: Councillor I Grant

**Contact for further information: Michelle Ashton ext 5027
(E-mail: michelle.ashton@westlancs.gov.uk)**

SUBJECT: HR/PAYROLL SYSTEM UPDATE

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

1.1 To update Members on progress in making arrangements for the introduction of a new integrated HR/Managed Payroll system with effect from 1st November 2012.

2.0 BACKGROUND

2.1 As part of the MSR process for 2013/14 it was identified that an estimated £49,500 annual efficiency saving could be realised if the Payroll Service was migrated to a managed payroll provider once the current contract provided by Northgate expired on 31st October 2012. Council at its meeting on 18th July 2012 agreed authority to take all action in connection with entering into such an arrangement.

2.2 Detailed discussions had previously taken place with One Connect Limited, our partners, to provide a replacement Payroll Service. Unfortunately agreement could not be reached on delivering this service as part of the wider partnership. This left a short period of time in which to find and replace the payroll system before the Northgate contract expired.

2.3 Consequently proposals were sought from 2 other providers; Logica, an HR/Payroll service provider who had satisfied OJEU procurement processes to win the preferred tenderer status under the OGC framework; and Wigan MBC,

who had the advantage of being a neighbouring authority who offered a Managed Payroll Service and HR system;. the latter being under a 'Council to Council' partnership arrangement that would not conflict with EU Procurement Legislation. Using these options, would enable the Council to achieve the implementation deadline of 1st November 2012.

2.4 Consideration was also given to extending the current agreement with Northgate.

3.0 PAYROLL SYSTEM OPTIONS

3.1 Officers appraised three options: "stay the same", by extending the Northgate arrangement; option 2, via Logica, and option 3, the Wigan Option, in great detail, as set out below.

3.2 **Option 1 - Stay the same** was to extend the agreement with Northgate for a further 3 years and retain the Payroll system (including the integrated Northgate HR system) and the payroll staff team. However, there would have been no efficiency savings by pursuing this option.

3.3 **Option 2 - Logica Managed Payroll** – Logica's proposal was to manage 80% of the Payroll service for a 7 year period using Logica payroll staff and system. This would have required a 0.5 FTE payroll employee to be retained within the West Lancs HR Team to collate and prepare payroll documentation for transfer to Logica managed payroll.

3.4 However, once the Northgate contract came to an end the Council would be without a functioning HR system to maintain its establishment and employee records. This was not considered sustainable.

3.5 Logica could have provided a modern HR system with manager and employee self-service but this would have incurred additional set up and annual on-going processing costs, greatly reducing the scope for savings.

3.6 Under this option the Council would have allowed 2 x FTE Voluntary Redundancies and there would have been 1 x 0.5 FTE compulsory redundancy.

3.7 **Option 3** – Shared Service Partnership with **Wigan MBC** – Wigan MBC use iTrent, Midland - an integrated HR/Payroll system; a very efficient system whereby changes made to the HR system feed payroll directly which reduces duplication. The Wigan MBC proposal is for a 5 year period. This option provides HR/Payroll system functionality, (also including HR establishment and record management information), and a managed Payroll service, with the facility to roll out self-service at a later date at small system development cost.

3.8 This type of arrangement is one where only the costs of the arrangement are recovered by Wigan MBC on a not for profit basis.

3.9 This option involves the voluntary redundancies described above plus the TUPE transfer of 1 FTE employee to Wigan MBC on the same Terms & Conditions with continuity of employment.

4.0 PROCUREMENT AND BEST VALUE

- 4.1 Appraisal of the options together with a Sensitivity Analysis was conducted in line with Procurement requirements.
- 4.2 In accordance with the Council resolution of July 2012 the Managing Director (People and Places) signed off the procurement on the basis of the shared service arrangements set out at option 3 above.
- 4.3 An exemption to contract procedure rules requiring the seeking of tenders for the reasons stated above was approved by the Managing Director (People and Places) in consultation with Councillors Grant, Hopley and Westley.

5.0 CONCLUSION

- 5.1 A suitable process was used to explore and evaluate the market for managed payroll services within the timescale available.
- 5.2 Option 1 to stay the same and extend the contract for Northgate would have resulted in increased costs due to an uplift in annual licence fees. Option 2 provided by Logica would have offered a saving but not at the level anticipated in the July report to Council, and in addition there would have been no HR system available from 1st November 2012. Wigan MBC Shared Service Arrangement, Option 3, enables the Council to achieve the required savings and meets both HR and Payroll service/system requirements, whilst providing for an appropriate transfer of staff.

6.0 IMPLEMENTATION

- 6.1 **Phase 1 - Payroll Service** - The Payroll and HR team have been working closely and successfully with colleagues in Wigan to build the new system. A briefing note was issued recently to both Members and employees updating them on the forthcoming changes. All staff and Councillor's will receive a new style payslip and payroll number, and an example payslip will be circulated before implementation for information purposes.
- 6.2 There will also be a period with temporary changes to payroll stationery and processes before self-service is activated. Further guidance will be issued in due course.
- 6.3 **Phase 2 - HR Service** – Going forward there will be opportunities to offer a self-service facility which will, for example, allow employees to view their pay slip on line. The new system will also facilitate more cost effective performance management reporting. Further updates will be provided before the system is developed.

7.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 7.1 There are no significant sustainability impacts associated with this article and, in particular, no significant impact on crime and disorder. The article has no significant links with the Sustainable Community Strategy.

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

8.1 The decision to enter into a Shared Service arrangement with Wigan MBC for a managed payroll service, as described within this Article, will enable savings in the region of £50,000 per annum to be made.

9.0 RISK ASSESSMENT

9.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of this report.

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

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.



ARTICLE NO: 2C

**CORPORATE AND ENVIRONMENTAL
OVERVIEW AND SCRUTINY COMMITTEE**

**MEMBERS UPDATE 2012/13
ISSUE: 2**

Article of: Assistant Director Housing & Regeneration

Relevant Managing Director: Managing Director (People and Places)

Relevant Portfolio Holder: Councillor A Owens and Councillor V Hopley

**Contact for further information: Darroll McCulloch (Extn. 5203)
(E-mail: Darroll.McCulloch@westlancs.gov.uk)**

**SUBJECT: Right to Buy and One for One Replacement Agreement with the
Department of Communities and Local Government (DCLG)**

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

1.1 To advise Members that the Council has entered into an Agreement with the Department of Communities and Local Government (DCLG) to retain additional receipts arising from Right to Buy in order to support the Council's replacement housing programme.

2.0 BACKGROUND

2.1 On 2 April 2012 the Government has introduced a number of measures to "reinvigorate" the RTB Scheme.

2.2 A brief comparison of the Scheme prior to and after 2 April 2012 is provided in the table below:

Detail	Pre April 2012	Post 2 April 2012
Eligibility	Tenants must have been secure social housing tenants for 5 years before they qualify for RTB	No change
Discount	The incentive discount for houses was 35% of the property's value plus 1% for each year.	No change

	<p>The incentive discount for flats: 50% plus 2% for each year beyond the qualifying period up to a maximum of 70%.</p> <p>The maximum cash discount was determined at £26,000</p>	<p>No change</p> <p>Maximum cash discount increased to £75,000</p>
Cost Floor / Administrative Costs	<p>An allowance is made for administration costs based on actual costs associated with the cost to sell the property. No allowance for abortive costs associated with unsuccessful applications, rejected offers and withdrawals.</p> <p>The council could reclaim monies spent on improving properties up to 3 calendar years prior to the date of completion of the sale.</p> <p>The council can reclaim monies spent on building the property within the last 10 years. The RTB discount was limited to ensure that the purchase price of the property did not fall below what was spent on building, buying, repair and maintaining it over the past 10 years. This is called the cost Floor.</p>	<p>A flat rate allowance of £1,300 for each RTB completed. Costs for unsuccessful applications and rejected offers and withdrawals are factored into this allowance.</p> <p>Gone</p> <p>The Cost Floor time limit has been increased from 10 years to 15 years.</p>
Capital Receipts	<p>75% of the sale price goes to the Government and 25% stays with the Council. An allowance is made for administration costs and cost floor deductions as set out above.</p>	<p>A new scheme, consisting of an agreement between the local authority and the Government, has been introduced to allow local authorities to retain some of the capital receipts to build new homes. This is to expedite the Government pledge to replace every council house sold, on a nationwide basis and not in local areas, by a new "affordable" housing home. Replacement only applies to numbers of properties sold which exceed Government estimates contained in the Government's HRA Self-Financing Debt Model</p>

3.0 THE AGREEMENT IN DETAIL

3.1 Under the terms of the Agreement, the Council is allowed to retain additional RTB receipts above the Government's assumed level and value of RTB's within the HRA Self Financing debt settlement model, from the Government's 75% share, to fund the provision of replacement stock.

3.2 The Council can use these receipts to invest in the following types of replacement affordable rented housing:

- Newly built council homes;
- Purchasing properties previously sold under RTB that are being offered back to the Council;
- Purchasing affordable housing as part of a private development;

- Newly acquired council homes (i.e. existing homes bought on the open market); or
 - Social housing through local authority grants to Registered Providers (RP) such as housing associations.
- 3.3 The terms and conditions of the DCLG Agreement were not subject for negotiation or change.
- 3.4 The Government has allowed three years (from the completion of the relevant sales) for the use of those receipts before requiring the money to be returned. The Agreement does not require the Council to complete the building of any home within three years; rather, that the Council should have incurred expenditure sufficient that RTB receipts form no more than 30% of it (including fees). Where these retained receipts exceed 30%, the Council must return the additional receipts (i.e. the receipt above 30%) to the Secretary of State together with interest at 4% above base rate p.a.
- 3.5 The Government states the 30% cap was necessary to ensure maximum value for money from the RTB receipts and enable the building of as many new homes as possible. The Council will be expected to fund the remaining 70% from its own reserves or through borrowing serviced by anticipated rental income from the new homes built. When building new homes local authorities will be able to decide whether or not to charge an affordable rent (i.e. up to 80% of market rent), but will need to be mindful of the cost of borrowing when reaching a decision. However, it is not permissible for the Council to use capital receipts from non-RTB sales towards the Council's 70% contribution towards development costs.
- 3.6 The Agreement was not mandatory. Each authority had to decide whether or not to enter into an agreement and it was entirely its decision as to how much of the surplus receipt it retains in each quarter of a financial year. However, the consequence of not entering into an agreement would result in any surplus receipts being surrendered to the Secretary of State and passed to the Homes and Communities Agency (HCA) for them to invest in replacement stock which may be anywhere in the country.
- 3.7 Should the Council choose not to build itself, but instead to grant fund a Registered Provider (RP), it is essential that grant payment is not made until the schemes completion to enable a clear demonstration that the contribution did not constitute more than 30% of the total scheme costs. This shifts the risk of repayment due to exceeding the 30% cap to the RP.
- 3.8 A copy of the DCLG Agreement is attached at Appendix 1.

4.0 TERMINATION OF THE AGREEMENT

- 4.1 The Secretary of State can terminate the agreement at any time, but the DCLG says that this is only expected in extreme circumstances (for example, where there was absolutely no evidence that a local authority was commencing activity).

The effect of termination would mean that the Council no longer retain any of these additional receipts but would still have the three years from the start of the agreement to invest the receipts it had already retained (or have to return them together with accrued interest at 4% above base rate).

- 4.2 Equally, the Council can terminate an agreement either by voluntarily returning future additional receipts (and paying back what it had already retained) or by requesting the Secretary of State to terminate as set out above.

5.0 HOW DOES THIS WORK IN PRACTICE?

- 5.1 It must be remembered that the Government is allowing councils to retain receipts for reinvestments over and above that estimated within the debt settlement. The Government will continue to receive their share of pooled receipts up to those targets in the normal way based on the formula set out in their consultation on RTB receipts.

- 5.2 The DCLG states that its main aim has been to make the process as “light touch” as possible, with minimal inspection or interference in the Council’s business activities. It states the “agreements are therefore concerned with the flow of money in from RTB receipts and out in investment in replacement stock”.

- 5.3 DCLG issued guidance on the pooling arrangements on 22 June 2012. The calculation of pooled receipts is decided through Government formula comparing actual to the Government’s Debt settlement model on a year by year basis.

- 5.4 Claims for RTB receipts to be retained for investment in replacement stock are to be completed quarterly in arrears. To over claim will lead to repayment at a punitive cost in interest; to under claim will reduce the resources available to the Council to replace lost RTB stock.

- 5.5 There is no requirement to return receipts in the first three years of the agreement, but from quarter 1 of 2015/16, the Council will have to compare:

- the total amount spent on replacement stock from the start of the agreement to the end of each quarter; with
- the total amount it has retained from Right to Buy receipts in the corresponding quarter, three years earlier.

- 5.6 Where the latter amount is 30% or less than the former amount, no further action is necessary. Where the latter amount is more than 30%, the surplus amount (i.e. the amount above 30%) must be surrendered to the Secretary of State. The retained amounts will be reduced subsequently by the amount surrendered and interest paid.

- 5.7 The Council is free to return any RTB receipts to the DCLG whenever it wishes within the three-year reference period if, for example, the Council recognises that it would otherwise be compelled to return receipts after three years and therefore wants to reduce the amount of interest it must pay by paying receipts back early.

6.0 CURRENT POSITION

6.1 The change in policy has only been in place for a short time.

6.2 The Government's self-financing settlement included a level of RTB sales prior to the increased maximum RTB discount being introduced. For WLBC the Government has assumed the following levels of RTBs and expected receipts for the next three years:

Year	RTB's	Pooling of Receipts			Avg. Sale Price
		WLBC	Government	Total	
		£'000	£'000	£'000	£'000
2012-13	24	378	810	1,188	49.5
2013-14	28	296	657	953	34.0
2014-15	32	332	722	1,054	32.9

6.3 Prior to the change in RTB discount, the Council's actual RTB sales over the past 3 years have been as follows:

2011/12 - 10
 2010/11 - 18
 2009/10 - 8

6.4 WLBC budgets for 2012/13 have been estimated on the basis of 16 RTB's in year at an average sale price of £40,000.

6.5 It is currently difficult to assess the likely additional RTB receipts that the Council will receive as a result of the recent RTB changes. However, there has certainly been a lot of interest from this Council's tenants as a result of the increase in RTB discount.

6.6 At the time the decision to enter the Agreement was considered in June, the Council had completed the sale of one property under RTB with 10 accepted RTB offers in Legal Services and 3 being prepared for submission to Legal services, details of which are shown below:

Status	No	Valuation	Discount	Sale Price	Avg. Sale Price
		£'000	£'000	£'000	£'000
Sold	1	56	31	25	25
Accepted Offers					
With Legal services	13	676	325	351	27
Pending submission Legal Services	3	200	118	82	27
Total Accepted	16	876	443	433	27

6.7 Additionally we had 29 applications being processed, 10 of which were on offer awaiting an applicant's response. However, it is inevitable that this high rate of applications will reduce, once the initial surge of interest wanes and in particular as some applicants come to realise that they may not qualify for the maximum discount of £75,000. Nonetheless, it is likely that the increase in the maximum discount will result in an ongoing increase in the number of RTB applications and resultant sales for the foreseeable future when compared to both recent years and the Government's pre-RTB change sales estimates.

6.8 The latest monitoring has shown the following activity:

Status	No	Valuation	Discount	Sale Price	Avg. Sale Price
		£'000	£'000	£'000	£'000
Sold	6	422	212	210	35
Accepted Offers					
With Legal services	17	1,257	618	639	38
Pending submission Legal Services	0 0	0	0	0	0
Total Accepted	23	1,679	830	849	37

Additionally 26 applications are being processed, 16 of which were on offer awaiting an applicant's response.

6.9 However, it should be noted that historically a significant number of applications and accepted offers with legal withdraw from RTB.

7.0 AGREEMENT TIMTABLE

7.1 Local authorities were required to return a signed agreement to DCLG by 27 June 2012.

7.2 Due to the short timescale to enter into the Agreement it was not possible to process the above proposal through the normal Committee process of Cabinet, Executive Overview and Scrutiny Committee etc.

7.3 The Assistant Director of Housing & Regeneration in consultation with the Borough Treasurer and Housing Portfolio Holders Mrs Val Hopley and Adrian Owens agreed to submit an application on behalf of the Council on 28 March 2012.

7.4 On 29 June 2012 the Secretary of State signed and returned a copy of the agreement.

8.0 RISKS AND OPPORTUNITIES

8.1 A key point to remember is that the additional funding available under the new arrangements only becomes available to the Council once the Government's

assumed income associated with the number and value of sales has been exceeded. Additionally, the Government's assumed income levels produced by RTB's are based on the discount levels that applied before the change in legislation i.e. before the discounts were increased. The increased discount cap will result in a lower receipt for each property, which means that many more properties will need to be sold in order to achieve the Governments targets for RTB receipts.

- 8.2 It is possible that WLBC will not experience the necessary increase in the number of properties sold in order to exceed the assumed income level and unlock additional funding. There are a number of pressures that may reduce the number of properties sold, e.g., the current economic uncertainty, availability of mortgages, and the fact that many tenants will not qualify for the maximum discount to incentivise them to complete the purchase of the property.
- 8.3 A key risk is that the enhanced discounts would encourage an increase in the number of sales, but not enough to provide the Council with additional funding. Entering an agreement and withholding receipts will result in a punitive penalty when those receipts are surrendered to the DCLG with accrued interest at 4% above base rate p.a..
- 8.4 If however, the Council's RTB sales are sufficient to generate receipts above the Government assumed levels, then access to these funds represents an opportunity to the Council that did not exist under the old arrangements.
- 8.5 The number and pattern of the Council's RTB sales will need be closely monitored in order to derive a robust understanding of the likely impact of the new policy changes.
- 8.6 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of this report.

9.0 FINANACIAL AND RESOURCE IMPLICATIONS

- 9.1 The changes to the RTB policy may reduce WLBC's housing stock and the variety of homes it owns at a faster rate than would have otherwise occurred under the old policy.
- 9.2 The changes to the pooling arrangements offer the potential for WLBC to secure additional resources to replace stock through RTB, though bringing with it some risk if new stock is not delivered to cost and deadline constraints.
- 9.3 While the operation of the proposed RTB agreement poses some challenges for the Council, not to enter into the agreement would prevent WLBC from accessing these potential additional resources for stock replacement.

- 9.4 The risks attached to the resources that flow from the Agreement will not arise unless the Council makes a claim for the resources, and can be managed by prudent claims and monitoring of outcomes against targets and timetables.
- 9.5 Given the relatively low controllable risk to WLBC, it was considered appropriate that the Council begin the process by signing up to retain any additional receipts locally.
- 9.6 The Assistant Director of Housing & Regeneration in consultation with the Borough Treasurer and the Housing Portfolio Holders Mrs Val Hopley and Adrian Owens agreed to submit our application on 28 March 2012.
- 9.7 The Agreement will be subject to annual review as part of the normal midyear budgetary review

10.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 10.1 There are no significant sustainability impacts associated with this article and, in particular, no significant impact on crime and disorder. The article has no significant links with the Sustainable Community Strategy.

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

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

- Appendix 1 Copy of the Right to Buy and One for One Replacement Agreement with the Department of Communities and Local Government (DCLG)

Agreement – Section 11(6) of the Local Government Act 2003

This agreement is made pursuant to section 11(6) of the Local Government Act 2003.

Parties

The Secretary of State for Communities and Local Government (“the Secretary of State”) and

WEST LANCASHIRE BOROUGH COUNCIL (“the Authority”).

This agreement comprises 10 pages

General

1. In this agreement :

“the due date”, “quarter” and “the relevant quarter” have the same meaning as in the Regulations;

“receipts” means the receipts to which Schedule 1 to the Regulations applies;

“retained amount” means the amount calculated in Part 1;

“the Regulations” mean the Local Authority (Capital Finance and Accounting) (England) Regulations 2003;

“social housing” means low cost rental accommodation as defined by section 68(1)(a) of the Housing and Regeneration Act 2008;

“the sub-liability” means the sub-liability calculated under Schedule 1 to the Regulations;

the terms “A”, “E”, “F”, “G”, “J” and “K” used in this agreement have the same meaning as in Schedule 1 to the Regulations.

2. This agreement applies to receipts received on or after 1st April 2012 (“the commencement date”).

3. The Authority is not required to pay to the Secretary of State such portion of the sub-liability calculated in accordance with Part 1 of this agreement provided the Authority complies with the conditions set out in this agreement.
4. The Authority must use the retained amounts for the provision of social housing. Any amounts not used for this purpose must be paid to the Secretary of State and interest will be payable calculated in accordance with paragraph vi of Part 1.
5. The Authority must provide the information set out in Parts 1 and 4 of this agreement to the Secretary of State at the times and in any format the Secretary of State may request.
6. This agreement may be terminated by the Secretary of State by giving notice of one quarter.
7. This agreement may be amended by agreement.

Part 1 - Calculation of the portion of the sub-liability that the Authority may retain.

- i. Where in any quarter –

A is more than $(3.39847729 \times G) + E + F + J$

the Authority may retain an amount (“the retained amount”) up to–

K less $(2.398347729 \times G)$.

- ii. The Authority must inform the Secretary of State of the following by the due date of the relevant quarter-
 - (a) the value of K less $(2.398347729 \times G)$;
 - (b) the retained amount; and
 - (c) any amount not retained by the Authority.

- iii. Where the Authority has informed the Secretary of State (under paragraph ii(c)) that an amount will not be retained, the Authority must pay that amount to the Secretary of State by the due date of the relevant quarter.
- iv. Where the Authority has informed the Secretary of State that an amount will not be retained and fails to pay that amount on the due date of the relevant quarter, interest is payable and incurred from the due date until the Authority pays that amount to the Secretary of State.
- v. Where the Authority does not inform the Secretary of State of the amount it will not retain by the due date of the relevant quarter, it will be assumed that the retained amount for that quarter is the full amount the Authority may retain and where an amount is not retained and is paid to the Secretary of State, interest will be payable and incurred from the due date until the date the Authority pays that amount to the Secretary of State.
- vi. The Authority may pay any part of the retained amount to the Secretary of State and where it does so, interest is payable and incurred from the due date of the relevant quarter in which the retained amount was retained by the Authority until the date it is paid to the Secretary of State.

Part 2-- Return of retained amounts

- i. This Part applies where 13 quarters have expired since the commencement date.
- ii. In this Part :
 - “the reckonable quarter” means the quarter 12 quarters prior to the relevant quarter;
 - “quarter 1” means the quarter in which the commencement date falls;
 - A is the total of the retained amounts for all quarters from quarter 1 to the reckonable quarter;
 - “the total amount spent on the provision of social housing” is the amount spent on the provision of social housing from quarter 1 to the last day of the relevant quarter;

R is the total of the returnable amounts calculated under paragraph iv of this Part and amounts paid to the Secretary of State under paragraph vi of Part I for all the quarters from quarter 1 to the reckonable quarter.

iii. The total retained amount is calculated as follows –

A – R.

- iv. Where on the last day of the relevant quarter, the total retained amount exceeds 30% of the total amount spent on the provision of social housing, the Authority must pay to the Secretary of State the portion of the total retained amount in excess of 30% of the total amount spent on the provision of social housing (“the returnable amount”).
- v. Where the Authority must pay a returnable amount to the Secretary of State under paragraph iv of this Part, interest is payable, calculated and incurred from the due date of the reckonable quarter until the date the returnable amount is paid to the Secretary of State.

Part 3 - Calculation of interest

Where interest is payable under this agreement, it will be calculated at a rate of 4% above the base rate on a day to day basis compounded with three-monthly rests and “base rate” has the same meaning as in the Regulations.

Part 4 - Provision of information

On the due date of each relevant quarter the Authority must provide to the Secretary of State the details of the number of starts on site since the commencement date.

“Start on site” means the earlier of commencement of the following by the Authority or other body to which the Authority has paid all or part of the retained amount for the purpose of providing social housing:

- (a) excavation for strip or trench foundations or for pad footings;
- (b) digging out and preparation of ground for raft foundations;
- (c) vibrofloatation, piling, boring for piles or pile driving; or
- (d) drainage work specific to the buildings forming part of the scheme.

Part 5 – The amount spent on the provision of social housing

- i. The amount spent on the provision of social housing shall not include any expenditure which has been used or which the authority intends to use to-
 - (a) reduce a capital receipt under regulation 15(1)(c) of the Regulations (capital allowance); or
 - (b) buy back a relevant interest defined in paragraph 3(1)(b) of the Schedule to the Regulations and claim buy back allowance in respect of that expenditure under paragraph 3 of the Schedule to the Regulations.
- ii. The amount spent on the provision of social housing shall not include any expenditure on dwellings which are social housing at the time of the expenditure.
- iii. The amount spent on the provision of social housing is the amount spent by the Authority or by a body to which the Authority has paid some or all of the retained amounts (such body must not be a body in which the Authority holds a controlling interest) on the development costs associated with the provision of social housing for the benefit of the Authority's area.
- iv. Where the Authority has paid all or some of the retained amounts to a body for the purpose of contributing towards the cost of providing social housing, the Authority must ensure that only retained amounts provided by the Authority have been used by such body for the provision of social housing for the benefit of the Authority.

- v. Social housing is provided for the benefit of the Authority where it is situated in the area of the Authority or the Authority has nomination rights in respect of the social housing.
- vi. The amount spent on social housing includes the following:
 - (a) the development costs associated with the acquisition of dwellings to be used as social housing;
 - (b) the development costs associated with the acquisition of land for the construction of dwellings to be used as social housing;
 - (c) the development costs of the construction of dwellings to be used as social housing.
- vii. In this Part "development costs" means the costs set out in Part 6.

Part 6 – Development costs

Development costs means the costs relating to the development of social housing in respect to the heads of expenditure set out below.

Heads of expenditure

- 1 ***Acquisition***
 - 1.1 *Purchase price of land/site.*
 - 1.2 *Stamp Duty Land Tax on the purchase price of land/site.*
- 2 ***Works***
 - 2.1 *Main works contract costs (excluding any costs defined as on costs).*
 - 2.2 *Major site development works (where applicable). These include piling, soil stabilisation, road/sewer construction, major demolition.*
 - 2.3 *statutory agreements, associated bonds and party wall agreements (including all fees and charges directly attributable to such works) where applicable.*

- 2.4 *Additional costs associated with complying with archaeological works and party wall agreement awards (including all fees, charges and claims attributable to such works) where applicable.*
- 2.5 *Irrecoverable VAT on the above (where applicable).*
- 3 ***On costs***
- 3.1 *Legal fees and disbursements.*
- 3.2 *Net gains/losses via interest charges on development period loans.*
- 3.3 *Building society or other valuation and administration fees.*
- 3.4 *Fees for building control and planning permission.*
- 3.5 *Fees and charges associated with compliance with European Community directives, and any requirements relating to energy rating of dwellings, Eco-Homes certification and Housing Quality Indicators.*
- 3.6 *In-house or external consultants' fees, disbursements and expenses (where the development contract is a design and build contract) (see note 1 below).*
- 3.7 *Insurance premiums including building warranty and defects/liability insurance (except contract insurance included in works costs).*
- 3.8 *Contract performance bond premiums.*
- 3.9 *Borrowing administration charges (including associated legal and valuation fees).*
- 3.10 *An appropriate proportion of the development and administration costs of the Authority or the body in receipt of funding from the Authority.*
- 3.11 *Irrecoverable VAT on the above.*

Note 1

Where the development contract is a design and build contract, the on-costs are deemed to include the builder's design fee element of the contract sum. The amount included by the builder for design fees should be deducted from the works cost element referred to above, as should other non-works costs that may be submitted by the builder such as fees for building and planning permission, building warranty, defects liability insurance, contract performance bond and energy rating of dwellings.

Note 2

Some items will not qualify as development costs unless the Authority can clearly demonstrate that such costs are properly chargeable to the social housing, i.e. for the sole use of the residents or to comply with any statutory obligations that may have been imposed.

Examples of these are as follows:

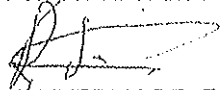
- works to any roads which do not exclusively serve the social housing;*
- landscaping to areas of land which lie outside the boundaries of the land on which the social housing is situated;*
- district heating systems;*
- trunk sewers and sewage disposal works;*
- special refuse treatment buildings;*
- public conveniences;*
- community halls, club rooms, recreation rooms.*

Note 3

Subject to the above, where any cost incurred or to be incurred by the Authority or a body in receipt of funding from the Authority is common both to the development of the social housing and to any other activity, asset or property of the Authority or a body in receipt of

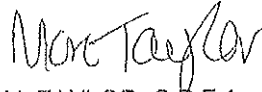
funding from the Authority, only such part of that cost as is attributable to the development of the social housing may be treated as a cost in respect of which the retained amount may be paid.

Signed on behalf of the Authority by:



Mr. R.V. LIVERMORE, F.C.I.H.

Assistant Director of Housing and
Regeneration



Mr. M. TAYLOR, C.P.F.A.

Borough Treasurer

26 JUNE 2012

26 JUNE 2012

Signed on behalf of the Secretary of State by Graham Duncan – Deputy
Director – Affordable Housing Regulation and Investment



.....(add signature
and date)

27 June 2012

Reference no. S11(6) 12-13/90