



**ARTICLE NO: 1A**

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

**MEMBERS UPDATE 2012/13  
ISSUE:3**

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**Article of: Borough Solicitor**

**Relevant Managing Director: Managing Director (People and Places)**

**Relevant Portfolio Holder: Councillor Sudworth**

**Contact for further information: Mrs. J.A. Ryan (Extn 5017)  
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**SUBJECT: MINUTES OF LANCASHIRE COUNTY COUNCIL'S HEALTH SCRUTINY  
COMMITTEE**

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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 16 October 2012, at County Hall, Preston for information purposes.

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## **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.
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### **Background Documents**

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

### **Equality Impact Assessment**

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**

Minutes of the Health Scrutiny Committee – 16 October 2012

## **Lancashire County Council**

### **Health Scrutiny Committee**

**Minutes of the Meeting held on Tuesday, 16 October, 2012 at 10.30 am in Cabinet Room 'C', County Hall, Preston**

#### **Present:**

County Councillor Maggie Skilling (Chair)

#### **County Councillors**

|            |           |
|------------|-----------|
| Mrs R Blow | N Penney  |
| M Brindle  | D T Smith |
| J Jackson  | P Steen   |
| M Otter    | D Westley |

#### **Co-opted members**

Councillor Brenda Ackers, ( Fylde Borough Council Representative)  
Councillor Tony Harrison, (Burnley Borough Council Representative)  
Councillor Bridget Hilton, (Ribble Valley Borough Council representative)  
Councillor Liz McInnes, (Rossendale Borough Council representative)  
Councillor Julie Robinson, (Wyre Borough Council representative)  
Councillor M J Titherington, (South Ribble Borough Council representative)  
Councillor David Whalley, (Pendle Borough Council representative)  
Councillor Dave Wilson, (Preston City Council representative)

County Councillor Joan Jackson replaced County Councillor P Mullineaux  
County Councillor David Smith replaced County Councillor Keith Bailey  
County Councillor Peter Steen replaced County Councillor A Kay  
County Councillor David Westley replaced County Councillor M Welsh  
Councillor Tony Harrison (Burnley) replaced Councillor Bea Foster

#### **1. Apologies**

Apologies for absence were presented on behalf of County Councillors C Evans and M Pritchard and Councillors J Berry (Chorley), R Newman-Thompson (Lancaster), and D Stephenson (West Lancs).

#### **2. Disclosure of Pecuniary / Non Pecuniary Interests**

None disclosed

### **3. Minutes of the Meeting Held on 4 September 2012**

The minutes of the Health Scrutiny Committee meeting held on the 4 September 2012 were presented and agreed.

In receiving the minutes Councillor Bridget Hilton referred to a point made by the Chair under item 5 (The Development of a Health and Wellbeing Strategy for Lancashire):

"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 into two parts and appointing an additional member."

Councillor Hilton had not been present at the meeting on 4 September and, as the district member representing Central Lancashire on the Health and Wellbeing Board, she assured the Chair that she was working hard to keep relevant districts informed. She acknowledged the Chair's concerns that issues in West Lancashire be picked up and undertook to look into this.

**Resolved:** That the minutes of the Health Scrutiny Committee held on the 4 September 2012 be confirmed and signed by the Chair.

### **4. Update on the Transfer of Public Health to Lancashire County Council**

The report, presented by Debs Harkins, Director of Health Protection and Policy and Aislinn O'Dwyer, Consultant Director of Public Health provided an update on the development of the new public health system for Lancashire. It set out the timescales for what still needed to be undertaken in order to achieve safe transfer of responsibility for public health functions on 1 April 2013.

It briefly summarised the position relating to:

- governance,
- transfer of funding,
- transfer of the workforce,
- transfer of Public Health contracts,
- work leading to a Business Transfer Agreement to be presented to Cabinet in February, and
- the future involvement of the Health Scrutiny Committee.

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

- It had not been possible to appoint a Director for Public Health following interviews in June and the Committee was informed that careful consideration was now being given to the timing of a further search in light of current uncertainties among some public health staff about where they would be placed within the new arrangements.
- Members were informed it was intended that the size of the workforce would represent ten percent of the Public Health budget, which was consistent with average spending on Public Health staffing around the country.
- Work was ongoing to develop an integrated structure, providing a consistent service across three footprints. Three senior appointments had been made:
  - Director of Health Protection and Policy
  - Director of Health Improvement
  - Director of Population Healthcare

It was recognised that with the three 'pillars' of public health there was a danger of working in silos, which was not wanted. There was some countywide work that needed to be done once and done well; work with districts and Clinical Commissioning Groups (CCGs) supported by the county council; and a considerable degree of matrix working; public health staff would be co-located in three geographical areas leading on countywide issues, with a small team based at County Hall. It was acknowledged that the staffing structure was very complex and officers agreed to provide a structure chart setting out the proposals.

- In response to a suggestion that each district council have its own public health officer, employed by or funded by the county council, members were assured that the relationship between Public Health and the District Councils was recognised as very important. The county council had been working on this with district colleagues for two years now. A workshop taking place on 22 October 2012 would develop a partnership agreement setting out what the county council and the district councils would contribute to Public Health. It would be difficult to establish the detail until the shape of the workforce, which would be co-designed with the districts, was known.
- It was expected that there would be three localities with a very senior officer in each who would focus on partnership working. Additionally each district council would have at least one named practitioner whose job would be partly to work with the district council and partly to help manage the relationship between the CCGs and the district council.
- The restructure was being done within the NHS prior to the transfer of the workforce to the county council. Three PCT Public Health teams were to be brought together into one public health service for Lancashire. It was confirmed that there were more people than there would be jobs and applications for voluntary redundancy were being considered; it was hoped that there would be no compulsory redundancies.
- In response to a specific question about school nurses, it was explained that the county council's role would be to commission school nurse services as a public health function, however specific, complex cases would be considered by the National Commissioning Board.
- It was acknowledged that there were many, different threats to public health within Lancashire, for example air quality on the Morecambe Road into

Heysham, flood risks in various parts of the county. It was suggested that such threats needed to be addressed at this stage. It was confirmed that the county council would have oversight of the health protection system which involved a number of key players. It was a key function to which district and county elected members could provide very helpful insight in addition to data and statistical evidence in order to understand the threats and be able to respond.

- Regarding funding, it was reiterated that the estimated baseline of just under £46m was based on what was already being spent on Public Health. Approximately ten percent of this amount was to be allocated to the cost of workforce with the remainder for contracts. Work was ongoing to reshape the workforce and to identify contracts destined for the county council and it was expected that the combined costs of these would be known in the next few weeks.
- There was much talk about prevention and early diagnosis, and it was felt that there might be an opportunity to work with CCGs to increase emphasis on prevention.
- In terms of addressing health inequalities and competing demands for resources, again it would be the role of the CCGs to commission services required at local level.
- It was confirmed that funding traditionally set aside to deal with drug and alcohol related issues was contained within the £46m, referred to above, that had been allocated.
- The suggestion that the views of parish and town councils be sought in response to the consultation was welcomed.

**Resolved:** That,

- i. The Committee noted the progress to date.
- ii. The Committee agreed that a further update report be considered by the Health Scrutiny Committee at its meeting on 15 January 2013.

## **5. Report of the Health Scrutiny Committee Steering Group**

On 7 August the Steering Group had met with Alastair Rose from Lancashire Care Foundation Trust. The purpose of the meeting was to provide members with the latest update regarding capital developments that were being planned by the Trust to improve mental health services. A summary of the meeting was at Appendix A to the report now presented.

On 18 September the Steering Group had met Dr Jim Gardner and Donna Roberts from NHS Lancashire. The meeting was to discuss the proposed changes to services delivered from the West Lancashire Health Centre in Ormskirk. A summary of the meeting was at Appendix B to the report now presented.

A meeting had been scheduled for 28 August for the Steering Group to meet with representatives from Fylde & Wyre CCG and Lancashire North CCG, but

unfortunately it had been necessary to cancel due to conflicting commitments of the attendees. Arrangements had been made to meet with the CCGs at a later date.

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

## **6. Recent and Forthcoming Decisions**

The Committee's attention was drawn to forthcoming decisions and decisions recently made by the Cabinet and individual Cabinet Members in areas relevant to the remit of the committee, in order that this could inform possible future areas of work.

Recent and forthcoming decisions taken by Cabinet Members or the Cabinet can be accessed here:

<http://council.lancashire.gov.uk/mgDelegatedDecisions.aspx?bcr=1>

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

## **7. Minutes of the Joint Lancashire Health Scrutiny Committee**

The Joint Lancashire Health Scrutiny Committee had met on 25 January, 31 May and 24 July 2012. The agenda and minutes of those meetings were available via the following link for information.

<http://council.lancashire.gov.uk/mgCommitteeDetails.aspx?ID=684>

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

## **8. Urgent Business**

No urgent business was reported.

## **9. Date of Next Meeting**

It was noted that the next meeting of the Committee would be held on Tuesday 27 November 2012 at 10.30am at County Hall, Preston.

I M Fisher  
County Secretary and Solicitor

County Hall

Preston





**ARTICLE NO: 1B**

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

**MEMBERS UPDATE 2012/13  
ISSUE: 3**

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**Article of: Borough Solicitor**

**Relevant Managing Director: Managing Director (People and Places)**

**Relevant Portfolio Holder: Councillor Sudworth**

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**SUBJECT: MINUTES OF THE LANCASHIRE POLICE AND CRIME PANEL**

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Wards affected: Borough wide

**1.0 PURPOSE OF ARTICLE**

**1.1** To advise Members of the Minutes in connection with the Lancashire Police and Crime Panel held on 31 July 2012 and 1 October 2012 at County Hall, Preston for information purposes.

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**2.0 BACKGROUND AND CURRENT POSITION**

**2.1** To keep Members apprised of developments in relation to the Lancashire Police and Crime Panel 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.

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## **Background Documents**

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

## **Equality Impact Assessment**

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**

Minutes of the Lancashire Police and Crime Panel – 31 July 2012 - Appendix A  
Minutes of the Lancashire Police and Crime Panel – 1 October 2012 – Appendix B

## **Lancashire Police and Crime Panel**

**Minutes of the Meeting held on Tuesday, 31st July, 2012 at 2.00 pm in Cabinet Room 'C' - County Hall, Preston**

### **Present:**

#### **Chair**

Councillor K Hollern Blackburn with Darwen Borough Council

#### **Committee Members**

Councillor P Barton, Hyndburn Borough Council  
Councillor R Berry, Wyre Borough Council  
Councillor S Blackburn, Blackpool Council  
Councillor J Cooper, Burnley Borough Council  
County Councillor G Driver, Lancashire County Council  
Councillor D Eaves, Fylde Borough Council  
Councillor M Foxley, Pendle Borough Council  
Councillor I Grant, West Lancs Borough Council  
Councillor S Hirst, Ribble Valley Borough Council  
Councillor A James, Lancaster City Council  
Councillor L Oades, Fylde Borough Council  
Councillor P Rankin, Preston City Council  
Councillor S Serridge, Rossendale Borough Council  
Councillor D Smith, Lancaster City Council  
Councillor M Smith, South Ribble Borough Council  
Councillor P Wilson, Chorley Borough Council

\*Councillors R Berry, S Hirst, A James, S Serridge and P Wilson replaced Councillors P Gibson, M Ranson, M Thomas, A Barnes and A Bradley respectively.

#### **Officers in attendance:**

Ian Fisher - County Secretary and Solicitor – Lancashire County Council  
Roy Jones –Assistant County Secretary – Lancashire County Council  
Christine Durber – Deputy Chief Executive – Lancashire Police Authority

### **1. APPOINTMENT OF THE CHAIRMAN**

The Panel received two nominations for the appointment of Chairman of the Panel for the remainder of the 2012/13 municipal year.

The Panel was reminded that only the 15 appointed Panel members would be eligible to vote on this matter.

On being put to a named vote, it was:

**Resolved:-** That Councillor Kate Hollern be appointed as Chairman of the Panel for the remainder of 2012/13.

## **2. APPOINTMENT OF THE VICE CHAIRMAN**

The Panel was asked to appoint a Vice Chairman for the remainder of the 2012/13 municipal year.

**Resolved:-** That Councillor Simon Blackburn be appointed as Vice Chairman of the Panel for the remainder of 2012/13.

## **3. MEMBERSHIP/TERMS OF REFERENCE OF THE POLICE AND CRIME PANEL AND THE APPOINTMENT OF ADDITIONAL MEMBERS OF THE PANEL.**

Roy Jones, Assistant County Secretary presented a report on the membership and Terms of Reference of the Lancashire Police and Crime Panel.

The Police and Crime Panel had been established for Lancashire on the basis of a joint committee comprising 1 councillor from each local authority within the Lancashire Police area with 2 co-opted independent members and, subject to approval by the Secretary of State, up to 3 additional co-opted members.

The Panel was asked to agree to the appointment of the 3 additional co-opted members to serve on the Panel.

It was noted that a further two independent co-opted persons would also be appointed to serve on the Panel and that all Panel Members would have equal voting rights.

Discussion took place on the proposed Panel arrangements set out in Appendix A to the report and in particular the cost to be borne by constituent councils. One member maintained that the cost had been underestimated and that this could prove to be a distraction for the Panel. It was suggested that these concerns be conveyed to the Home Secretary.

**Resolved:-**

- i) That the membership and Terms of Reference as set out in the report be noted.
- ii) The panel arrangements and the procedure rules as set out in Appendix 'A' to be the report be noted.
- iii) That subject to the approval of the Home Secretary, Councillors Neil Mottershead, Liz Oades and Malcolm Thomas be appointed to serve as additional co-opted members on the Panel.

- iv) That the County Council's Standing Orders, where they relate to the operation of and proceedings for Committees, be adopted by the Panel as the default Standing Orders for the Panel.
- v) That the concerns of the Panel, in respect of the costs to be borne by constituent authorities, be conveyed to the Home Secretary.

#### **4. CONTEXTUAL BRIEFING FOR MEMBERS OF THE POLICE AND CRIME PANEL**

A PowerPoint presentation on the key functions of the Lancashire Police and Crime Panel was made by Roy Jones who was accompanied by Christine Durber, the Deputy Chief Executive of Lancashire Police Authority.

The Panel was advised that their primary purpose was to scrutinise the Police and Crime Commissioner (PCC) and operate as a critical friend offering challenge and support.

The key functions of the Panel would be to review and report on the PCC's Police and Crime Plan and annual report and to review and make recommendations on the PCC's level of precept.

The Panel noted that it would also have the power to:

- review Chief Constable and other senior appointments;
- scrutinise the key strategic decisions made and actions taken by the PCC;
- consider and resolve complaints against the PCC and Deputy PCC; and
- make reports or recommendations to the PCC on the discharge of his/her functions.

The Panel was reminded that the PCC elections would be held on 15 November, 2012 and that the successful candidate would take up office at midnight on the 21 November, 2012.

The Deputy Chief Executive informed the Panel that the Lancashire Police Authority would transfer into the office of the PCC following his/her election. The Panel noted that there would be a reciprocal duty on all partners i.e. the Chief Constable, local authorities, the criminal justice system, community safety partnerships etc and the PCC to work together to ensure the partnership was both efficient and effective.

The Panel thanked the officers for their presentation and requested that a copy of the PowerPoint presentation be circulated to all Panel members following the meeting.

**Resolved:-** That the presentation be noted.

#### **5. THE POLICING PROTOCOL ORDER 2010**

The Assistant County Secretary presented a report setting out details of the Policing Protocol Order 2010 which related to how the Police and Crime Panel would work with others.

The Panel was informed that they must have regard to the Policing Protocol issued by the Home Secretary which outlines the ways in which the Home Secretary, the Police and Crime Commissioner, the Chief Constable and the Police and Crime Panel, should work together.

The Protocol makes provision about the ways in which these relevant persons should exercise, or refrain from exercising, functions so as to encourage, maintain or improve working relationships (including co-operative working); and limit or prevent the overlapping or conflicting exercise of functions.

The Panel's attention was drawn to paragraph 8 of the Protocol which calls on all parties to establish and maintain effective working relationships. It was expected that the principles of goodwill, professionalism, openness and trust would underpin the relationship between them and that all parties would do their utmost to make the relationship work.

**Resolved:** That the Policing Protocol Order 2010 be noted.

## **6. APPOINTMENT OF ADDITIONAL COOPTED MEMBERS**

A report was presented on the required arrangements for the appointment of two independent members of the Panel.

The Panel noted the guidance produced by the Local Government Association on how Police and Crime Panels should go about appointing independent co-opted members. This included the establishment of a Selection Panel to appoint the independent co-opted members.

It was agreed that the Selection Panel would comprise of the Chairman, Deputy Chairman and Councillors Peter Rankin, Julie Cooper and Michael Ranson.

The Panel was informed that once appointed, the two co-opted Independent persons would have equal voting rights.

**Resolved:** That the arrangements for the appointment of the two co-opted independent members, including the establishment of a Selection Panel, be approved.

## **7. PROPOSED PROGRAMME OF MEETINGS OF THE POLICE AND CRIME PANEL**

A report was presented on a proposed programme of meetings for 2012/13 together with a suggested Work Plan for the Panel. The suggested work programme followed the statutory remit and functions of the Panel and the expected activities that it would undertake in its first year of operation. The suggested meeting dates had been selected to

meet required statutory deadlines and processes, and particularly in relation to the Panel's function in respect of the PCCs budget and proposed precept.

Following discussion, it was agreed that future meetings of the Panel would be held both in the daytime and the evening at various venues across the County.

**Resolved:** That the programme of future meeting, as set out in the report now presented, be approved.

## **8. PROMOTIONAL ACTIVITY FOR THE POLICE AND CRIME PANEL**

A report was presented on the way in which the work of the Police and Crime Panel could be promoted in the future.

In order to give the Panel a distinct identity it was proposed that a definite brand, incorporating a specific colour scheme and logo be established which each individual local authority could then use when promoting the Panel. It was also proposed that the primary means of promoting the work of the Panel should be done through the establishment of a webpage/website. This would be created, to sit on the County Council's Website (as host Authority) to reflect the distinct identity of the Panel.

The Panel was also asked to consider whether they felt it would be appropriate to webcast the Panel meeting at County Hall.

**Resolved:** That

- i) The report be noted
- ii) A definite brand, incorporating a specific colour scheme and logo be established.
- iii) A webpage/website be created, to sit on the County Council's Website to reflect the distinct identity of the Panel.
- iv) Consideration of whether to webcast the meetings of the Panel at County Hall be deferred.

## **9. URGENT BUSINESS**

There were no items of urgent business.

## **10. DATE OF NEXT MEETING**

It was noted that the next meeting of the Panel would be held on Monday 1st October 2012 at 10.00 a.m. in Cabinet Room C at County Hall, Preston.

Ian Fisher  
Secretary to the Police and Crime Panel

Lancashire County Council  
County Hall  
Preston



## **Lancashire Police and Crime Panel**

**Minutes of the Meeting held on Monday, 1st October, 2012 at 10.00 am in Cabinet Room 'C' - County Hall, Preston**

**Present:**

### **Chair**

Councillor K Hollern (Blackburn with Darwen Borough Council)

### **Committee Members**

Councillor P Barton, Hyndburn Borough Council  
County Councillor G Driver, Lancashire County Council  
Councillor D Eaves, Fylde Borough Council  
Councillor M Foxley, Pendle Borough Council  
Councillor P Gibson, Wyre Borough Council  
Councillor I Grant, West Lancs Borough Council  
Councillor L Oades, Fylde Borough Council  
Councillor P Rankin, Preston City Council  
Councillor M Ranson, Ribble Valley Borough Council  
Councillor M Smith, South Ribble Borough Council  
Councillor M Thomas, Lancaster City Council

Officers in attendance:

- Ian Fisher, County Secretary and Solicitor - Lancashire County Council
- Roy Jones, Assistant County Secretary - Lancashire County Council
- Mike Neville, Senior Committee Support Officer - Lancashire County Council
- Miranda Carruthers-Watt, Chief Executive - Lancashire Police Authority
- Christopher Long, Deputy Chief Crown Prosecutor and Chair of the Lancashire Local Criminal Justice Board.

### **1. Apologies**

Apologies for absence were presented on behalf of Councillor S Blackburn (Deputy Chair), Councillor J Cooper and Councillor D Smith.

### **2. Minutes of the last meeting**

It was noted that since the papers for the meeting had been circulated the Minutes had been amended to show that Councillor P Barton from Hyndburn had attended the first meeting.

**Resolved:-** That, subject to the above amendment the Minutes of the meeting held on the 31<sup>st</sup> July 2012 be confirmed as an accurate record and signed by the Chair.

### **3. Update on the Constitution of the Police and Crime Panel**

Roy Jones, Assistant County Secretary, informed the Panel that following the meeting in July formal notification of the establishment and membership of the Police and Crime Panel for Lancashire had been sent to the Home Office as required by the regulations.

With regard to the requirement for the 3 additional co-opted elected members to the Panel Mr Jones reported that the necessary formal approval by the Home Secretary was still awaited. However, the Home Office had indicated that the submission for Lancashire would be included in the next tranche of requests to be put to the Home Secretary for consideration once ministers returned to Parliament after Recess and a formal response was expected in mid October.

**Resolved:** That the response from the Home Office regarding the approval of the three additional co-opted elected members be noted and an update presented to the next meeting of the Panel.

### **4. The appointment of two independent co-opted members to the Panel**

The Chair informed the meeting that in accordance with the decision of the Panel at the last meeting a Selection Panel had been established to consider applications for the positions of two co-opted independent members of the Police and Crime Panel who would serve on the Panel for a four year term.

It was reported that following a shortlisting process of the applications received six successful candidates were interviewed and following the interviews Mr P Richardson and Mr S Vali were recommended for the positions of independent co-opted members as it was felt they had the necessary knowledge/experience that would help satisfy the balanced appointment objective.

In response to a query regarding any political affiliation the independent members may have it was reported that the Selection Panel had not felt that to be an issue and Mr Jones advised that in any event the guidance regarding the appointment of independent co-opted members did not exclude people who were affiliated with a particular political party.

**Resolved:** That the recommendations of the Selection Panel be approved and Mr Paul Richardson and Mr Shiraj Vali appointed to serve on the Police and Crime Panel until July 2016.

### **5. Presentation by Miranda Carruthers-Watt, Chief Executive of the Lancashire Police Authority**

Ms Carruthers-Watt, the Chief Executive of the Lancashire Police Authority, gave a presentation regarding the transfer of policing governance to the Police and Crime Commissioner for Lancashire and the potential future working relationship between the Police Commissioner and the Panel.

The following points were discussed.

- Following elections in mid November the Police and Crime Commissioner (PCC) would formally take office on the 22<sup>nd</sup> November 2012.
- If the PCC were to appoint a Deputy Commissioner the Panel would be required to hold a confirmation hearing regarding the appointment.
- The PCC would need to establish decision making arrangements and formulate a Police and Crime Plan which sets out their police and crime objectives along with the resources to be provided to the Chief Constable.
- It was noted that funding previously allocated to community safety partnerships would be redirected to the PCC.
- The Police and Crime Plan would be informed by a public consultation regarding the priorities across Lancashire and take account of the priorities of other bodies and partner organisations including the Health and Wellbeing Board.
- There was general agreement amongst the members of the Panel that in the future it would be beneficial if the PCC were to regularly attend meetings so that a dialogue could be established. It was also suggested that the Chief Constable could be invited to attend if it was felt necessary.

**Resolved:**

1. That the Police and Crime Commissioner be invited to attend the next meeting of the Panel in order to discuss their initial thoughts regarding potential priorities.
2. That a report regarding the potential working arrangements between the Panel and the PCC be brought to a future meeting.
6. **Presentation by Mr C Long, Deputy Chief Crown Prosecutor and Chair of the Lancashire Local Criminal Justice Board**

Mr Long, the Chair of the Lancashire Local Criminal Justice Board (LCJB) gave a presentation on the role and responsibilities of the Board and how it could work with the Panel in the future. A copy of the Board's current strategy document was circulated to the members of the Panel, a copy of which is set out in the Minute Book.

The following points were covered in the presentation.

The LCJB is made up of the Police, Crown Prosecution Service, Her Majesty Courts and Tribunal Service, the Probation Service, Prison Service, Youth Offending Team, Legal Services Commission and Victim Support working together to deliver improvements across the whole criminal justice system.

The Board operates at a strategic level and aims to encourage joint working within the criminal justice system in order to:

- a) Continuously improve joint working to make the criminal justice system in Lancashire more effective and efficient that meets the needs of victims and witnesses and brings offenders to justice;
- b) Reduce crime and prevent re-offending
- c) Improve the confidence of the communities we serve in the Criminal Justice System

The Board could assist the Panel when considering strategic issues by providing a wealth of knowledge/information regarding the criminal justice system.

In noting the presentation the Panel expressed concern that in seeking information about services in the future the Panel could become involved in more operational matters and it was recognised that care would need to be taken to ensure that the Panel maintained its strategic role.

There was general agreement amongst the members of the Panel that in the future information regarding particular issues or aspects of the criminal justice system would be required and support from the LCJB would be beneficial.

Finally it was noted that the Centre for Public Scrutiny and the Local Government Association was due to publish a paper on a Guide to Scrutiny for Police and Crime Panels which would be presented to the next meeting for discussion.

**Resolved:** That the presentation be noted.

## **7. Programme of future meetings for the Police and Crime Panel**

A report was presented regarding potential dates for future meetings of the Panel which would rotate between County Hall, Preston and the Town Hall at Blackburn.

In noting the proposed dates it was suggested that some meetings be held in the evenings and Mr Jones informed the meeting that in finalising the programme of meetings consideration would be given to evening meetings and that a further report would be presented to the next meeting.

Resolved:

1. That the next meeting of the Police and Crime Panel for Lancashire be held at 10.00am on the 26<sup>th</sup> November 2012 at the Town Hall, Blackburn.
2. That future meetings of the Panel be held on the following dates.

|                                |                        |
|--------------------------------|------------------------|
| 17 <sup>th</sup> December 2012 | - County Hall, Preston |
| 29 <sup>th</sup> January 2013  | - Town hall, Blackburn |
| 12 <sup>th</sup> February 2013 | - County Hall, Preston |
| 13 <sup>th</sup> March 2013    | - Town Hall, Blackburn |

8<sup>th</sup> July 2013

- County Hall, Preston.

3. That consideration be given to some meetings being held in the evenings and proposed start times for all future meetings be reported to the next meeting.

#### **8. Complaints Handling Process**

**Resolved:** That consideration of the PCC complaints handling arrangements be deferred the next meeting of the Panel.

#### **9. Urgent Business**

There were no items of urgent business for discussion at the meeting.

#### **10. Date of Next Meeting**

In accordance with an earlier decision of the Panel the next schedule meeting will be held at 10.00am on the 26<sup>th</sup> November 2012 at the Town Hall, Blackburn.

Ian Fisher  
Secretary to the Police and Crime Panel

Lancashire County Council  
County Hall  
Preston





**ARTICLE NO: 1C**

**CORPORATE AND  
ENVIRONMENTAL OVERVIEW  
AND SCRUTINY COMMITTEE:**

**MEMBERS UPDATE 2012/13  
ISSUE: 3**

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**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](mailto:julia.brown@westlancs.gov.uk))

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**SUBJECT: MINUTES OF LOCAL STRATEGIC PARTNERSHIP – THEMATIC GROUPS**

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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 on 17 July 2012 and Community Safety Partnership held on 18 April 2012.

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**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.

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### **Background Documents**

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

### **Equality Impact Assessment**

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 17 July 2012.
2. Minutes of Community Safety Partnership held on 18 April 2012.



# WEST LANCASHIRE CHILDREN AND YOUNG PEOPLE'S TRUST BOARD MEETING



| ACTION NOTES    |                                                                                 | PRESENT                                                                           |   |   |                     |
|-----------------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---|---|---------------------|
| DATE:           | 17 <sup>th</sup> July 2012                                                      | Angela Aspinwall-Livesey (AAL)<br>[Chair]                                         | ✓ | ✓ | Gina Moran (GM2)    |
|                 |                                                                                 | Greg Mitten (GM)                                                                  | ✓ | ✓ | Joanne Mcgrath (JM) |
| TIME:           | 1-5pm                                                                           | Nighat Parveen (NP)                                                               | ✓ | ✓ | Ismail Karolia (IK) |
|                 |                                                                                 | John Nelson (JN) [Vice Chair]                                                     | ✓ | ✓ |                     |
| VENUE:          |                                                                                 | Karl Turner (KT)                                                                  | ✓ | ✓ |                     |
|                 | Hillside Community Primary School, Shares Room, Egerton, Tanhouse, Skelmersdale | Glenis Tansey (GT)                                                                | ✓ | ✓ |                     |
|                 |                                                                                 | John Doyle (JD)                                                                   | ✓ | ✓ |                     |
|                 |                                                                                 | Cllr David Sudworth (DS)                                                          | ✓ | ✓ |                     |
|                 |                                                                                 |                                                                                   | ✓ | ✓ |                     |
|                 |                                                                                 |                                                                                   | ✓ | ✓ |                     |
| DISCUSSION ITEM |                                                                                 | ACTION NOTES                                                                      |   |   | BY                  |
| 1.              | <b>WELCOME AND INTRODUCTIONS</b>                                                |                                                                                   |   |   |                     |
| 2.              | <b>APOLOGIES FOR ABSENCE</b>                                                    | Louise Dawson (deputised by Gina Moran), Jonathan Hewitt (JH), Cllr Carolyn Evans |   |   |                     |

|    |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                   |
|----|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 3. | <b>NOTE OF PREVIOUS MEETING (22/5/12) – ACCURACY</b> | Agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                   |
| 4. | <b>NOTES OF PREVIOUS MEETING – MATTERS ARISING</b>   | <p>Item 3 - IK to provide clarification on request from board for more information with regard to feedback from commissions.</p> <p><b>AOB</b> Nye Bevan sessional funding – A change in use of Early Support funding needs to be approved by LCC. It has been noted that at the meeting we have requested for £10k to continue the Nye Bevan sessions. The programme has received money from the small pots allocation, and JM will revise the proposal and take to the Early Support lead to gain approval.</p> <p>Future funding for this programme could be looked to be received through other partners, particularly the constabulary, fire services, community safety partnerships etc.</p>           | <p><b>IK</b></p> <p><b>JM</b></p> |
| 5. | <b>Early Support</b>                                 | <p>A domestic Violence and Sexual Exploitation scheme will be rolled out next year. Information will be provided as it develops.</p> <p>Core update – Health services will receive two half day sessions regarding attachment as they have already completed Solihull training.<br/>JM will produce a map of where attachment champions are based.<br/>JM to suggest an exit strategy at the next meeting for the programme at the next meeting</p> <p>West Lancashire consortium who received some funding are now having a slight delay in provision.</p> <p>LDAAT funded projects, with regard to alcohol and substance misuse, have been reported on and reports/feedback is available upon request.</p> | <p><b>JM</b></p> <p><b>JM</b></p> |
| 6. | <b>Action Plan Update</b>                            | Due to time constraints IK to send out action plan for comment and review.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>IK</b>                         |
| 7. | <b>Summer activities booklet</b>                     | The board were informed that the summer activities booklet has been completed distributed to all the schools.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                   |

|     |                                     |                                                                                                                                                                                                                                                                                                    |                                |
|-----|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 8.  | <b>Annual CYP Trust Conference</b>  | The board were informed that a Trust Conference will be held on 11th September, and joining instructions would be sent out when available.                                                                                                                                                         | <b>IK to send instructions</b> |
| 9.  | <b>Membership of working groups</b> | There is no West Lancs involvement In the working groups. The Central Children's Trust Manager has informed that they have some district representation but are unable to accommodate all districts due to capacity. However IK is to request regular reports with regard to ongoing developments. |                                |
| 10. | <b>Safeguarding</b>                 | Report to be received at the next meeting.                                                                                                                                                                                                                                                         |                                |
| 11. | <b>AOB</b>                          | Funding of early support is likely to be taken from localities and may be taken to be centrally administered. If this occurs LCC will fund priority areas identified by the trusts.                                                                                                                |                                |
| 12. | <b>DATE OF NEXT MEETING</b>         | Tuesday, 25 <sup>th</sup> September , 1-5pm, Hillside School                                                                                                                                                                                                                                       |                                |

Ismail Karolia, [Ismail@wlcvs.org](mailto:Ismail@wlcvs.org), 01695 733737  
25/8/12



# WEST LANCASHIRE COMMUNITY SAFETY PARTNERSHIP

HELD: 18<sup>th</sup> April 2012

Commenced: 6.00 pm

Finished: 7.35 pm

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## 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 |
|-------------|---|------|

## 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 2<sup>nd</sup> 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 22<sup>nd</sup> 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 25<sup>th</sup> July 2012 at 6.00pm in the Council Chamber, 52 Derby Street, Ormskirk, L39 2DF



**ARTICLE NO: 2A**

**CORPORATE & ENVIRONMENTAL  
OVERVIEW & SCRUTINY COMMITTEE**

**MEMBERS UPDATE 2012/13  
ISSUE: 3**

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**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 Paul Charlson (Extn 5246)**

**Email: ([paul.charlson@westlancs.gov.uk](mailto:paul.charlson@westlancs.gov.uk))**

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**SUBJECT: FOOD SAFETY SERVICE PLAN 2012-2013**

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## **1.0 PURPOSE OF ARTICLE**

- 1.1 To provide Members with information about the Food Safety Service Plan for 2012/13.
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## **2.0 BACKGROUND**

- 2.1 Members will be aware that the Food Standards Agency (FSA) is an independent Government department responsible for food safety and hygiene across the UK. The FSA works with businesses to help them produce safe food and with Local Authorities to enforce food safety regulations.
- 2.2 Food safety enforcement is primarily the responsibility of Local Authorities. Accordingly, this Council fulfils these duties through its Food Safety Service (the Service) which aims to ensure all commercial food production in the Borough is carried out safely and is fit for human consumption - thereby protecting the health of West Lancashire residents and the wider community.
- 2.3 One of the key roles of the FSA is to set and monitor enforcement standards within Local Authorities and to audit against these standards to ensure an effective and consistent approach. The FSA 'Framework Agreement on Local Authority Food Law Enforcement' (the Framework Agreement) specifies the arrangements that should be established and maintained by a Local Authority to enforce food hygiene legislation. It is

this document that requires the Council to formulate and implement a service delivery plan in accordance with FSA guidance.

2.4 Accordingly, the FSA places significant emphasis Food Safety Service Plans as a means to:

- Ensure Local Authorities address national priorities and standards, so these can be delivered locally;
- Focus debate on key delivery issues;
- Provide an essential link with financial planning;
- Set objectives for the future and identify major issues that cross service boundaries; and
- Provide a method of managing performance and making performance comparisons.

2.5 FSA guidance also states that Service Plans should have a common format. This enables the FSA to assess service delivery nationwide and allows Local Authorities to compare performance. Service Plans are also seen by the FSA as an expression of a Local Authority's own commitment to the development of its Food Safety Service.

### **3.0 CURRENT POSITION**

3.1 The Food Safety Service Plan for 2011/12 has been implemented. Performance against that Service Plan has been reviewed and the conclusions of the review are contained in the Food Safety Service Plan for 2012/13 (the Plan), which is attached to this update at Appendix 1.

3.2 The Plan provides information on all aspects of the Service, including priorities, resources, workload and performance. During 2011/12, the Service achieved 77% of all food premises inspections that were due during the same period. This compares against a target of 90%. However, 35 inspections were carried out of those food premises due for inspection during previous Service Plans and 37 new businesses were also inspected during 2011/12.

3.3 The level of achievement reflects the pro-rata absence of a part time Environmental Health Officer post due to maternity leave for the majority of 2011/2012. The premises that have not received a routine inspection during 2011/12 are mainly low risk (category D to F). However, a number of category C premises inspections are also outstanding.

3.4 The target inspection rate for the 2012/2013 Inspection Programme remains at 90% for all high risk premises (category A to C). However, lower risk premises (category D to F) will receive an alternative intervention.

3.5 To address the back log of inspections and to focus resources in accordance with the risk profile of food premises, an alternative enforcement strategy will be implemented in accordance with FSA guidance. This will be as follows:

- Greater use of Non-Conformance Reports, which are issued to food business operators at the time of inspection. This will remove the need to compile and issue a formal letter following the inspection.
- Category C premises will receive a 'partial inspection', focusing on temperature control, cross contamination and training. A full inspection will only be carried out where Officers find evidence of an additional risk(s) to food safety.
- Category D, E and F premises will receive a written intervention to:
  - i) Confirm the food business operator contact details;
  - ii) Provide a source of food safety advice and information;
  - iii) To ascertain that there have been no material changes in the food business that would impact on the risk rating allocated to that business (where a potential risk to food safety is evident, a more targeted intervention will take place).

#### **4.0 ISSUES**

4.1 It is also a requirement of the Framework Agreement that the Plan is submitted for appropriate Member approval. Accordingly, the Constitution requires the Plan to be approved by the Portfolio Holder for Health, Leisure and Community Safety and be submitted to the Corporate and Environmental Overview and Scrutiny Committee for information.

4.2 The Plan was approved by Portfolio Holder for Health, Leisure and Community Safety on 2 November 2012.

4.3 In order to provide local transparency and accountability, a copy of the Plan will be placed on the Council's website and sent to the Consultant in Health Protection for the West Lancashire area, to the HPA Food, Water & Environmental Microbiology Network (Preston laboratory) and to the Lancashire County Analyst.

#### **5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY**

5.1 The Plan provides an expression of the Council's commitment to the development of the Service, which contributes significantly toward improving the health of the local communities within West Lancashire.

## **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

6.1 The costs associated with production of the Plan and the work detailed in the Plan for 2012/13 can be met within existing resources.

## **7.0 RISK ASSESSMENT**

7.1 The Plan describes the financial and resource implications for the Service. If adequate resources are not made available to deliver an effective food safety service as required by the FSA, the Council may be open to criticism and/or potential audit by the FSA.

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### **Background Documents**

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

| Date                   | Document                                                                      |
|------------------------|-------------------------------------------------------------------------------|
| April 2010<br>on Local | Food Standards Agency 'Framework Agreement<br>Authority Food Law Enforcement' |
| June 2008<br>Practice  | Food Standards Agency "Food Law" Code of<br>Practice                          |

### **Equality Impact Assessment**

The Article is for information only and 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 – Annual Food Safety Service Plan 2012/13



# **West Lancashire Borough Council**

## **Food Safety Service Plan**

**2012/13**

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## **Introduction**

This is West Lancashire Borough Council's Food Safety Service Plan. It covers all elements of food safety and hygiene for which the Authority has enforcement responsibility. This Plan also covers those objectives relating to non-enforcement activity, including food hygiene education/health promotion and partnership working.

This Food Safety Service Plan is a requirement of the Food Standards Agency and has been drawn up in accordance with the Food Standards Agency's Framework Agreement (Amendment 5, April 2010). This ensures a consistent approach across England and Wales, which enables the Food Standards Agency to assess how we are doing and allows other Local Authorities to compare and contrast performance and service delivery.

This Plan is also an expression of the Council's ongoing commitment to food safety in the Borough and the development of its Food Safety Service.

A handwritten signature in black ink, appearing to read 'D P Tilleray', with a large, stylized flourish extending from the end of the signature.

**D P Tilleray**

Assistant Director Community Services

Approved by the Portfolio Holder for Health, Leisure and Community Safety on 2 November 2012

## 1.0 Aims and Objectives

### *Service aims and objectives*

- 1.1 West Lancashire Borough Council (the Council) has responsibility for food safety enforcement of relevant businesses under the Food Safety 1990 (the Act), associated legislation and guidance. These duties are discharged by the Food Safety Service (the Service), which is part of the Commercial, Safety and Licensing Section (the Section).
- 1.2 The aim of the Service is to protect the health of residents and the wider community by ensuring that all commercial production of food in the Borough is carried out safely and is fit for human consumption. The work of the Service is supplemented by the Health Promotion unit, which provides of a range of promotional and educational roles in respect of food safety matters.
- 1.3 In order to achieve these aims, the objectives of the Service are to:
  - Ensure that it acts in accordance with the relevant Food Standards Agency Code of Practice and other official guidance;
  - Encourage businesses to comply with the law by offering advice;
  - Apply the principle of continuous improvement by comparing and measuring its performance and rectifying any shortcomings;
  - Responding to local need and ensuring the Service is accessible to everyone;
  - Ensure that the delivery of the Service is undertaken in a manner so as not to be discriminatory towards equality target groups and accessible to all who request or receive the Service.
- 1.4 This Food Safety Service Plan (the Plan) is produced annually by the Assistant Director Community Services and the Commercial, Safety and Licensing Manager. The Plan was approved by the Portfolio Holder for Health, Leisure and Community Safety on 2 November 2012 and was also presented as an update to the Council's Corporate and Environmental Overview and Scrutiny Committee on 13 December 2012. Performance reviews are undertaken on a quarterly basis and related performance indicators are reported to Cabinet.

### *Links to Corporate Priorities*

- 1.5 The Council's vision is "to be a Council to be proud of – delivering services that are lean, local and fair". Several values have been established to deliver this vision by continuing to be an innovative organisation which:
  - Prioritises customers and the services that are most important to quality of life;
  - Work as 'one council' to provide a joined up approach;
  - Is open and accountable in the way that it makes decisions;
  - Develops and values employees;
  - Promotes equality and diversity; and
  - Works in partnership to benefit the Borough. Our values underpin the way in which we will deliver our priorities and achieve our vision.

1.6 Over the next 3 years (2012/13 – 2014/15), the Council has established several Corporate Priorities, which are detailed below. The Service works toward these priorities in the following areas:

- *Balancing the budget and providing the best possible services within the resources available;*

By continuing to employ new and modern ways of working, the Service is flexible, responsive, efficient and effective representing excellent value for money.

The Service is targeted and proportionate in activity, intervening only when necessary and using remedies that are appropriate to the risk posed, so that costs are identified and minimised.

The Service is accountable and will be able to justify decisions that are subject to public scrutiny. Accordingly, the Service will be consistent and open and will try to convey the requirements of the law in a simple and user-friendly way - within the limitations of legislative requirements.

- *Focussing upon sustainable regeneration and growth within the Borough;*
- *Caring for our Borough – delivering the small improvements that can make a big difference;*

Recognising that food is a key marker of social inclusion, food safety issues can impact on reducing health inequalities and incidences of food poisoning, the reduction of which has a positive impact on the community's health. The Service will continue to carry out educational and promotional activities as an integral part of their routine food safety inspections, as well as specialist activities targeting both consumers and businesses to promote food safety, better nutrition and healthy choices.

By assisting food businesses through support, education and enforcement to improve and comply with hygiene standards, so improving quality of life now and for future generations for the people of West Lancashire making the Borough a better place to live, work, invest in and visit.

- *Minimising uncertainty for staff and stakeholders by continuing to implement a managed approach to change; and*
- *Exploring innovation as a means to secure further value for money.*

The Service is committed to continuous improvement in service delivery, and addressing the needs of our community by using our resources innovatively and to best effect.

## 2.0 Background

### *Profile of the Borough*

- 2.1 West Lancashire is the most southerly of the Local Authorities within Lancashire. It has a population of 110,700 (National Census 2011) and covers an area of over 34,000 hectares, a large proportion of which is good and versatile agricultural land. The Borough has two market towns: Ormskirk and Burscough, with mainly rural parishes and villages to the north and the former New Town of Skelmersdale to the east.
- 2.2 Based on current available data, the breakdown of businesses within West Lancashire is as follows:

|                                          |               |
|------------------------------------------|---------------|
| Agriculture and fishing                  | 13.6%         |
| Mining, energy and water                 | 0.1%          |
| Manufacturing                            | 8.6%          |
| Construction                             | 12.5%         |
| Wholesale and retail                     | 21.4%         |
| Hotels and catering                      | 6.2%          |
| Transport and communications             | 6.7%          |
| Financial intermediation                 | 0.7%          |
| Business services                        | 23.2%         |
| Public administration and other services | 5.7%          |
| Education and health                     | 1.2%          |
| <b>All industries and services</b>       | <b>100.0%</b> |

### *Organisational and team structure*

- 2.3 The Service is part of the Commercial, Safety and Licensing Section within Community Services. The work of the Service is supplemented by the Health Promotion unit, which allows the provision of a range of promotional and educational roles. A structural chart of Community Services is provided at Appendix 1.

### 3.0 Service Delivery

#### *Scope of the Service*

3.1 In respect of food safety matters, the Service will:

- Carry out a programme of food hygiene interventions in accordance with the Food Safety Act 1990 Code of Practice;
- Investigate and resolve complaints about food and food hygiene, practices and procedures;
- Take informal or statutory action including the service of notices, food seizure, premises closure or prosecution (amongst other available actions) in accordance with our Enforcement Policy to secure compliance with food safety legislation;
- Identify and assess premises requiring approval in respect of specific food products or processes and to ensure that they are granted conditional or full approval as necessary;
- Ensure that all food premises located or trading within the Borough are registered, and to maintain an accurate database of food premises in the Borough.
- Record inspection information and enable performance data to be provided to the FSA;
- Receive and investigate all relevant Food Standards Agency Food Alerts for action and their updates as appropriate, and to communicate with business to disseminate relevant information concerning relevant food risks;
- Provide advice and assistance to businesses and consumers on food related issues;
- Investigate incidences of food borne disease and take action, including liaison with other bodies to identify the source and prevent further infection;
- Implement the Food Sampling Programme for survey and monitoring purposes;
- Provide guidance and advice on food law requirements and compliance to meet local needs;
- Provide and review systems and procedures in line with FSA Framework Agreement;
- Act as Home/Primary Authority and implement Service Level Agreements where appropriate;
- Participate and maintain the Food Standards Agency National Food Hygiene Rating System to publish the hygiene ratings for those food businesses within the Borough;
- Comment on proposed food legislation codes of practice and other official documents as necessary and as requested.
- Issue Health Certificates;
- Monitor the shellfish beds within the Borough;
- Operate imported food controls;
- Promote food safety through education and promotional events;
- Notify the Food Standards Agency of any serious local food problem;
- Provide input to various licensing processes on food safety matters;
- Maintain an internal Quality System relating to food safety matters.



### *Demands on the Service*

- 3.2 There are a total of 835 registered food premises in the Borough for which the Service has enforcement responsibility. These businesses can be divided into the following classifications:

| FSA food business type      | Total      |
|-----------------------------|------------|
| Caring establishments       | 58         |
| Distributors                | 17         |
| Hotel / guest house         | 9          |
| Importer                    | 1          |
| Manufacturers / processors  | 17         |
| Mobile food unit            | 36         |
| Packers                     | 9          |
| Producer                    | 21         |
| Pub / club                  | 125        |
| Restaurant / café / canteen | 136        |
| Restaurant / caterer other  | 52         |
| Retail other                | 43         |
| School / college            | 121        |
| Slaughterhouses (seasonal)  | 2          |
| Small retailers             | 112        |
| Supermarket / hypermarket   | 15         |
| Take away                   | 61         |
| <b>TOTAL</b>                | <b>835</b> |

- 3.3 The current food safety risk rating profile of the above food businesses is as follows:

| Food safety risk rating | Total      |
|-------------------------|------------|
| Category A              | 4          |
| Category B              | 73         |
| Category C              | 435        |
| Category D              | 132        |
| Category E              | 189        |
| Category F              | 2          |
| <b>TOTAL</b>            | <b>835</b> |

### *Enforcement policy*

- 3.4 A Corporate Enforcement Policy was agreed by Council in October 2009. The aim of this Policy is to promote consistency across the Council and it provides the principles of the Council's approaches to enforcement. The Community Services Enforcement Policy, also agreed by Council in October 2009, is positioned below the Corporate Policy and contains more service specific information relating to legislation, approach etc. Both Policies are published on the Council's website and include aspects of the Food Standards Agency Service Plan requirement, which is implemented by the Plan. Accordingly, all recipients of letters and notices relating to food safety issues are advised of the Enforcement Policy.

### *Food premises inspections and interventions*

3.5 Programmed inspections and interventions of premises will be carried out in accordance with:

- The minimum inspection frequencies and requirements detailed in the Food Standards Agency Food Law Code of Practice (June 2008);
- The Council and Community Services Enforcement Policies.

3.6 The revised Code of Practice, published June 2008, introduced the term “broadly compliant”. This term originates from NPI 184 and is based on the specific risk ratings given for compliance using the new statutory Code of Practice. It shows how well a food business operator is complying with food safety standards at the time of the inspection. The Code of Practice also allows authorities some limited flexibility in dealing with businesses’ compliance with food safety legislation, so as to try to achieve an improvement in the number of businesses which are “broadly compliant”.

### *Inspection and Intervention Programme*

3.7 The proposed Inspection and Intervention Programme for 2012/2013 is as follows:

| Premises Risk Category | No. of Premises at 01/04/12 | No. of outstanding inspections at 01/04/12 | No. of interventions due 01/04/12-31/03/13 | Estimated no. of revisits 01/04/12-31/03/13 |
|------------------------|-----------------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------|
| A                      | 4                           | 1                                          | 3                                          | 3                                           |
| B                      | 73                          | 7                                          | 54                                         | 10                                          |
| C                      | 435                         | 108                                        | 207                                        | 22                                          |
| D                      | 132                         | 74                                         | 38                                         | 7                                           |
| E                      | 189                         | 112                                        | 29                                         | 7                                           |
| F                      | 2                           | 2                                          | 0                                          | 1                                           |
| <b>Total</b>           | <b>835</b>                  | <b>304</b>                                 | <b>331</b>                                 | <b>50</b>                                   |
| Non-rated              | 38                          | -                                          | -                                          | -                                           |

3.8 The Service Work Programme for 2012/13 also includes the following:

*General*

- Develop an Annual Service Plan, which reflects FSA strategic themes and continuing aims;
- Ensure the food safety premises database is an accurate reflection of the premises in the West Lancashire area;
- Maintain a Quality Management System for the Service as part of the Council's Environmental Health Service Quality System;
- Further develop service information on the Council's website.

*Training*

- Undertake annual training needs analysis. Ensure adequate resources are available to meet training needs;
- Maintain competency of all Officers involved in food safety enforcement work;
- Implement food safety training programme;
- Undertake at least 8 accompanied interventions per year;

*Food safety education/promotion*

- Continue to provide the CIEH Level 2 Award in Food Safety in Catering Course;
- Continue to make available a full range of food safety leaflets;
- Provide at least one seminar for local businesses, annually;
- Participate in at least one food safety campaign, annually during National Food safety Week.

*Communication with stakeholders*

- Establish greater consultation with both businesses and the wider public;
- Distribute at least one Commercial Safety Newsletter to businesses, annually.

*Imported food controls*

3.9 The Service also enforces the legislation relating to imported foods. Documented procedures are in place for the enforcement of the legislation relating to imported Products of Animal Origin (POAO) and imported Food Not of Animal Origin (FNOA).

This includes the following legislation:

- Food Safety Act 1990
- European Communities Act 1972;
- The General Food Regulations 2004;
- The Official Feed and Food Controls (England) Regulations 2006 (as amended);
- Products of Animal Origin (Third Country Imports) (England) Regulations 2006 (as amended);
- Products of Animal Origin (Import and Export) Regulations 1996 as amended;
- EU Regulation 882/2004, 178/2002 and 852/2004;
- Contaminants in Food (England) Regulations 2007;
- The organic products (Imports from Third countries) Regulations 2003;
- The Food Hygiene (England) Regulations 2006 (as amended).

*Visits to new premises / non programmed inspections*

3.10 A time allowance will be included in the Plan for the initial intervention of new premises. Once such premises have been inspected and risk rated using the risk rating system, they will be included in the overall general intervention/intervention programme.

*Revisits to check compliance*

3.11 Revisits are undertaken if a further visit is needed to assess compliance with an enforcement notice or if contraventions found during an intervention are of such a risk that enforcement action may be required before the next programmed intervention.

*Food and food premises complaints*

3.12 Food complaints (for example where the food contains a foreign body, is contaminated or is not cooked properly) are investigated in line with procedures laid down in the Environmental Health Quality System. Action is determined by the nature of the complaint and the potential threat posed to public health.

3.13 Similarly, complaints about food hygiene practices or the condition of food premises are also investigated according to the potential to cause harm. Follow up action may be immediate or delayed to the next programmed inspection provided the time period is not excessive.

3.14 Based on previous data, the Service receives approximately 25 food complaints and 60 complaints about food premises each year. Whilst the Service aims to give a first response to all such complaints within 3 working days, the length of time taken to resolve a complaint can vary considerably.

*EC Approved Premises*

3.15 Regulation EC 853/2004 requires wholesale businesses that handle, store or produce products of animal origin to be approved by the Local Authority and be issued with an EC approval number. With the exception of catering butchers, responsibility for the approval and inspection of such premises rests with the Local Authority. The list of approved premises is published on the FSA website. The EC Commission annually arranges audits of selected approved premises in member states of the EC to ensure that the controls are being applied and implemented by local authorities to a satisfactory standard. There are 7 premises currently approved and are listed below:

|                  |          |
|------------------|----------|
| Fishery Products | 3        |
| Meat Products    | 2        |
| Dairy Products   | 2        |
| <b>TOTAL</b>     | <b>7</b> |

*Primary Authority Scheme and Home Authority Principle*

3.16 The Service subscribes to the current LGR Home Authority Principle (HAP). At present, the Service has not been approached by, nor is aware of, any local company who wish to enter into a formal agreement within the remit of the HAP. However, the Service does take on the role of "Originating" Authority for several businesses that operate on a regional and/or national basis and gives advice on

food safety matters. Accordingly, much of the input from the Service is generated by requests for service from other enforcement authorities. Based on previous data, the Service receives approximately 4 originating authority referrals and 4 enquiries each year.

- 3.17 The Primary Authority Scheme (PAS) has been in operation since 2009, when the Regulatory Enforcement and Sanctions Act 2008, came into force. This scheme ensures a consistent approach between local authorities and companies having a number of outlets throughout the country.
- 3.18 The operation of the PAS is the statutory responsibility of the LBRO whose role is to register partnerships, issue guidance and resolve disputes. The PAS enables companies to form a statutory partnership with a single Local Authority, which then provides robust and reliable advice for other Local Authorities to take account of when carrying out inspections or dealing with non-compliance.
- 3.19 Accordingly, Local Authorities are required to contact the relevant Primary Authority for a company covered by the PAS before taking any enforcement action.

#### *Advice to businesses*

- 3.20 The Service is committed to providing advice to any business within the Borough or to members of the public. Based on previous data, it is anticipated that approximately 50 such requests will be dealt with verbally and 30 requests will result in a visit and written response each year. The response time required by performance indicators is 10 days.

#### *Food sampling*

- 3.21 The food and drink supplied, produced and sold within the Borough is sampled to assess its safety and quality. The Service carries out this responsibility in accordance with a planned sampling programme and where necessary, in response to food complaints/investigations. The Service also participates in regional, national and European sampling programmes. Further details can be found in the Food Sampling Policy for 2012/2013.
- 3.22 Samples are analysed by the HPA Food, Water and Environmental Microbiology Network (Preston Laboratory) for microbiological content and the Public Analyst Laboratory in Preston for chemical and/or other content.
- 3.23 Additional sampling is required for the cockle and mussel production beds, which are located in the Ribble to the North of the Borough. Routine microbiological and algal toxin samples are taken and monitored through the Centre for Environment and Aquamarine Culture and Science (CEFAS). The beds are officially classified according to the quality and safety standards for potential harvesting. The national classification Scheme ensures shellfish used for food is fit for human consumption.
- 3.24 There are a small number of private water supplies monitored by the Service. These are routinely sampled and any complaints are investigated. The Service is working to ensure it complies with the Private Water Supplies Regulations 2009, which requires full compliance by 2015.

### *Control and investigation of outbreak and incidents of food related infectious disease*

3.25 This work is undertaken by the Service and involves contact with Consultants in Health Protection, Director of Public Health and Control of Infection Teams. Investigations and outbreak controls are undertaken in line with agreed written procedures and documentation between these organisations.

### *Food safety incidents and requests*

3.26 The Service will comply with the Food Standards Agency Code of Practice in relation to the handling of food alerts. Accordingly, documented procedures are in place as part of the Environmental Health Quality system. The number of notifications has increased since the commencement of the FSA, and based on previous data, that the Service will respond to approximately 70 such alerts each year.

### *Liaison with other organisations*

3.27 In order to implement the Plan, the Service works closely with a number of other agencies and organisations to ensure a consistent approach to enforcement action. Accordingly, the Service will disseminate information to other regulators where there is a wider regulatory interest. These organisations include:

- Food Standards Agency (FSA);
- Local Government Regulation (LGR);
- Local Better Regulation Office (LBRO);
- Cumbria and Lancashire Health Protection Agency (HPA);
- NHS Central Lancashire;
- HPA Food, Water and Environmental Microbiology Network (based at Preston laboratory);
- Environmental Health Lancashire (EHL);
- Lancashire Food Officers Group;
- Lancashire County Analyst;
- United Utilities Plc;
- Lancashire County Council Trading Standards;
- Other Local Authorities to ensure a comprehensive and consistent approach to food law enforcement.

### *Food safety promotion*

3.28 The Service recognises the importance of food safety promotional work to improve hygiene standards. The Health Promotion Unit provides this function and routinely engages in the following activities:

- Food Safety Week;
- CIEH Level 2 Award in Food Safety in Catering Courses;
- CIEH Level 2 Award in Healthier Food and Special Diets Courses;
- Specific seminars / initiatives as appropriate;
- Promotion of the FSA's Safer Food Better Business Scheme.

### *National Food Hygiene Rating System*

3.29 The Council introduced the Food Hygiene Rating Scheme, based on the FSA's national model, on 1<sup>st</sup> June 2011. A rating of 0 to 5 is published on the FSA website for each registered food premises to which the public would normally have access. The rating for each premise is based on the risk rating that Council Officers have determined on the most recent food hygiene inspection. The Scheme aims to help consumers make informed choices about where to eat or buy food by allowing them to easily compare one business with another within their own area or more widely. The Scheme also aims to benefit businesses by providing an incentive for them to improve standards and do better than their competitors - i.e. a good food hygiene rating will be good for business, whilst a poor food hygiene rating may make their customers decide to purchase food elsewhere.

## 4.0 Resources

### *Financial allocation*

4.1 The total cost of the Service is £142,830 comprising of the following:

|                                     |          |
|-------------------------------------|----------|
| Staff and associated costs          | £127,390 |
| Equipment, materials, sampling etc. | £15,440  |

### *Staffing allocation*

4.2 The resources allocated within the Section for food safety matters equate to 3.0 FTE. This is comprised of the following:

- Commercial, Safety and Licensing Manager (0.2 FTE);
- Senior Environmental Health Officers (1.75 FTE);
- Environmental Health Assistants (1.05 FTE).

4.3 In accordance with the Council's business plan, the Major Service Review (MSR) process is ongoing. The staffing of the Section was reduced in October 2009, which has resulted in a reduced level of service for the key areas of work of the Service, including food hygiene inspections.

4.4 Further savings in 2012/13 yielded by the MSR process have resulted in the deletion of the Commercial Safety Manager post and amalgamating these responsibilities with the existing Public Protection and Licensing Manager post to create a new post of Commercial, Safety and Licensing Manager. The result is that less management time can be spent on food safety matters. Furthermore, the accreditation of the Environmental Health Service Quality System has been discontinued, but the documented procedures for all work activities remain and are being updated.

### *Staff development plan*

4.5 The Service, in accordance with the Food Standards Agency Food Law Code of Practice (published June 2008), is committed to providing each member of the Food Safety Service with a minimum of 10 hours ongoing/updating training each year. Records of training needs and competency levels are kept as part of the Environmental Health Service Quality System. Attendance on appropriate training courses is undertaken is complemented by in-house training on specific developments during meetings or workshops.

4.6 The qualifications, experience and training of staff is sufficient to ensure that the Authority has the expertise to ensure competent inspection of the premises and processes in the Borough. Staff development is primarily assessed through the Employee Development Appraisal Interview, which is undertaken annually. The Service also participates in the EHL Food Safety Annual Training Programme. The qualifications, experience and training of staff is sufficient to ensure that the Authority has the expertise to ensure competent inspection of the premises and processes in our area.



## **5.0 Quality assessment**

- 5.1 It is our policy to undertake all functions of the Service in accordance with the procedures laid down in the Environmental Health Service Quality System.
  
- 5.2 The Service is an active member of EHL and the Food Officers Group (FOG) area and is committed to developing FOG's liaison, training, peer review, inter-authority auditing, benchmarking and consistency processes. Through FOG, the Authority participates in inter-authority auditing of the Food Safety Services in Lancashire against the Standard laid down by the FSA.

## 6.0 Review

### *Review against the Service Plan 2011/2012*

6.1 Performance was monitored in the following way:

- Monthly performance figures for the Food Safety Premises Inspection Programme;
- Submission of performance figures against target figures to elected members on a quarterly basis;
- Performance was subject to Audit Commission scrutiny and data provided to the Food Standards Agency on an annual basis;
- Performance was reviewed at regular Team meetings;
- An inspection rate of 77% was achieved for premises in the 2011/2012 Inspection Programme, against a target of 90%. However, 35 inspections were carried out of those food premises due for inspection during previous Service Plans.
- 37 new businesses were inspected during 2011/12 that were not part of the inspection programme.

6.2 The level of achievement reflects the pro-rata absence of a part time Environmental Health Officer post due to maternity leave for the majority of 2011/2012.

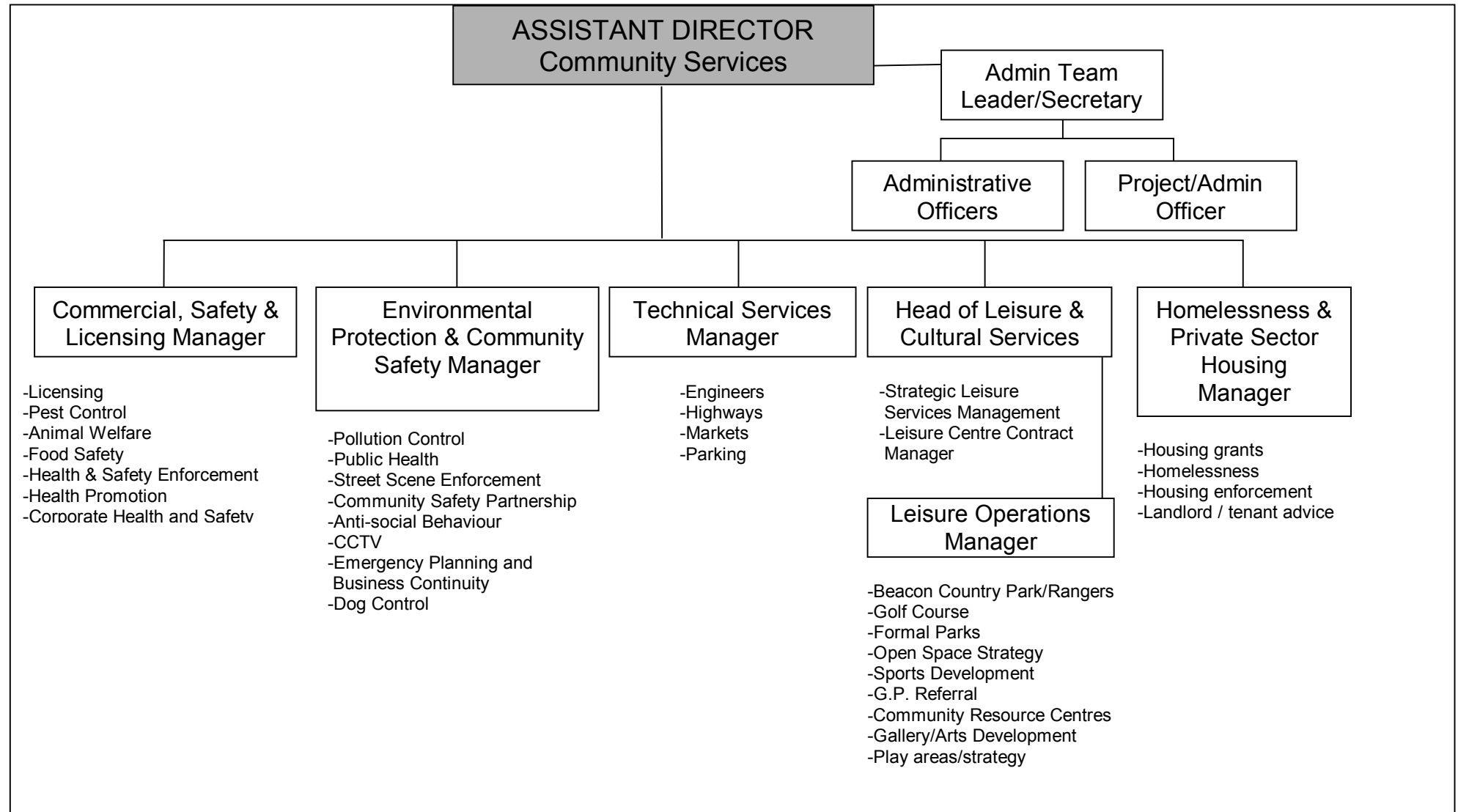
6.3 The premises that have not received a routine inspection during 2011/12 are mainly low risk (category D to F). However, a number of category C premises inspections are also outstanding. The method to address this backlog of inspections is detailed below.

### *Areas for improvement in 2012/2013*

- The target inspection rate for the 2012/2013 Inspection Programme is 90% for all high risk premises (category A to C). Lower risk premises (category D to F) will receive an alternative intervention.
- To address the back log of inspections, an alternative enforcement strategy will be implemented to ensure targeted interventions in accordance with FSA guidance - as follows:
  - Greater use of non-conformance reports issued to food business operators at the time of inspection. This will remove the need to compile and issue a formal letter following the inspection.
  - Category C premises will receive a partial inspection focusing on temperature control, cross contamination and training. A full inspection will only be carried out where Officers find evidence of an additional risk to food safety.
  - Category D, E and F premises will receive a written intervention to:
    - (i) confirm the food business operator contact details
    - (ii) provide a source of food safety advice and information
    - (iii) to ascertain that there have been no material changes in the food business that would impact on the risk rating allocated to that business (where a potential risk to food safety is evident, a more targeted intervention will take place).
- The target response rate to food safety requests within 3 working days is 95% for 2012/2013;
- To further develop the M3PP software system used for the recording, programming and monitoring of food safety premises and the Food Safety Premises Inspection Programme;
- To continue and maintain the FSA Local Authority Enforcement Monitoring System (LAEMS);

- To develop a methodology for addressing key issues at those premises which do not achieve the level of being 'broadly compliant' so that that this level of compliance can be achieved. Thereby, increasing the percentage of food businesses which are 'broadly compliant';
- To produce at least one Commercial Safety Newsletter for businesses that will include information on important food safety enforcement issues;
- Further develop and implement, in partnership with the Lancashire County Council Trading Standards Service, the Recipe 4 Health Award Scheme;
- To continue and maintain the National Food Hygiene Rating Scheme for food businesses in the area in accordance with the FSA brand standard for the scheme.

## Appendix 1: Structure of Community Services



## Appendix 2: Useful contacts

Further information on West Lancashire Borough Council's Food Safety Service can be obtained from:

West Lancashire Borough Council, Food safety Service, Robert Hodge Centre, Stanley Way, Skelmersdale, Lancashire WN8 8EE

Telephone: 01695 577177  
Fax: 01695 585126  
Email: [envhealth.admin@westlancs.gov.uk](mailto:envhealth.admin@westlancs.gov.uk)  
Webpage: [www.westlancs.gov.uk](http://www.westlancs.gov.uk)

Opening Hours: 08.45 – 17.00 (Monday-Thursday)  
08.45 – 16.45 (Friday)

Out of Hours: Emergency Service is available by contacting 01695 577177.

The 'out of hours' emergency service is available 24 hours a day, 7 days a week. An appropriate Officer from the Environmental Health Service can be contacted through this number in an emergency e.g. food poisoning outbreak.





**ARTICLE NO: 2B**

**CORPORATE & ENVIRONMENTAL  
OVERVIEW & SCRUTINY  
COMMITTEE**

**MEMBERS UPDATE 2012/13  
ISSUE: 3**

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**Article of: Transformation Manager**

**Relevant Managing Director: Managing Director (Transformation) &  
Managing Director (People and Places)**

**Portfolio Holder: Councillor D Westley**

**Contact for further information: Ms A Grimes (Extn 5409)  
(E-mail: [alison.grimes@westlancs.gov.uk](mailto:alison.grimes@westlancs.gov.uk))**

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**SUBJECT: BUSINESS PLAN 2011-15 – Q1 and Q2 DELIVERY PLAN  
MONITORING REPORT**

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Wards affected: Borough wide

**1.0 PURPOSE OF ARTICLE**

1.1 To update Members on the progress that has been made towards the implementation of the Business Plan Delivery Plan.

**2.0 RECOMMENDATIONS**

2.1 That the content of Appendices A and B be noted.

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**3.0 BACKGROUND AND CURRENT POSITION**

3.1 In April 2011, the Council formally adopted a Business Plan 2011-15. The purpose of this plan is to deliver the Council's priorities whilst realising the efficiencies and savings that will be necessary for the effective financial and operational management of the Council. The action that will be taken to achieve this goal is detailed in the Business Plan Delivery Plan.

3.2 In order to ensure that the Council achieves its goal, progress against the Business Plan Delivery plan must be monitored to ensure the effective management of its implementation. Through the Business Plan decision-making process, it was agreed that the Business Plan Working Group should receive quarterly monitoring reports against the Delivery Plan.

- 3.3 This monitoring process enables action to be taken or explanations to be provided, ensuring the most effective performance management of the Council's Business Plan.
- 3.4 Progress against the Business Plan in its first twelve months was reported to Council in July through the Business Plan Annual Report 2011-12.
- 3.5 Appendix A shows that progress has continued to be made during the first half of 2012-13 as at the end of Q2. Appendix B provides the picture as it was at the end of Q1 for completeness.

#### **4.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY**

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

#### **5.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 5.1 There are no significant financial or resource implications arising from this report.

#### **6.0 RISK ASSESSMENT**

- 6.1 It is essential to the effective management of the Council that sufficient time and consideration is given to the business planning process. The risk of non-achievement of the aims of the Business Plan is mitigated through strong and effective performance management arrangements. The actions referred to in this report are covered by the scheme of delegation to officers and any necessary changes have been made in the relevant operational risk registers.

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#### **Background Documents**

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

#### **Equality Impact Assessment**

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

#### **Appendices**


Appendix A: Q2 Business Plan Delivery Plan Monitoring Report  
Appendix B: Q1 Business Plan Delivery Plan Monitoring Report



## Appendix A: Business Plan Delivery Plan – Q2 2012/13


| Action Status                                                                     |                                                                                   |                                                                                   |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
|  |  |  |
| Action completed                                                                  | Action in progress                                                                | Milestone overdue                                                                 |


### Priority Delivery Projects


| Service: | Housing & Regeneration: Regeneration                                              |                                                                                          |                                                                             | Senior manager: | Bob Livermore                                                                                                                                                 |  |
|----------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Action   | Description                                                                       | Milestones                                                                               | Due Date                                                                    | Completed       | Milestone Note                                                                                                                                                |  |
| PDP_01   | Regional Growth Fund / Local Enterprise Partnerships / Local Investment Plans     | Round 1 RGF bid submitted                                                                | 21-Jan-2011                                                                 | Yes             | £6.8M bid submitted by St Modwen supported by WLBC, LCC, HCA                                                                                                  |  |
|          |                                                                                   | LEP in place                                                                             | 31-Mar-2011                                                                 | Yes             | Lancashire LEP Economic priorities agreed. Growing Places Fund - LEP project priorities agreed LEP Website live.                                              |  |
|          |                                                                                   | LIP in place (subject to LEP being in place)                                             | 30-Sep-2012                                                                 | Yes             | LIP finalised with Skelmersdale town centre being recognised as a strategic site for investment purposes.                                                     |  |
|          |                                                                                   | Further RGF bids with Lancashire Authorities (future submission dates tbc by Government) | 31-Mar-2014                                                                 |                 | Private sector developer partner for Skelmersdale Town Centre confirmed it did not wish to pursue a Regional Growth Fund bid at the current time. (June 2011) |  |
| Status   |  | Note                                                                                     | Further opportunities for the Borough to benefit will be kept under review. |                 |                                                                                                                                                               |  |


| Service: | Corporate           |                                         |             | Senior manager: | John Ryding                                                                                                                                                                                                                                                                                                                                        |  |
|----------|---------------------|-----------------------------------------|-------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Action   | Description         | Milestones                              | Due Date    | Completed       | Milestone Note                                                                                                                                                                                                                                                                                                                                     |  |
| PDP_03   | Skelmersdale Vision | Round 1 RGF bid submitted               | 21-Jan-2011 | Yes             | £6.8M bid submitted by St Modwen supported by WLBC, LCC, HCA. Unfortunately bid was not successful.                                                                                                                                                                                                                                                |  |
|          |                     | Land Assembly                           | 31-Mar-2012 | Yes             | Land owned by the College but needed for the town centre development has been purchased and is now in Council ownership.                                                                                                                                                                                                                           |  |
|          |                     | Submit planning application             | 31-Aug-2012 | Yes             | It is anticipated that a planning application submitted in August will be determined by the end of the calendar year.                                                                                                                                                                                                                              |  |
|          |                     | Amendment to Development Agreement (DA) | 31-Oct-2012 |                 | The DA between WLBC and HCA as one party and St Modwen as the other requires development to be undertaken in a specified order. The change in economic climate since signing means the DA needs to be amended by a Deed of Variation/supplemental agreement to allow the development now proposed to proceed without breaking the terms of the DA. |  |

|               |                                                                                   |                                  |                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                 |
|---------------|-----------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |                                                                                   | Market scheme                    | 31-Jan-2013                                                                                                                                                                                                                                                               |  | If planning permission is obtained, the proposed scheme needs to be actively marketed by St Modwen. If obtained by Dec 2012, marketing can begin from Jan 2013.                                                                 |
|               |                                                                                   | Employment / Training Initiative | 30-Jun-2013                                                                                                                                                                                                                                                               |  | St Modwen encouraged to work with WL College's Construction Academy during building operations, and by working with the Economic Regeneration team, work with employment & training agencies as development reaches completion. |
| <b>Status</b> |  | <b>Note</b>                      | <i>Project Board Meetings</i> are held regularly and involve representation from HCA, WLBC, St Modwen and LCC. <i>Skelmersdale Town Centre District / County Liaison Group</i> meetings involving Members from WLBC and LCC are held to ensure full political engagement. |  |                                                                                                                                                                                                                                 |


|                 |                                                                                   |                                                        |                                                                                                 |                  |                                                            |
|-----------------|-----------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------|
| <b>Service:</b> | Planning Services                                                                 |                                                        | <b>Senior manager:</b>                                                                          | John Harrison    |                                                            |
| <b>Action</b>   | <b>Description</b>                                                                | <b>Milestones</b>                                      | <b>Due Date</b>                                                                                 | <b>Completed</b> | <b>Milestone Note</b>                                      |
| PDP_05          | Local Plan                                                                        | End of consultation on Core Strategy Preferred Options | 30-Jun-2011                                                                                     | Yes              | Consultation period 12 May - 24 June 2011                  |
|                 |                                                                                   | End of consultation on Local Plan Preferred Options    | 17-Feb-2012                                                                                     | Yes              | Consultation period 5 January - 17 February 2012           |
|                 |                                                                                   | End of consultation on Local Plan Publication          | 31-Aug-2012                                                                                     | No               | Consultation currently underway: 9 August - 5 October 2012 |
|                 |                                                                                   | Submission of Local Plan                               | 31-Oct-2012                                                                                     |                  |                                                            |
| <b>Status</b>   |  | <b>Note</b>                                            | Move to Local Plan from 'local development framework' resulted in revised timetable/milestones. |                  |                                                            |


|                 |                                                                                     |                                                                                                        |                        |                  |                                                                                                                                                                                                                                   |
|-----------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service:</b> | Corporate Services: Treasurer                                                       |                                                                                                        | <b>Senior manager:</b> | Marc Taylor      |                                                                                                                                                                                                                                   |
| <b>Action</b>   | <b>Description</b>                                                                  | <b>Milestones</b>                                                                                      | <b>Due Date</b>        | <b>Completed</b> | <b>Milestone Note</b>                                                                                                                                                                                                             |
| PDP_07          | High Street Innovation Fund                                                         | Develop business rate discount scheme for retail businesses new to the Borough                         | 31-Mar-2013            |                  | Initial discussions have taken place with the Love Ormskirk team and the Concourse Management on how to develop this scheme                                                                                                       |
|                 |                                                                                     | Provide financial and other assistance for the Love Ormskirk Town Team to support Ormskirk Town Centre | 31-Mar-2013            |                  | A grant of £20K has been paid to the Love Ormskirk town team for eg marketing and social media activities for its long-term project to promote the town. WLBC has produced press releases to highlight the Love Ormskirk project. |
|                 |                                                                                     | Work with the Concourse management to address empty shop issues                                        | 31-Mar-2013            |                  | First meeting has been held with the Concourse Management. It is expected that they will identify a number of possible ideas in the near future.                                                                                  |
| <b>Status</b>   |  | <b>Note</b>                                                                                            |                        |                  |                                                                                                                                                                                                                                   |

|                 |                                                                                   |                                 |                        |                  |                       |
|-----------------|-----------------------------------------------------------------------------------|---------------------------------|------------------------|------------------|-----------------------|
| <b>Service:</b> | Community Services                                                                |                                 | <b>Senior manager:</b> | Dave Tilleray    |                       |
| <b>Action</b>   | <b>Description</b>                                                                | <b>Milestones</b>               | <b>Due Date</b>        | <b>Completed</b> | <b>Milestone Note</b> |
| PDP_08          | CCTV: expanding coverage (new cameras)                                            | Produce and publish OJEU notice | 30-Nov-2012            |                  |                       |
|                 |                                                                                   | Invite tenders                  | 28-Feb-2013            |                  |                       |
|                 |                                                                                   | Appoint contractor              | 30-Apr-2013            |                  |                       |
|                 |                                                                                   | Works completed                 | 01-Aug-2013            |                  |                       |
| <b>Status</b>   |  | <b>Note</b>                     |                        |                  |                       |


|                 |                                                                                   |                                          |                        |                  |                       |
|-----------------|-----------------------------------------------------------------------------------|------------------------------------------|------------------------|------------------|-----------------------|
| <b>Service:</b> | Community Services                                                                |                                          | <b>Senior manager:</b> | David Tilleray   |                       |
| <b>Action</b>   | <b>Description</b>                                                                | <b>Milestones</b>                        | <b>Due Date</b>        | <b>Completed</b> | <b>Milestone Note</b> |
| VfM_03iii       | Effective Procurement: CCTV                                                       | Committee approval for project (Council) | 15-Dec-2010            | Yes              |                       |
|                 |                                                                                   | Commence tender                          | 31-Jul-2011            | Yes              |                       |
|                 |                                                                                   | Appoint builder / commence works         | 30-Nov-2011            | Yes              |                       |
|                 |                                                                                   | Appoint partner                          | 01-May-2012            | Yes              |                       |
|                 |                                                                                   | Complete building works                  | 31-Jan-2013            |                  |                       |
|                 |                                                                                   | Go live                                  | 31-Mar-2013            |                  |                       |
| <b>Status</b>   |  | <b>Note</b>                              |                        |                  |                       |


|                 |                                                                                     |                                                             |                        |                  |                                  |
|-----------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------|------------------|----------------------------------|
| <b>Service:</b> | Housing & Regeneration: Housing                                                     |                                                             | <b>Senior manager:</b> | Bob Livermore    |                                  |
| <b>Action</b>   | <b>Description</b>                                                                  | <b>Milestones</b>                                           | <b>Due Date</b>        | <b>Completed</b> | <b>Milestone Note</b>            |
| PDP_09          | Firbeck revival                                                                     | Agree energy efficiency scheme for houses and Firbeck Court | 30-Jun-2012            | Yes              | Agreed by Cabinet June 2012.     |
|                 |                                                                                     | Agree revival scheme                                        | 30-Sep-2012            | Yes              | Agreed by Cabinet September 2012 |
|                 |                                                                                     | Commence Phase 2 works and start to decant tenants to flats | 31-Dec-2012            |                  |                                  |
|                 |                                                                                     | Complete Phase 1 Improvements                               | 31-Dec-2012            |                  |                                  |
|                 |                                                                                     | Consult on Phase 3                                          | 31-Mar-2013            |                  |                                  |
|                 |                                                                                     | Complete Phase 2 work                                       | 31-Dec-2014            |                  |                                  |
|                 |                                                                                     | Commence Phase 3                                            | 31-Mar-2015            |                  |                                  |
|                 |                                                                                     | Complete Phase 3                                            | 31-Dec-2015            |                  |                                  |
| <b>Status</b>   |  | <b>Note</b>                                                 |                        |                  |                                  |

|                 |                                                                                   |                                  |                 |                        |                                                                                                                                                 |
|-----------------|-----------------------------------------------------------------------------------|----------------------------------|-----------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service:</b> | Housing & Regeneration: Housing                                                   |                                  |                 | <b>Senior manager:</b> | Bob Livermore                                                                                                                                   |
| <b>Action</b>   | <b>Description</b>                                                                | <b>Milestones</b>                | <b>Due Date</b> | <b>Completed</b>       | <b>Milestone Note</b>                                                                                                                           |
| PDP_10          | Land Auctions Pilot                                                               | Sign Memorandum of Understanding | 30-Sep-2012     | No                     | The MoU has been drafted and is being reviewed to ensure it meets the Council's requirements. It will be signed late September / early October. |
|                 |                                                                                   | Agree sites and terms            | 31-Dec-2012     |                        |                                                                                                                                                 |
|                 |                                                                                   | Prepare proposals for sites      | 31-May-2013     |                        |                                                                                                                                                 |
|                 |                                                                                   | Submit planning applications     | 30-Jun-2013     |                        |                                                                                                                                                 |
|                 |                                                                                   | Market & dispose of site         | 31-Mar-2014     |                        |                                                                                                                                                 |
| <b>Status</b>   |  | <b>Note</b>                      |                 |                        |                                                                                                                                                 |

|                 |                                                                                   |                                                                  |                 |                        |                       |
|-----------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------|------------------------|-----------------------|
| <b>Service:</b> | Housing & Regeneration: Housing                                                   |                                                                  |                 | <b>Senior manager:</b> | Bob Livermore         |
| <b>Action</b>   | <b>Description</b>                                                                | <b>Milestones</b>                                                | <b>Due Date</b> | <b>Completed</b>       | <b>Milestone Note</b> |
| PDP_11          | Housing Improvement Programme 2013-18                                             | Finalise and agree Asset Management Plan                         | 31-Oct-2012     |                        |                       |
|                 |                                                                                   | Consult on Rent Strategy                                         | 31-Jan-2013     |                        |                       |
|                 |                                                                                   | Agree 5-year investment programme                                | 28-Feb-2013     |                        |                       |
|                 |                                                                                   | Agree programme of option appraisal for unsustainable properties | 30-Apr-2013     |                        |                       |
|                 |                                                                                   | Complete tender process and select contractors                   | 30-Jun-2013     |                        |                       |
| <b>Status</b>   |  | <b>Note</b>                                                      |                 |                        |                       |

## Resource Management


|                 |                                                                                     |                                                      |                 |                        |                                          |
|-----------------|-------------------------------------------------------------------------------------|------------------------------------------------------|-----------------|------------------------|------------------------------------------|
| <b>Service:</b> | Housing & Regeneration: Housing                                                     |                                                      |                 | <b>Senior manager:</b> | Bob Livermore                            |
| <b>Action</b>   | <b>Description</b>                                                                  | <b>Milestones</b>                                    | <b>Due Date</b> | <b>Completed</b>       | <b>Milestone Note</b>                    |
| RM_02           | 52 Derby Street Project                                                             | Planning approval granted                            | 13-Jan-2011     | Yes                    |                                          |
|                 |                                                                                     | Quotations/prepare tenders & send out for phase 1    | 28-Feb-2011     | Yes                    |                                          |
|                 |                                                                                     | Work starts on site                                  | 31-May-2011     | Yes                    |                                          |
|                 |                                                                                     | Work completed                                       | 18-Nov-2011     | Yes                    |                                          |
|                 |                                                                                     | Home Care Link / CCTV Suite (final stage of project) | 28-Feb-2013     |                        | Expected to be completed winter 2012/13. |
| <b>Status</b>   |  | <b>Note</b>                                          |                 |                        |                                          |


|                 |                                                                                   |                                                                                                                 |                        |                  |                                                                                                                                                                                                                                                                                              |
|-----------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service:</b> | Housing & Regeneration: Regeneration                                              |                                                                                                                 | <b>Senior manager:</b> | Bob Livermore    |                                                                                                                                                                                                                                                                                              |
| <b>Action</b>   | <b>Description</b>                                                                | <b>Milestones</b>                                                                                               | <b>Due Date</b>        | <b>Completed</b> | <b>Milestone Note</b>                                                                                                                                                                                                                                                                        |
| RM_01           | Strategic Asset Management                                                        | Annual Business plan in place                                                                                   | 31-Mar-2011            | Yes              | Annual Business Plan not now appropriate due to the need to have a medium/long-term strategy to address future housing priorities, maximise use of assets and appropriate disposals and to allow external funders 'ring-fenced' income to be committed for the next 10 years, e.g. Langtree. |
|                 |                                                                                   | Burscough West ward pilot project completed                                                                     | 31-Mar-2011            | Yes              |                                                                                                                                                                                                                                                                                              |
|                 |                                                                                   | Full project commences (subject to March Cabinet approval)                                                      | 29-Apr-2011            | Yes              | Approved by Cabinet 15.03.11 and Council 13.04.11                                                                                                                                                                                                                                            |
|                 |                                                                                   | Knowsley Ward completed                                                                                         | 30-Sep-2011            | Yes              | Approved by Cabinet 13.09.11                                                                                                                                                                                                                                                                 |
|                 |                                                                                   | Subsequent Ward identified                                                                                      | 30-Sep-2011            | Yes              | Wrightington and Birch Green wards identified to proceed with.                                                                                                                                                                                                                               |
|                 |                                                                                   | Collect economic data associated with commercial property portfolio every two years. Commencing September 2011. | 31-Jul-2012            | Yes              | A business survey was issued to West Lancashire businesses and results are currently being analysed with a view to tailoring future support.                                                                                                                                                 |
|                 |                                                                                   | 10 year draft business plan                                                                                     | 30-Nov-2012            |                  | Business Plan development has been delayed, however it will be a wider encompassing document due to the merger with Housing Services.                                                                                                                                                        |
|                 |                                                                                   | Develop a new Regeneration Strategy for the Borough                                                             | 28-Feb-2013            |                  |                                                                                                                                                                                                                                                                                              |
|                 |                                                                                   | Develop Asset Disposal Strategy for the Borough                                                                 | 31-Mar-2013            |                  | Disposal being undertaken through SAMP process. Consultants report identified targeted commercial assets for disposal.                                                                                                                                                                       |
|                 |                                                                                   | Increase commercial property income and reduce Empty Property Rates liabilities by £150,000                     | 31-Mar-2015            |                  |                                                                                                                                                                                                                                                                                              |
| <b>Status</b>   |  | <b>Note</b>                                                                                                     |                        |                  |                                                                                                                                                                                                                                                                                              |


### Shared Services Programme


|                 |                                                                                     |                           |                                                                |                  |                       |
|-----------------|-------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------|------------------|-----------------------|
| <b>Service:</b> | Corporate Services: Transformation                                                  |                           | <b>Senior manager:</b>                                         | Shaun Walsh      |                       |
| <b>Action</b>   | <b>Description</b>                                                                  | <b>Milestones</b>         | <b>Due Date</b>                                                | <b>Completed</b> | <b>Milestone Note</b> |
| ShS_05          | Managed payroll service                                                             | Develop project plan      | 07-Sep-2012                                                    | Yes              |                       |
|                 |                                                                                     | Develop service agreement | 14-Sep-2012                                                    | Yes              |                       |
|                 |                                                                                     | System development        | 08-Oct-2012                                                    |                  |                       |
|                 |                                                                                     | Parallel payrun           | 14-Oct-2012                                                    |                  |                       |
|                 |                                                                                     | Go live                   | 01-Nov-2012                                                    |                  |                       |
| <b>Status</b>   |  | <b>Note</b>               | Project in development with Wigan Metropolitan Borough Council |                  |                       |

## Value for Money

| Service:  |                                                                                   | Corporate                                                                         | Senior manager: | Managing Directors |                                                                                              |  |
|-----------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------|--------------------|----------------------------------------------------------------------------------------------|--|
| Action    | Description                                                                       | Milestones                                                                        | Due Date        | Completed          | Milestone Note                                                                               |  |
| VfM_01_ia | Implement MSR Work Programme 12/13                                                | Agree policy for fees and charges (RM_04)                                         | 30-Nov-2011     | Yes                | A new fees and charges policy was approved by Cabinet in January 2012.                       |  |
|           |                                                                                   | Incorporate into budget preparations a streamlining/ tightening of budgets        | 29-Feb-2012     | Yes                |                                                                                              |  |
|           |                                                                                   | Incorporate MSR savings into budget for 12/13                                     | 29-Feb-2012     | Yes                | The draft estimates reported to Cabinet in January 2012 incorporated the agreed MSR savings. |  |
|           |                                                                                   | Implement VfM_02 Organisational Re-Engineering (for 11/12 – Sheltered Housing)    | 31-Mar-2012     | No                 | Implementation anticipated November 2012                                                     |  |
|           |                                                                                   | Implement RM-04 Income Generation, Fees & Charges Strategy                        | 30-Apr-2012     | Yes                |                                                                                              |  |
|           |                                                                                   | Produce quarterly budget reports for Cabinet, highlighting any significant issues | 30-Sep-2012     | Yes                |                                                                                              |  |
| Status    |  | Note                                                                              |                 |                    |                                                                                              |  |

| Service:  |                                                                                     | Corporate                                                        | Senior manager: | Managing Directors |                                            |  |
|-----------|-------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------|--------------------|--------------------------------------------|--|
| Action    | Description                                                                         | Milestones                                                       | Due Date        | Completed          | Milestone Note                             |  |
| VfM_01_ii | Major Service Reviews 13/14                                                         | Revise methodology                                               | 31-Dec-2011     | Yes                |                                            |  |
|           |                                                                                     | Heads of Service provide MDs with new or emerging policy options | 31-Mar-2012     | Yes                |                                            |  |
|           |                                                                                     | MDs report to Business Plan Working Group                        | 30-Jun-2012     | Yes                |                                            |  |
|           |                                                                                     | MSR report to Council with policy options                        | 31-Jul-2012     | Yes                | Council considered report on 18 July       |  |
|           |                                                                                     | Consultation on proposals, as agreed by Council                  | 14-Sep-2012     | Yes                | Consultation period 26 July – 14 September |  |
|           |                                                                                     | Council to decide on policy options following consultation       | 31-Oct-2012     |                    |                                            |  |
|           |                                                                                     | Finalise structures post-MSR                                     | 31-Oct-2012     |                    |                                            |  |
|           |                                                                                     | Fill structures                                                  | 31-Dec-2012     |                    |                                            |  |
|           |                                                                                     | New structures operational and implement policy options          | 01-Apr-2013     |                    |                                            |  |
| Status    |  | Note                                                             |                 |                    |                                            |  |


|                 |                                                                                   |                                                         |                                            |                        |                                                                                                                                               |
|-----------------|-----------------------------------------------------------------------------------|---------------------------------------------------------|--------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service:</b> | Corporate Services: Transformation                                                |                                                         |                                            | <b>Senior manager:</b> | Shaun Walsh                                                                                                                                   |
| <b>Action</b>   | <b>Description</b>                                                                | <b>Milestones</b>                                       | <b>Due Date</b>                            | <b>Completed</b>       | <b>Milestone Note</b>                                                                                                                         |
| VfM_02          | Organisational Re-engineering / LEAN Programme                                    | Draw up tender documents                                | 17-Dec-2010                                | Yes                    |                                                                                                                                               |
|                 |                                                                                   | Tender for Partner / delivery                           | 17-Dec-2010                                | Yes                    |                                                                                                                                               |
|                 |                                                                                   | Tender close                                            | 14-Feb-2011                                | Yes                    |                                                                                                                                               |
|                 |                                                                                   | Complete tender evaluations                             | 15-Apr-2011                                | Yes                    |                                                                                                                                               |
|                 |                                                                                   | Framework contract award                                | 30-Jun-2011                                | Yes                    |                                                                                                                                               |
|                 |                                                                                   | Pilot project start                                     | 07-May-2012                                | Yes                    | Work to be Sheltered Housing provision followed by Planning Services then the Landlord Services function. Consultant now formally identified. |
|                 |                                                                                   | Pilot project concluded                                 | 06-Jul-2012                                | Yes                    |                                                                                                                                               |
|                 |                                                                                   | Contract award for Planning OR review                   | 06-Aug-2012                                | Yes                    |                                                                                                                                               |
|                 |                                                                                   | Planning OR Review begins                               | 10-Sep-2012                                | Yes                    |                                                                                                                                               |
|                 |                                                                                   | Environmental Health OR review - phase 2 Taxi Licensing | 11-Sep-2012                                | Yes                    |                                                                                                                                               |
|                 |                                                                                   | Pilot project Implementation (Sheltered Housing)        | 19-Nov-2012                                |                        |                                                                                                                                               |
|                 |                                                                                   | Bring forward further area for review                   | 31-Jan-2013                                |                        |                                                                                                                                               |
|                 |                                                                                   | Planning review ends                                    | 01-Mar-2013                                |                        |                                                                                                                                               |
| <b>Status</b>   |  | <b>Note</b>                                             | VfM_02i deleted (content covered by VfM02) |                        |                                                                                                                                               |

|                 |                                                                                     |                                                       |                                                                                                                                                                         |                        |                       |
|-----------------|-------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------|
| <b>Service:</b> | Street Scene                                                                        |                                                       |                                                                                                                                                                         | <b>Senior manager:</b> | Graham Concannon      |
| <b>Action</b>   | <b>Description</b>                                                                  | <b>Milestones</b>                                     | <b>Due Date</b>                                                                                                                                                         | <b>Completed</b>       | <b>Milestone Note</b> |
| VfM_03ii        | Effective Procurement: Garage Tender                                                | Tender return                                         | 14-Jan-2011                                                                                                                                                             | Yes                    | Four tenders received |
|                 |                                                                                     | Tender evaluation                                     | 10-Feb-2011                                                                                                                                                             | Yes                    |                       |
|                 |                                                                                     | Contract award / begin 7 week mobilisation period     | 01-May-2012                                                                                                                                                             | Yes                    |                       |
|                 |                                                                                     | Mobilisation period concluded / Contract commencement | 20-Aug-2012                                                                                                                                                             | Yes                    |                       |
| <b>Status</b>   |  | <b>Note</b>                                           | From 3 September, vehicle fleet, plant and equipment is provided and maintained by May Gurney Ltd, through our existing workshop facilities at the Robert Hodge Centre. |                        |                       |


## Appendix B: Business Plan Delivery Plan - Q1 2012/13

| Action Status                                                                                         |                                                                                                         |                                                                                                        |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <br>Action completed | <br>Action in progress | <br>Milestone overdue |


### Priority Delivery Projects

|                 |                                                                                     |                                                                                          |                                                                                                                                             |                        |                                                                                                                                           |
|-----------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service:</b> | Housing & Regeneration: Regeneration                                                |                                                                                          |                                                                                                                                             | <b>Senior manager:</b> | Bob Livermore                                                                                                                             |
| <b>Action</b>   | <b>Description</b>                                                                  | <b>Milestones</b>                                                                        | <b>Due Date</b>                                                                                                                             | <b>Completed</b>       | <b>Milestone Note</b>                                                                                                                     |
| PDP_01          | Regional Growth Fund / Local Enterprise Partnerships / Local Investment Plans       | Round 1 RGF bid submitted                                                                | 21-Jan-2011                                                                                                                                 | Yes                    | £6.8M bid submitted by St Modwen supported by WLBC, LCC, HCA                                                                              |
|                 |                                                                                     | LEP in place                                                                             | 31-Mar-2011                                                                                                                                 | Yes                    | Lancashire LEP Economic priorities agreed. Growing Places Fund - LEP project priorities agreed. LEP Website live.                         |
|                 |                                                                                     | Local Investment Plan in place (subject to LEP being in place)                           | 30-Sep-2012                                                                                                                                 | Yes                    | LIP finalised with Skelmersdale town centre being recognised as a strategic site for investment purposes.                                 |
|                 |                                                                                     | Further RGF bids with Lancashire Authorities (future submission dates tbc by Government) | 31-Mar-2014                                                                                                                                 |                        | Private sector developer partner for Skelmersdale Town Centre confirmed it did not wish to pursue a Regional Growth Fund bid (June 2011). |
| <b>Status</b>   |  | <b>Note</b>                                                                              | A successful bid for RGF was submitted by Edge Hill University. Further opportunities for the Borough to benefit will be kept under review. |                        |                                                                                                                                           |




|                 |                                                                                     |                                         |                                                                                                                                                                                                                                                                           |                  |                                                                                                                                                                                                                                                                                                                           |
|-----------------|-------------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service:</b> | Corporate                                                                           |                                         | <b>Senior manager:</b>                                                                                                                                                                                                                                                    | John Ryding      |                                                                                                                                                                                                                                                                                                                           |
| <b>Action</b>   | <b>Description</b>                                                                  | <b>Milestones</b>                       | <b>Due Date</b>                                                                                                                                                                                                                                                           | <b>Completed</b> | <b>Milestone Note</b>                                                                                                                                                                                                                                                                                                     |
| PDP_03          | Skelmersdale Vision                                                                 | Round 1 RGF bid submitted               | 21-Jan-2011                                                                                                                                                                                                                                                               | Yes              | £6.8M bid submitted by St Modwen supported by WLBC, LCC, HCA. Unfortunately bid was not successful.                                                                                                                                                                                                                       |
|                 |                                                                                     | Land Assembly                           | 31-Mar-2012                                                                                                                                                                                                                                                               | Yes              | Land owned by the College but needed for the town centre development has been purchased and is now in Council ownership.                                                                                                                                                                                                  |
|                 |                                                                                     | Submit planning application             | 31-Aug-2012                                                                                                                                                                                                                                                               |                  | It is anticipated that if a planning application is submitted in August it will be determined by the end of the calendar year.                                                                                                                                                                                            |
|                 |                                                                                     | Amendment to Development Agreement (DA) | 31-Oct-2012                                                                                                                                                                                                                                                               |                  | The DA between WLBC / HCA as one party and St Modwen as the other requires development to be undertaken in a specified order. The change in economic climate since signing means the DA needs to be amended by a Deed of Variation to allow the development now proposed to proceed without breaking the terms of the DA. |
|                 |                                                                                     | Market Scheme                           | 31-Jan-2013                                                                                                                                                                                                                                                               |                  | If planning permission is obtained, the proposed scheme needs to be actively marketed by St Modwen. If obtained by Dec 2012, marketing can begin from Jan 2013.                                                                                                                                                           |
|                 |                                                                                     | Employment / Training Initiative        | 30-Jun-2013                                                                                                                                                                                                                                                               |                  | St Modwen encouraged to work with WL College's Construction Academy during building operations, and by working with the Economic Regeneration Team, work with employment & training agencies as development reaches completion.                                                                                           |
| <b>Status</b>   |  | <b>Note</b>                             | <i>Skelmersdale Town Centre District / County Liaison Group</i> meetings involving Members from WLBC and LCC are held to ensure full political engagement. <i>Project Board Meetings</i> are held regularly and involve representation from HCA, WLBC, St Modwen and LCC. |                  |                                                                                                                                                                                                                                                                                                                           |


|                 |                    |                                                        |                        |                  |                                           |
|-----------------|--------------------|--------------------------------------------------------|------------------------|------------------|-------------------------------------------|
| <b>Service:</b> | Planning Services  |                                                        | <b>Senior manager:</b> | John Harrison    |                                           |
| <b>Action</b>   | <b>Description</b> | <b>Milestones</b>                                      | <b>Due Date</b>        | <b>Completed</b> | <b>Milestone Note</b>                     |
| PDP_05          | Local Plan         | End of consultation on Core Strategy Preferred Options | 30-Jun-2011            | Yes              | Consultation period 12 May - 24 June 2011 |
|                 |                    | End of consultation on Local Plan Preferred Options    | 17-Feb-2012            | Yes              | Consultation period 5 January-17 Feb 2012 |


|               |                                                                                   |                                               |                                                                                                 |  |  |
|---------------|-----------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------|--|--|
|               |                                                                                   | End of consultation on Local Plan Publication | 31-Aug-2012                                                                                     |  |  |
|               |                                                                                   | Submission of Local Plan                      | 31-Oct-2012                                                                                     |  |  |
| <b>Status</b> |  | <b>Note</b>                                   | Move to Local Plan from 'local development framework' resulted in revised timetable/milestones. |  |  |


|                 |                                                                                   |                                                                                                        |                        |                  |                       |
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| <b>Service:</b> | Corporate Services: Treasurer                                                     |                                                                                                        | <b>Senior manager:</b> | Marc Taylor      |                       |
| <b>Action</b>   | <b>Description</b>                                                                | <b>Milestones</b>                                                                                      | <b>Due Date</b>        | <b>Completed</b> | <b>Milestone Note</b> |
| PDP_07          | High Street Innovation Fund                                                       | Provide financial and other assistance for the Love Ormskirk Town Team to support Ormskirk Town Centre | 31-Mar-13              |                  |                       |
|                 |                                                                                   | Work with the Concourse management to address empty shop issues                                        | 31-Mar-13              |                  |                       |
|                 |                                                                                   | Develop business rate discount scheme for retail businesses new to the Borough                         | 31-Mar-13              |                  |                       |
| <b>Status</b>   |  | <b>Note</b>                                                                                            |                        |                  |                       |

|                 |                                                                                    |                                 |                        |                  |                       |
|-----------------|------------------------------------------------------------------------------------|---------------------------------|------------------------|------------------|-----------------------|
| <b>Service:</b> | Community Services                                                                 |                                 | <b>Senior manager:</b> | David Tilleray   |                       |
| <b>Action</b>   | <b>Description</b>                                                                 | <b>Milestones</b>               | <b>Due Date</b>        | <b>Completed</b> | <b>Milestone Note</b> |
| PDP_08          | CCTV:<br>expanding coverage<br>(new cameras)                                       | Produce and publish OJEU notice | 30-Nov-2012            |                  |                       |
|                 |                                                                                    | Invite tenders                  | 28-Feb-2013            |                  |                       |
|                 |                                                                                    | Appoint contractor              | 30-Apr-2013            |                  |                       |
|                 |                                                                                    | Works completed                 | 01-Aug-2013            |                  |                       |
| <b>Status</b>   |  | <b>Note</b>                     |                        |                  |                       |


|                 |                        |                                                             |                        |                  |                       |
|-----------------|------------------------|-------------------------------------------------------------|------------------------|------------------|-----------------------|
| <b>Service:</b> | Housing & Regeneration |                                                             | <b>Senior manager:</b> | Bob Livermore    |                       |
| <b>Action</b>   | <b>Description</b>     | <b>Milestones</b>                                           | <b>Due Date</b>        | <b>Completed</b> | <b>Milestone Note</b> |
| PDP_09          | Firbeck revival        | Agree energy efficiency scheme for houses and Firbeck Court | 30-Jun-2012            | Yes              |                       |
|                 |                        | Agree revival scheme                                        | 30-Sep-2012            |                  |                       |
|                 |                        | Complete Phase 1 Improvements                               | 31-Dec-2012            |                  |                       |
|                 |                        | Commence Phase 2 works and start to decant tenants to flats | 31-Dec-2012            |                  |                       |

|               |                                                                                   |                       |             |  |  |
|---------------|-----------------------------------------------------------------------------------|-----------------------|-------------|--|--|
|               |                                                                                   | Consult on Phase 3    | 31-Mar-2013 |  |  |
|               |                                                                                   | Complete Phase 2 work | 31-Dec-2014 |  |  |
|               |                                                                                   | Commence Phase 3      | 31-Mar-2015 |  |  |
|               |                                                                                   | Complete Phase 3      | 31-Dec-2015 |  |  |
| <b>Status</b> |  | <b>Note</b>           |             |  |  |


|                 |                                                                                   |                                  |                 |                        |                       |
|-----------------|-----------------------------------------------------------------------------------|----------------------------------|-----------------|------------------------|-----------------------|
| <b>Service:</b> | Housing & Regeneration                                                            |                                  |                 | <b>Senior manager:</b> | Bob Livermore         |
| <b>Action</b>   | <b>Description</b>                                                                | <b>Milestones</b>                | <b>Due Date</b> | <b>Completed</b>       | <b>Milestone Note</b> |
| PDP_10          | Land Auctions Pilot                                                               | Sign Memorandum of Understanding | 30-Sep-2012     |                        |                       |
|                 |                                                                                   | Agree sites and terms            | 31-Dec-2012     |                        |                       |
|                 |                                                                                   | Prepare proposals for sites      | 31-May-2013     |                        |                       |
|                 |                                                                                   | Submit planning applications     | 30-Jun-2013     |                        |                       |
|                 |                                                                                   | Market & dispose of site         | 31-Mar-2014     |                        |                       |
| <b>Status</b>   |  | <b>Note</b>                      |                 |                        |                       |

|                 |                                                                                     |                                                                  |                 |                        |                       |
|-----------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------|------------------------|-----------------------|
| <b>Service:</b> | Housing & Regeneration                                                              |                                                                  |                 | <b>Senior manager:</b> | Bob Livermore         |
| <b>Action</b>   | <b>Description</b>                                                                  | <b>Milestones</b>                                                | <b>Due Date</b> | <b>Completed</b>       | <b>Milestone Note</b> |
| PDP_11          | Housing Improvement Plan 2013-18                                                    | Finalise and agree Asset Management Plan                         | 31-Oct-2012     |                        |                       |
|                 |                                                                                     | Consult on Rent Strategy                                         | 31-Jan-2013     |                        |                       |
|                 |                                                                                     | Agree 5-year investment programme                                | 28-Feb-2013     |                        |                       |
|                 |                                                                                     | Agree programme of option appraisal for unsustainable properties | 30-Apr-2013     |                        |                       |
|                 |                                                                                     | Complete tender process and select contractors                   | 30-Jun-2013     |                        |                       |
| <b>Status</b>   |  | <b>Note</b>                                                      |                 |                        |                       |


**Resource Management**

|                 |                                                                                     |                                                                                                                 |                        |                            |                                                                                                                                                                                                                                                                                              |
|-----------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service:</b> | Housing & Regeneration: Regeneration                                                |                                                                                                                 | <b>Senior manager:</b> | Paula Huber; Rachel Kneale |                                                                                                                                                                                                                                                                                              |
| <b>Action</b>   | <b>Description</b>                                                                  | <b>Milestones</b>                                                                                               | <b>Due Date</b>        | <b>Completed</b>           | <b>Milestone Note</b>                                                                                                                                                                                                                                                                        |
| RM_01           | Strategic Asset Management                                                          | Annual Business plan in place                                                                                   | 31-Mar-2011            | Yes                        | Annual Business Plan not now appropriate due to the need to have a medium/long-term strategy to address future housing priorities, maximise use of assets and appropriate disposals and to allow external funders 'ring-fenced' income to be committed for the next 10 years, e.g. Langtree. |
|                 |                                                                                     | Burscough West ward pilot project completed                                                                     | 31-Mar-2011            | Yes                        |                                                                                                                                                                                                                                                                                              |
|                 |                                                                                     | Full project commences (subject to March Cabinet approval)                                                      | 29-Apr-2011            | Yes                        | Approved by Cabinet 15.03.11 and Council 13.04.11                                                                                                                                                                                                                                            |
|                 |                                                                                     | Knowsley Ward completed                                                                                         | 30-Sep-2011            | Yes                        | Approved by Cabinet 13.09.11                                                                                                                                                                                                                                                                 |
|                 |                                                                                     | Subsequent Ward identified                                                                                      | 30-Sep-2011            | Yes                        | Wrightington and Birch Green wards identified to proceed with.                                                                                                                                                                                                                               |
|                 |                                                                                     | Collect economic data associated with commercial property portfolio every two years. Commencing September 2011. | 31-Jul-2012            | Yes                        | A business survey was issued to West Lancashire businesses and results are currently being analysed with a view to tailoring future support.                                                                                                                                                 |
|                 |                                                                                     | 10 year draft business plan                                                                                     | 30-Nov-2012            |                            | Business Plan development has been delayed, however it will be a wider encompassing document due to the merger with Housing Services.                                                                                                                                                        |
|                 |                                                                                     | Develop a new Regeneration Strategy for the Borough                                                             | 28-Feb-2013            |                            |                                                                                                                                                                                                                                                                                              |
|                 |                                                                                     | Develop Asset Disposal Strategy for the Borough                                                                 | 31-Mar-2013            |                            | Disposal being undertaken through SAMP process. Consultants report identified targeted commercial assets for disposal.                                                                                                                                                                       |
|                 |                                                                                     | Increase commercial property income and reduce Empty Property Rates liabilities by £150,000                     | 31-Mar-2015            |                            |                                                                                                                                                                                                                                                                                              |
| <b>Status</b>   |  | <b>Note</b>                                                                                                     |                        |                            |                                                                                                                                                                                                                                                                                              |

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|                 |                                                                                   |                                                      |                 |                        |                                                                                                              |
|-----------------|-----------------------------------------------------------------------------------|------------------------------------------------------|-----------------|------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Service:</b> | Housing & Regeneration: Housing                                                   |                                                      |                 | <b>Senior manager:</b> | Phil Holland                                                                                                 |
| <b>Action</b>   | <b>Description</b>                                                                | <b>Milestones</b>                                    | <b>Due Date</b> | <b>Completed</b>       | <b>Milestone Note</b>                                                                                        |
| RM_02           | 52 Derby Street Project                                                           | Planning approval granted                            | 13-Jan-2011     | Yes                    |                                                                                                              |
|                 |                                                                                   | Quotations/prepare tenders & send out for phase 1    | 28-Feb-2011     | Yes                    |                                                                                                              |
|                 |                                                                                   | Work starts on site                                  | 31-May-2011     | Yes                    |                                                                                                              |
|                 |                                                                                   | Work completed                                       | 18-Nov-2011     | Yes                    | Work on registrars' office completed. Single story extension work timetabled to be finalised by August 2012. |
|                 |                                                                                   | Home Care Link / CCTV Suite (final stage of project) | 31-Oct-2012     |                        | Expected to be completed autumn 2012.                                                                        |
| <b>Status</b>   |  | <b>Note</b>                                          |                 |                        |                                                                                                              |


### Shared Services Programme

|                 |                                                                                    |             |                                                                                                                                                                                                                                                                                                                                  |                        |                  |
|-----------------|------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------|
| <b>Service:</b> | Street Scene                                                                       |             |                                                                                                                                                                                                                                                                                                                                  | <b>Senior manager:</b> | Graham Concannon |
| <b>Action</b>   | <b>Description</b>                                                                 |             |                                                                                                                                                                                                                                                                                                                                  |                        |                  |
| ShS_03          | Locality Working with LCC (Three Tier Forum)                                       |             |                                                                                                                                                                                                                                                                                                                                  |                        |                  |
| <b>Status</b>   |  | <b>Note</b> | In 2009, LCC reviewed Locality Working. Officer level discussions held in November 2010 between LCC-WLBC around potential areas for development within the Lancashire Locality Working Initiative. The Three Tier Forum will now move this process forward in terms of agreeing joint areas of collaborative working led by LCC. |                        |                  |


|                 |                                    |                           |                 |                        |                       |
|-----------------|------------------------------------|---------------------------|-----------------|------------------------|-----------------------|
| <b>Service:</b> | Corporate Services: Transformation |                           |                 | <b>Senior manager:</b> | Shaun Walsh           |
| <b>Action</b>   | <b>Description</b>                 | <b>Milestones</b>         | <b>Due Date</b> | <b>Completed</b>       | <b>Milestone Note</b> |
| ShS_05          | Managed Payroll Service            | Develop project plan      | 07-Sep-2012     |                        |                       |
|                 |                                    | Develop service agreement | 14-Sep-2012     |                        |                       |
|                 |                                    | System development        | 08-Oct-2012     |                        |                       |
|                 |                                    | Parallel pay run          | 14-Oct-2012     |                        |                       |


|               |                                                                                   |             |                                                   |  |  |
|---------------|-----------------------------------------------------------------------------------|-------------|---------------------------------------------------|--|--|
|               |                                                                                   | Go live     | 01-Nov-2012                                       |  |  |
| <b>Status</b> |  | <b>Note</b> | Project in development with Wigan Borough Council |  |  |


**Value for Money**


|                 |                                                                                   |                                                                                       |                        |                    |                                                                                              |
|-----------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------|--------------------|----------------------------------------------------------------------------------------------|
| <b>Service:</b> | Corporate                                                                         |                                                                                       | <b>Senior manager:</b> | Managing Directors |                                                                                              |
| <b>Action</b>   | <b>Description</b>                                                                | <b>Milestones</b>                                                                     | <b>Due Date</b>        | <b>Completed</b>   | <b>Milestone Note</b>                                                                        |
| VfM_01_ia       | Implement MSR Work Programme 12/13                                                | Agree policy for fees and charges (RM_04)                                             | 30-Nov-2011            | Yes                | A new fees and charges policy was approved by Cabinet in January 2012.                       |
|                 |                                                                                   | Incorporate into budget preparations a streamlining/ tightening of budgets            | 29-Feb-2012            | Yes                |                                                                                              |
|                 |                                                                                   | Incorporate MSR savings into budget for 12/13                                         | 29-Feb-2012            | Yes                | The draft estimates reported to Cabinet in January 2012 incorporated the agreed MSR savings. |
|                 |                                                                                   | Implement <i>VfM_02 Organisational Re-Engineering (for 11/12 – Sheltered Housing)</i> | 31-Mar-2012            |                    | Implementation anticipated by November 2012                                                  |
|                 |                                                                                   | Implement <i>RM-04 Income Generation, Fees &amp; Charges Strategy</i>                 | 30-Apr-2012            | Yes                |                                                                                              |
|                 |                                                                                   | Produce quarterly budget reports for Cabinet, highlighting any significant issues     | 30-Sep-2012            |                    |                                                                                              |
| <b>Status</b>   |  | <b>Note</b>                                                                           |                        |                    |                                                                                              |

|                 |                             |                                                                  |                        |                    |                                      |
|-----------------|-----------------------------|------------------------------------------------------------------|------------------------|--------------------|--------------------------------------|
| <b>Service:</b> | Corporate                   |                                                                  | <b>Senior manager:</b> | Managing Directors |                                      |
| <b>Action</b>   | <b>Description</b>          | <b>Milestones</b>                                                | <b>Due Date</b>        | <b>Completed</b>   | <b>Milestone Note</b>                |
| VfM_01_ii       | Major Service Reviews 13/14 | Revise methodology                                               | 31-Dec-2011            | Yes                |                                      |
|                 |                             | Heads of Service provide MDs with new or emerging policy options | 31-Mar-2012            | Yes                |                                      |
|                 |                             | MDs report to Business Plan Working Group                        | 30-Jun-2012            | Yes                |                                      |
|                 |                             | MSR report to Council with policy options                        | 31-Jul-2012            | Yes                | Council considered report on 18 July |
|                 |                             | Consultation on proposals, as agreed by Council                  | 14-Sep-2012            |                    |                                      |
|                 |                             | Council to decide on policy options following consultation.      | 31-Oct-2012            |                    |                                      |
|                 |                             | Finalise structures post-MSR                                     | 31-Oct-2012            |                    |                                      |

|               |                                                                                   |                                                         |             |  |  |
|---------------|-----------------------------------------------------------------------------------|---------------------------------------------------------|-------------|--|--|
|               |                                                                                   | Fill structures                                         | 31-Dec-2012 |  |  |
|               |                                                                                   | New structures operational and implement policy options | 01-Apr-2013 |  |  |
| <b>Status</b> |  | <b>Note</b>                                             |             |  |  |

|                      |                                                                                     |                                                                                        |                                            |                        |                                                                                                                                           |
|----------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service:</b>      | Corporate Services: Transformation                                                  |                                                                                        |                                            | <b>Senior manager:</b> | Shaun Walsh                                                                                                                               |
| <b>Action</b>        | <b>Description</b>                                                                  | <b>Milestones</b>                                                                      | <b>Due Date</b>                            | <b>Completed</b>       | <b>Milestone Note</b>                                                                                                                     |
| VfM_02               | Organisational Re-engineering / LEAN Programme                                      | Draw up tender documents                                                               | 17-Dec-2010                                | Yes                    |                                                                                                                                           |
|                      |                                                                                     | Tender for Partner / delivery                                                          | 17-Dec-2010                                | Yes                    |                                                                                                                                           |
|                      |                                                                                     | Tender close                                                                           | 14-Feb-2011                                | Yes                    |                                                                                                                                           |
|                      |                                                                                     | Complete tender evaluations                                                            | 15-Apr-2011                                | Yes                    |                                                                                                                                           |
|                      |                                                                                     | Framework contract award                                                               | 30-Jun-2011                                | Yes                    |                                                                                                                                           |
|                      |                                                                                     | Pilot project start                                                                    | 07-May-2012                                | Yes                    | Work to be Sheltered Housing provision followed by Planning Services then the Landlord Services function. Consultant formally identified. |
|                      |                                                                                     | Pilot project concluded                                                                | 06-Jul-2012                                | Yes                    |                                                                                                                                           |
|                      |                                                                                     | Environmental Health / Private Sector Housing OR review - phase 2 - EDM implementation | 09-Jul-2012                                | Yes                    |                                                                                                                                           |
|                      |                                                                                     | Contract award for Planning OR review                                                  | 06-Aug-2012                                |                        |                                                                                                                                           |
|                      |                                                                                     | Planning OR Review begins                                                              | 10-Sept-2012                               |                        |                                                                                                                                           |
|                      |                                                                                     | Environmental Health OR review - phase 2 Taxi Licensing                                | 11-Sept-2012                               |                        |                                                                                                                                           |
|                      |                                                                                     | Pilot project Implementation (Sheltered Housing)                                       | 19-Nov-2012                                |                        |                                                                                                                                           |
|                      |                                                                                     | Bring forward further area for review                                                  | 31-Jan-2013                                |                        |                                                                                                                                           |
| Planning review ends | 01-Mar-2013                                                                         |                                                                                        |                                            |                        |                                                                                                                                           |
| <b>Status</b>        |  | <b>Note</b>                                                                            | VfM_02i deleted (content covered by VfM02) |                        |                                                                                                                                           |

|                 |                                                                                   |                                                       |                        |                  |                                                                                                   |
|-----------------|-----------------------------------------------------------------------------------|-------------------------------------------------------|------------------------|------------------|---------------------------------------------------------------------------------------------------|
| <b>Service:</b> | Street Scene                                                                      |                                                       | <b>Senior manager:</b> | Graham Concannon |                                                                                                   |
| <b>Action</b>   | <b>Description</b>                                                                | <b>Milestones</b>                                     | <b>Due Date</b>        | <b>Completed</b> | <b>Milestone Note</b>                                                                             |
| VfM_03ii        | Effective Procurement: Garage Tender                                              | Tender return                                         | 14-Jan-2011            | Yes              | Four tenders received                                                                             |
|                 |                                                                                   | Tender evaluation                                     | 10-Feb-2011            | Yes              |                                                                                                   |
|                 |                                                                                   | Contract award / begin 7 week mobilisation period     | 01-May-2012            | Yes              |                                                                                                   |
|                 |                                                                                   | Mobilisation period concluded / Contract commencement | 20-Aug-2012            |                  | Contract to be signed on the 12th July with a contract commencement date of the 20th August 2012. |
| <b>Status</b>   |  | <b>Note</b>                                           |                        |                  |                                                                                                   |

|                 |                                                                                     |                                          |                        |                  |                                                                                                               |
|-----------------|-------------------------------------------------------------------------------------|------------------------------------------|------------------------|------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Service:</b> | Community Services                                                                  |                                          | <b>Senior manager:</b> | David Tilleray   |                                                                                                               |
| <b>Action</b>   | <b>Description</b>                                                                  | <b>Milestones</b>                        | <b>Due Date</b>        | <b>Completed</b> | <b>Milestone Note</b>                                                                                         |
| VfM_03iii       | Effective Procurement: CCTV                                                         | Committee approval for project (Council) | 15-Dec-2010            | Yes              |                                                                                                               |
|                 |                                                                                     | Commence tender                          | 31-Jul-2011            | Yes              |                                                                                                               |
|                 |                                                                                     | Appoint builder / commence works         | 30-Nov-2011            |                  | Building work will commence once the relocation of staff to Greetby buildings (Lancashire Place) is complete. |
|                 |                                                                                     | Complete building works                  | 01-Apr-2012            |                  | The work will commence once staff have moved across to Greetby Building.                                      |
|                 |                                                                                     | Appoint partner                          | 01-May-2012            | Yes              |                                                                                                               |
|                 |                                                                                     | Go live                                  | 02-Feb-2013            |                  |                                                                                                               |
| <b>Status</b>   |  | <b>Note</b>                              |                        |                  |                                                                                                               |



## Actions Previously Monitored through the Delivery Plan

| Workstream                 | <b>Completed during 2011/12</b><br><i>Work for these actions as detailed in the Delivery Plan is now complete.</i>                                                                                                            | <b>Transferred to implementation through MSR during 2011/12</b><br><i>Work will be taken forward through MSR process.</i> | <b>Transferred to implementation by One Connect Ltd during 2011/12</b><br><i>Work will be reported to Members accordingly.</i>                                             |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Value for Money            | <ul style="list-style-type: none"> <li>VfM_01_i: MSR 12/13 (methodology through to implementation of new structures) (Corporate)</li> </ul>                                                                                   | <ul style="list-style-type: none"> <li>VfM_03i: Effective Procurement: HomeCare Link (Community Services)</li> </ul>      | <ul style="list-style-type: none"> <li>VfM_04: ICT Development Programme (Transformation)</li> </ul>                                                                       |
| Shared Services            | <ul style="list-style-type: none"> <li>ShS_01: Shared Services with LCC/the LCC Strategic Partnership / JVC (Transformation)</li> <li>ShS_04: Partnership working with Sefton MBC on elections (Borough Solicitor)</li> </ul> | <ul style="list-style-type: none"> <li>ShS_02: Whole Leisure Trust (Community Services)</li> </ul>                        |                                                                                                                                                                            |
| Priority Delivery Projects | <ul style="list-style-type: none"> <li>PDP_04: Self-financing Business Plan (Housing)</li> <li>PDP_06: Housing Service Improvement Plan (Housing)</li> </ul>                                                                  |                                                                                                                           | <ul style="list-style-type: none"> <li>PDP_02: Changes to Revenues &amp; Benefits System following <i>Universal Credit: Welfare that Works</i> (Transformation)</li> </ul> |
| Resource Management        | <ul style="list-style-type: none"> <li>RM_03: HR Partnership Development &amp; Delivery (Transformation)</li> <li>RM_04: Income Generation, Fees &amp; Charges Strategy (Treasurer)</li> </ul>                                |                                                                                                                           |                                                                                                                                                                            |