



ARTICLE NO: 1A

**CORPORATE & ENVIRONMENTAL
OVERVIEW & SCRUTINY
COMMITTEE**

**MEMBERS UPDATE 2013/14
ISSUE: 2**

Article of: Assistant Director Housing and Regeneration

Relevant Managing Director: Managing Director (Transformation)

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SUBJECT: LIVERPOOL CITY REGION GOVERNANCE REVIEW

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

1.1 To advise Members of the Council's response to the above consultation.

2.0 BACKGROUND

2.1 On the 19th August, the Council received a copy of the Governance Review (Appendix A) of the Liverpool City Region and were invited to comment as part of the consultation process.

2.2 The closing date for the consultation was 6th September 2013. In accordance with established protocols, both Political Groups were invited to comment so that a response could be agreed and sent as the view of West Lancashire Borough Council.

3.0 CURRENT POSITION

3.1 The response at Appendix B is the Council's response to the consultation on the Liverpool City Region Governance Review.

Background Documents

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

Equality Impact Assessment

This 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 A - Copy of Liverpool City Region Governance Review

Appendix B - Copy of West Lancashire Borough Council's response to the consultation on the Liverpool City Region Governance Review.

-----Original Message-----

From: Tracy Brennan [mailto:Tracy.Brennan@sefton.gov.uk]

Sent: 19 August 2013 09:09

To: Tracy Brennan

Subject: Liverpool City Region Review

Chief Executives Office

Town Hall
Southport
Merseyside PR8 1DA

Date: 19th August 2013

Our Ref: ML/TB

Your Ref:

Please contact: Mark Long

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Dear Consultee

Liverpool City Region Review

The Liverpool City Region has undertaken a Governance Review to further strengthen the delivery of strategic economic development, regeneration and transport to increase economic growth and jobs, and provide greater transparency.

The councils, (Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral), Merseytravel and the Local Enterprise Partnership believe that the current way of delivering these can be improved to accelerate economic growth.

Based on the current available evidence, this has led to a preferred option being recommended by the Liverpool City Region Cabinet which could see a "Combined Authority" being set up. This would strategically lead work on economic development, transport and employment and skills in the City Region to support jobs and growth.

A Combined Authority would not mean the creation of a "Super-Council" - it is about formalising the existing positive informal arrangements and being able to draw-down powers and resources from Central Government for local use.

It would provide clear leadership and greater transparency, while creating a legal entity which would be in a position to attract funding and devolved powers from Government. Many other areas across the country are also pursuing changes to their governance arrangements and this recommendation would enable the Liverpool City Region to compete with them.

Two documents have been produced which will be available to download from the Local Authority and Merseytravel websites. These are:

- [Governance Review](#) (336kb) which looks at how functions are organised at the moment, reviews the options for change and recommends that a Combined Authority is consulted upon
- [Draft Scheme](#) (332kb) which sets out the possible functions of a Liverpool City Region Combined Authority

- In addition a [Frequently asked questions](#) (120kb) document has been provided

The next stage of the process is to collect feedback from stakeholders on the review of strategic governance and the potential operation of a possible Combined Authority as part of the ongoing review process.

This will run between August 2 and September 6, 2013, and stakeholders are invited to send their feedback to lcr.governance@knowsley.gov.uk.

In addition, two Sefton-based consultation sessions are being held to which you are invited to receive a presentation and ask questions:

North Sefton session - 3rd September, 12 noon for 12.15 start, Churchtown Room, Town Hall, Lord Street, Southport

South Sefton session - 5th September , 12 noon for 12.15 start, Committee Room, Town Hall, Oriel Road, Bootle

Following this consultation period, a final recommendation will come back to individual Cabinet and Council meetings in September, and if agreed by all City Region Councils, a formal submission will be made to Government on September 30th.

Yours sincerely

Margaret Carney
Chief Executive
Sefton MBC

**LIVERPOOL CITY REGION STRATEGIC GOVERNANCE
REVIEW**

AUGUST 2013

DRAFT

1. INTRODUCTION

1.1 This report has been prepared on behalf of the Liverpool City Region Cabinet, which brings together the Mayor of Liverpool and Leaders of the other five Local Authorities of the Liverpool City Region: Halton, Knowsley, Sefton, St Helens and Wirral. The report sets out the findings from a review of strategic governance arrangements in the Liverpool City Region.

1.2 The strategic governance review has been carried out in accordance with Section 108 of the Local Democracy, Economic Development and Construction Act 2009. This requires that a governance review in relation to a potential Combined Authority must address the effectiveness and efficiency of:

- a) Transport within the area covered by the review; and
- b) Arrangements to promote economic development and regeneration within the review area.

The full legislative requirements are set out in Appendix One.

1.3 The purpose of this review was to determine the following:

- Whether the area covered by the local authorities of Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral can properly be seen as constituting a functional economic area for the purpose under consideration in the review; and
- Whether the existing governance arrangements for economic development, regeneration and transport are effective or would benefit from changes, including establishing a Combined Authority.

1.4 The governance review has to date considered the options available and in relation to each option, evaluated the likely improvement in:

- The exercise of statutory functions relating to economic development, regeneration and transport in the area;
- The effectiveness and efficiency of transport in the area; and
- The economic conditions in the area.

This is because before a scheme for a Combined Authority can be prepared a review has to show that the creation of such a body would be likely to improve these matters and make them more effective and efficient.

1.5 Having examined these issues the report draws conclusions about the nature of the Scheme being recommended for the Liverpool City Region.

2. EXECUTIVE SUMMARY

- 2.1 The Liverpool City Region has been transformed over the last twenty years with the rejuvenation of Liverpool City Centre, greater utilisation of our indigenous assets and the growth of our key sectors. The City Region's economy is now one of the fastest growing in the UK and has closed the gap on national performance, but there remains a significant challenge to continue this. The economy is still not as large as it needs to be.
- 2.2 Working together with our businesses the potential of an additional GVA of £2bn and up to 100,000 jobs for our economy has been identified for future years, an opportunity unparalleled in the country. The role of Government and the public sector is to support and facilitate this growth where it is needed. This is not just for the benefit of the Liverpool City Region and our communities but also the UK as a whole.
- 2.3 Our vision is to create a thriving, international City Region; and to achieve this, the Liverpool City Region must accelerate the opportunities for economic growth and utilise all means necessary. There is strong evidence that the Liverpool City Region has latent potential for additional economic output: if the City region performed at the national average an additional £8.2bn of output would be generated per annum for the national economy.
- 2.4 To do this would involve building on the existing commitments articulated in both the Liverpool City Deal and Liverpool City Region Deal, and by maximising opportunities to enhance the local delivery of national programmes that are critical to improving local growth. Ensuring that clear and effective arrangements are in place to enable long-term strategic decision making at the City Region level is an essential component to drive economic growth which is why this governance review needs to consider the appropriate options to achieve this and make recommendations.
- 2.5 Whilst the Liverpool City Region was more robust than many other City Regions at the outset of the recession it continues to face a number of economic challenges that are aggravated by the current global economic climate: productivity is 75% that of national rates, there is a gap of 18,500 businesses compared to national rates, a jobs deficit of 90,000, a skills deficit at all levels and one in ten residents are in receipt of either jobseekers' allowance or sickness benefit. In combination, these deficits contribute to the average household per-head being £1,700 less wealthy each year than the average nationally.
- 2.6 Economic analysis by the OECD demonstrates that strategy integration across key policy domains can deliver economic benefits at the local level in terms of sustainable economic growth and employment. It emphasises the importance of organisational capacity at the functional spatial level, a level which would be consistent with the City Region which is considered to be a 'functional economic area', with 84% of employed residents working within the Liverpool City Region (2012 Annual Population Survey).
- 2.7 The six Councils in the Liverpool City Region have a strong track record of working together on areas of mutual benefit, dating back before the Liverpool City Region Development Plan, which was agreed in 2007. Collaborative working has evolved

over the years and a number of City Region Boards bring together democratic leadership and senior business leaders, including the Local Enterprise Partnership. In 2012 the City Region made further strides towards improving its governance arrangements, with the establishment of the Local Transport Body. However, these overarching arrangements remain informal without any independent legal status and could be improved, particularly around providing democratic leadership, transparency and accountability. There is a general consensus that the City Region has outgrown these existing arrangements and the time is now right to take the strategic governance arrangements to the next level, moving from a process of informal collaboration to joint strategic decision making.

- 2.8 It was agreed at the Liverpool City Region Cabinet meeting on 21 June 2013 that a review of strategic governance arrangements should be undertaken. One of the drivers for this review was to make sure that the City Region is well placed to secure greater influence over key levers affecting local growth, including freedoms, flexibilities and funding which would otherwise remain under the control of Whitehall. This approach builds on the commitments identified in the Liverpool City Region Deal which was agreed with Government in Summer 2012.
- 2.9 The approach taken to undertake this governance review was in accordance with Section 108 of the Local Democracy, Economic Development and Construction Act 2009. The methodology included a review of evidence, desktop research of current arrangements, a series of workshops and discussions with stakeholders, including constituent local authorities, Merseytravel, the Local Enterprise Partnership, strategic partners and neighbouring authorities and an options assessment based upon this evidence.
- 2.10 The review considered the following options:
- Option 1 – status quo
 - Option 2 – establishing a Supervisory Board
 - Option 3 – establishing an Economic Prosperity Board
 - Option 4 – establishing a Combined Authority
- 2.11 After evaluating the current available evidence and the options available to the City Region, the current view is to explore further the option of a Liverpool City Region Combined Authority model, and to include the functions currently exercised by the Merseyside Integrated Transport Authority and Halton's strategic transport functions, as the preferred governance option. This would give legal form to the close working relationships that already exist between the six local authorities, the Integrated Transport Authority and the Local Enterprise Partnership by creating a sub-regional body with legal personality and a governance mechanism that can act across the combined area.
- 2.12 A strong Combined Authority would be able to bring together key decision making powers into a single body, exercising appropriate strategic transport and strategic economic development and regeneration functions. It would provide a visible, stable and statutory body which could act as the accountable body to attract further funding to the Liverpool City Region to support economic growth, alongside any additional powers which may be devolved from Government. This would not have any additional resource implications for constituent Councils and is expected to be at least cost neutral.

2.13 The current view is that the benefits of operating as a Combined Authority for the Liverpool City Region would through its integrated governance arrangements:

- Improve the exercise of statutory functions by bringing together strategic decision making powers into a single Body to facilitate better alignment, co-ordination and delivery of economic development, regeneration and transport related initiatives;
- Increase the effectiveness and efficiency of the related functions by reducing potential duplication of interest between the roles and responsibilities of the constituent local authorities, ITA and the LEP;
- Ensure long-term effective engagement with business and other sectors, including employment and skills providers and registered housing providers; and
- Lead to an improvement in the economic conditions of the City Region.

3. RECOMMENDATIONS

3.1 The conclusion from the work currently undertaken on the strategic governance review recommends that:

- a) Liverpool City Region should establish a Combined Authority model of governance relating to economic development, regeneration and transport pursuant to Section 103 of the Local Democracy, Economic Development and Construction Act 2009. This will accelerate economic growth and improve the economic conditions in the City Region.
- b) Merseyside Integrated Transport Authority shall be dissolved pursuant to Section 91 of the Local Transport Act 2009 and its functions transferred to the new Combined Authority.
- c) Strategic transport powers should be transferred from Halton Borough Council to the Liverpool City Region Combined Authority.

4. THE LEGAL CONTEXT

4.1 Part 6 of the Local Democracy, Economic Development and Construction Act, 2009 (the 2009 Act) enables the creation of Economic Prosperity Boards or Combined Authorities. These are sub-national structures that have separate legal personality to the Local Authorities who come together to create them. These bodies are available to support the effective delivery of economic development and regeneration, and in the case of Combined Authorities, transport.

4.2 The 2009 Act sets out the process for the creation of Economic Prosperity Boards or Combined Authorities relating to their constitution and organisation. The legislation is not prescriptive and the detail of how these bodies are established, how they will operate and what their functions will be is left to be determined locally, subject to final approval by the Secretary of State.

4.3 The Localism Act 2011 contains powers for the Secretary of State to transfer the powers between authorities (including Combined Authorities) and also to transfer ministerial functions to such authorities. Property, assets and liabilities relating to those functions can also be transferred. Notably, transfers and delegations of

additional functions under this legislation can be made at any time and independent from the procedure to create Economic Prosperity Boards or Combined Authorities.

5. METHODOLOGY FOR THE GOVERNANCE REVIEW

- 5.1 At their meeting on 21 June 2013, Liverpool City Region Cabinet agreed to formally review the strategic governance arrangements across the area in the context of the March 2013 Budget and the Government's response to Lord Heseltine's review 'No Stone Unturned in Pursuit of Growth'. The intention was to consider potential options for strengthening governance arrangements to enable the City Region to optimise its economic growth potential.
- 5.2 The statutory process to establish a Combined Authority or Economic Prosperity Board has three main steps:
- First, a review of existing governance arrangements for the delivery of economic development, regeneration and transport. This must lead to the conclusion that there is a case for changing these arrangements based upon real improvements.
 - Second, drawing up and consulting on a scheme for the new body upon which the authorities are required to engage to secure support amongst stakeholders. All constituent Councils are required to approve the scheme for submission to the Secretary of State for Communities and Local Government.
 - Finally, the Secretary of State will consider the scheme and undertake a formal consultation. If satisfied with the proposals, a draft order will be laid before both Houses of Parliament for adoption by affirmative resolution.
- 5.3 An Officer-led working group was tasked with undertaking the review, comprising senior officers and relevant experts from each of the constituent local authorities, Merseytravel and the Local Enterprise Partnership (LEP). This included the following activities:
- **Review of economic evidence** to test the rationale for working across the Liverpool City Region geography as a functional economic area. This included a review of previous strategies and identification of key information to assess the economic conditions of the area.
 - **Desk research** of the current governance arrangements and structures.
 - **Workshops** to collect views and evidence from stakeholders in each constituent authority, Merseytravel and the LEP to consider the functions or activities that could benefit from strengthened collaborative governance arrangements.
 - **One to one interviews** with external stakeholders, including LEP members, Chambers of Commerce and neighbouring local authorities, to collect views on the draft proposals.
 - **Options assessment** based on this evidence.
- 5.4 Liverpool City Region has developed, over a period of time, a strong evidence base which supports both the need for economic growth and the opportunities to achieve this. The evidence base for the emerging 'Growth Plan' is being written in parallel with activity to develop the City Region EU Investment Funds framework for 2014 – 2020, which has informed the governance review. There has been extensive

consultation to date on the EU Programme development, including considerable engagement with representatives from business, the public sector and academic institutions across the City Region: some 150 people attended a stakeholder event on 23 April 2013 and a number of thematic engagement sessions were also undertaken to capture further evidence.

- 5.5 The findings from all this research has been analysed by the Officer-led working group and the information collected used to inform the production of this governance review report.

6. VISION FOR THE LIVERPOOL CITY REGION

6.1 The vision for the Liverpool City Region is to create a thriving, international City Region. We are committed to establishing the Liverpool City Region as a top international and national investment location, with global trade, knowledge, manufacturing and tourism relationships. We will enhance our status as a thriving international City Region by developing the long-term sustainability of the economy through:

- Accelerating the creation of new business.
- Supporting growth and improving productivity in local small and medium sized businesses.
- Making best use of public sector funds to induce private sector business investment and to maximise private sector leverage.
- Delivering a step change in our economic performance by prioritising our investment activity in transformational areas, such as the Visitor Economy; Knowledge Economy; Liverpool SuperPort and the Low Carbon Economy.
- Increasing the number of residents who are in work.
- Increasing the scale of economic activity and developing global markets.
- Working with business to produce a demand-led programme of investment in skills and learning.
- Promoting economic growth and meeting the demands of the low carbon agenda.
- Supporting all potential investors with planning, access and infrastructure, sites availability and finance.
- Supporting Atlantic Gateway development including Wirral and Liverpool Waters and the Daresbury Enterprise Zone, incorporating Sci-Tech Daresbury.
- Reducing dependency on benefit systems.
- Reducing the number of families bringing children up in poverty.

6.2 Four key sectors are already creating new jobs and new opportunities (the Low Carbon Economy, the Knowledge Economy, Visitor Economy and the SuperPort) and these are at the heart of the City Region's economic development strategy. In addition, the Atlantic Gateway, a strategic growth corridor stretching from SuperPort on the Mersey along the Manchester Ship Canal into the heart of Manchester, represents a unique investment opportunity of international importance.

6.3 The Local Enterprise Partnership (LEP) is playing an important role in developing the conditions for economic growth and is working with key partners in business, the

local authorities and universities to produce a Liverpool City Region Growth Plan which will underpin the delivery of the City Region's shared vision and ambition.

- 6.4 The City Region has an established track record of working together on strategic employment and skills to support the current and future requirements of business. This is evidenced by the business-led Employment and Skills Board and an existing Employment and Skills Strategy (transform, compete, thrive). The strategic framework provided by the Employment and Skills Board and the clear priorities that underpin is widely supported by business, public sector partners, colleges and training providers.
- 6.5 We already have an agreed plan of priorities for both housing and transport, which are based upon improving connectivity and ensuring a choice of quality and affordable homes. The provision of an efficient transport system is critical to helping the City Region achieve this and the wider economic vision.
- 6.6 Sustainable economic growth is vital to the City Region. Our Local Transport Plans support this, and carbon reduction. These are underpinned at a local level by a commitment to help improve the health and wellbeing of the community. It is critical that the Liverpool City Region continues to better link the location of new developments and facilities with the transport network in order to ensure ease of access for all and reduce unnecessary travel.

7. ECONOMIC CONTEXT

- 7.1 Liverpool City Region has a population of 1.5 million covering the local authority areas of Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral and over 36,000 active businesses. The City Region has one of the fastest growing economies in the UK, with growth being driven across four key sectors: (the Low Carbon Economy, the Knowledge Economy, Visitor Economy and the SuperPort). The area is considered to be a functional economic area, with 84% of employed residents working within the City Region (Annual Population Survey 2012): 75% of residents living and working in an area is sufficient to justify a functional economic area.
- 7.2 The Liverpool City Region is a globally connected economic centre with real competitive advantage. Through its Port, airport accessibility, and its international companies and cultural assets it has reach far beyond the UK and will host an International Festival for Business in 2014. World leading companies including Unilever, Jaguar Land Rover, Maersk, NSG (Pilkington), Novartis, Iberdrola and Sony, are major investors in our business friendly and cost competitive environment.
- 7.3 The City Region has been transformed over the last twenty years with the rejuvenation of Liverpool City Centre, greater utilisation of indigenous assets and the ongoing growth of our key sectors. For example, the area now hosts some of the largest offshore wind farms in the UK, placing the Liverpool City Region at the forefront of the UK's offshore wind industry and a significant global location for offshore wind investment, with CORE (Centre for Offshore Renewable Energy) status. Collectively, these sectors represent outstanding opportunities for further

growth - both in terms of output and jobs. Econometric forecasts^[1] have indicated that these sectors could generate up to 100,000 jobs for our economy in future years and the City Region already has established, private sector led Action Plans to achieve that economic potential.

- 7.4 There is a latent potential within the City Region for additional economic activity. If performing at the national average an additional £8.2bn of output would be generated per annum for the national economy. To achieve this we would need to create an additional 18,500 businesses and see a further 90,000 jobs created. And from doing this, we can close the annual £1,700 per-head 'wealth-gap' between the average household in the City Region and the average household in the UK - giving our communities the resources they need to be sustainable in the long-term. This will mitigate the cost of child poverty to the City Region, which is current estimated to be £970m per year.
- 7.5 In the next twelve months alone the City Region will see £1.3bn of construction and development work begin as the Mersey Gateway Bridge in Halton (£600m), the post-Panamax, 'Liverpool 2' deep water berth at the Port (£340m), and the redevelopment of the Liverpool Royal Hospital (£330m) all get under-way. With ambitious, £10bn plans to develop our Enterprise Zones at Wirral Waters and Liverpool Waters, the ongoing development of Daresbury as a national science asset, and plans to bring forward logistics and development sites across the City Region there is a real opportunity that collectively, the City Region can take forward.
- 7.6 What sets the Liverpool City Region apart from other areas is our unique set of economic assets and the willingness of our partners, especially the private sector, to contribute to achieving an improved economic performance. With over 400 members, no other City Region or LEP area in the country has the same level of private sector buy-in and support as the Liverpool City Region LEP.
- 7.7 In achieving our economic vision and objectives, it is imperative that success reaches all parts of the Liverpool City Region. This includes addressing some of the long term structural issues that if not dealt with will hinder the City Region's economic growth, including low business density, significant skills gaps, relatively high levels of unemployment and relatively low productivity.
- 7.8 Whilst the growth secured between 1997 and 2007 has narrowed the gap with the UK on a number of economic indicators, the rebalancing from a public sector dominated economy to a private sector based economy is not happening as quickly as in other areas. An example is that nationally since 2010 the private sector has created 3 jobs for every public sector job lost, whereas in the City Region, 1¼ jobs have been created for every public sector job lost.
- 7.9 Good transport is essential for the quality of life and economy of the City Region. It provides for the efficient movement and access of people and goods across the area. In overall terms, the City Region has a very comprehensive transport network that allows these connections to be made. However, for some people and especially those living in our most disadvantaged communities, these opportunities are not always readily available to them. High levels of worklessness in some

^[1] The City Region, via the LEP has commissioned a new set of forecasts to support the development of the Liverpool City Region Growth Plan due to be submitted in March, 2014.

communities and poor access to healthcare, education and food shopping have been highlighted as particular issues.

8. EXISTING GOVERNANCE ARRANGEMENTS

- 8.1 Liverpool City Region has long advocated devolution and decentralisation to real economic geographies, the places that drive local economic growth. We are committed to working with Government to do this and to ensure we deliver economic prosperity and opportunity. Our existing governance arrangements and models of partnership working for economic development, regeneration and transport have evolved over a number of years, and the extent of this is evidenced throughout the document. There are currently a number of Boards across the City Region bringing together the democratic leadership and senior business leaders to support our ambition to be a thriving, international City Region, with those particularly relevant to this governance review summarised below.
- 8.2 The 2009 Act does not provide a definition of economic development as this can vary in different areas depending on local circumstances. For the purpose of this review, economic development and regeneration is taken to cover strategic activity related to business support, inward investment, trade and export, strategic housing, and employment and skills, in addition to the transport roles and functions. This review has only considered options that are available to the City Region now through existing legislation: as such the option for a City Region level Elected Mayor is excluded.

Liverpool City Region Cabinet

- 8.3 The six Councils in the City Region have a track record of working together on areas of mutual benefit, dating back before the Liverpool City Region Development Plan, which was agreed in 2007. Following this, the Liverpool City Region Cabinet was established in 2008 to take forward this and other work. The City Region Cabinet is made up of the Mayor of Liverpool and Leaders of the five Councils. The Cabinet demonstrates high level leadership and has been effective at setting the strategy for the City Region and working in partnership with business leaders to develop the conditions for economic growth.
- 8.4 In 2008 the Cabinet agreed that each Leader/nominated member would lead on one of the portfolios identified in the City Region governance structure, and each Portfolio Holder would be supported by a Chief Executive acting as Lead Advisor. This led to a series of thematic City Region Boards, across transport, economic development, employment and skills, housing, health, and child poverty and life chances. Many of these boards bring together the democratic mandate and the contributions of the private sector and other partners.
- 8.5 The City Region Cabinet has been effective as an informal mechanism to foster and develop joint working and responses to City Region level issues; a recent example being the development and agreement of the Liverpool City Region Deal with Government in 2012. It does, however, lack formal underpinning arrangements and as such is unable to take formal decisions.

Liverpool City Region Local Enterprise Partnership

- 8.6 Liverpool City Region Local Enterprise Partnership (LEP) was established in March 2012 and formally incorporated: as such, it has a unique structure with over 400 members contributing to the success of the Partnership. This provides the LEP Company with an income stream which adds value to public funding for economic development, including European monies and sees the private sector playing a direct role in setting the economic agenda for the City Region. The Mayor of Liverpool and the other five Leaders also sit on the LEP Board alongside the private sector.
- 8.7 The LEP has established sector committees and panels around the key sectors for economic growth: Low Carbon Economy, SuperPort, Visitor Economy, Advanced Manufacturing and Innovation. This provides the opportunity for businesses and public bodies to work together on identifying the key actions and opportunities that will support the delivery of jobs and growth. These structures have proved highly successful at setting joint public/private strategies and action plans to create jobs and growth.
- 8.8 The LEP has also been given a set of strategic responsibilities by Government in terms of prioritising investment (such as with Growing Places Funds) as well as setting future economic strategy for the City Region through the requirement for a Growth Plan by Spring 2014 and the determination of European Funding priorities. The unique model of the Liverpool City Region, which fully integrates the private sector role within City Region decision making is a real strength that cannot be matched by other City Region areas in England.

Transport powers and structures

- 8.9 The current transport arrangements in the Liverpool City Region are fundamentally complex. Merseyside Integrated Transport Authority, supported by its Passenger Transport Executive, is the local transport authority for Merseyside and is responsible for developing a Local Transport Plan and managing associated funding streams. The Executive is responsible for delivering passenger transport services across Merseyside. The districts of Knowsley, Liverpool, Sefton, St Helens and Wirral are highway and traffic authorities in their own right with wide ranging powers over the highway network, which includes delivery and enforcement. Halton Borough Council is a local transport authority in its own right and has a separate Local Transport Plan. As a result of this complex structure, there has been long standing and extensive collaboration and joint working on transport issues between City Region Councils, the Integrated Transport Authority and increasingly the LEP, with the establishment of the Local Transport Body to serve the City Region as a case in point. The aligned Local Transport Plans and implementation plans are a further example of this.

Liverpool City Region Employment and Skills Board

- 8.10 The Liverpool City Region has a track record of working together on Employment and Skills strategy across the functional economic area. The City Region's Employment and Skills Board leads work on jobs and skills on behalf of the City Region Cabinet and the LEP. It focuses on implementing the existing 10-year Employment and Skills Strategy and the City Region Deal for Jobs and Skills. It oversees the City Region's Labour Market Information Service, which communicates economic opportunities to the vast array of colleges, training

providers and employment support providers. It also provides governance arrangements for a range of different devolved funding streams.

Liverpool City Region Strategic Housing and Planning Board

- 8.11 There is already considerable collaboration on strategic housing priorities and public sector assets aligned to the City Region's economic growth and regeneration ambitions. We have prepared a joint Local Investment Framework, for the delivery of our housing priorities, since 2009 and we have secured over £80 million pounds of investment as a result. The Board has recently been working on the Local Investment Framework for 2014 – 17, which will include a spatial framework, to support the Local Growth Plan. This Local Investment Framework will continue to identify and promote all housing opportunities which support economic growth and will identify all potential funding resources to support the delivery and to bridge funding gaps.
- 8.12 Both the Liverpool City Region Cabinet and LEP Board regularly review the strategic management of the City Region's public sector assets held by the Homes and Communities Agency. This asset base is an important resource for the City Region particularly in providing match funding for the JESSICA regeneration fund.

Creating the right governance arrangements for growth

- 8.13 One of the drivers for reviewing the Liverpool City Region's governance arrangements is to secure greater influence over key levers affecting local growth, including freedoms, flexibilities and funding which would otherwise remain under the control of Whitehall. The Liverpool City Deal, Liverpool City Region Deal and LEP Business Plan and Action Plans seek to capitalise on the City Region's strengths, assets and key sectors to attract investment into and create additional jobs within the City Region. However, they do not go far enough in terms of maximising opportunities to enhance local delivery of national programmes (such as the Manufacturing Advisory Service) that are also critical to improving local growth.
- 8.14 For a number of years the City Region has successfully aligned central Government funding, ERDF and private sector investment to support strategic priorities within the wider economy. The development of the Liverpool Arena and Convention Centre generating in excess of £300m to the visitor economy is a prime example of this approach. Working with the LEP, a pipeline of projects spanning investment in infrastructure, business growth, housing, transport and regeneration is in place together with an agreed approach to the joint investment of ERDF, Regional Growth Fund and Growing Places funds.
- 8.15 One of the priorities in the City Region Deal was to produce a Liverpool City Region Investment Framework. Combining and consolidating resources with local and national investment in a single programme will create greater impact and ability to leverage funds. This joining up of partners, funding streams and timescales focuses resource on priority actions and outcomes, results in more effective delivery, improved results and reduced costs. Through the work undertaken in the City Region to develop the EU Investment Framework for 2014 – 2020 we are setting strong foundations to demonstrate how we link EU thematic priorities, through the Strategic Growth Plan to local investment and action.
- 8.16 With the new Government funding opportunities and policies, including the Growth Deals/Single Local Growth Fund and EU Structural and Investment Funds 2014 -

2020 there is now an added impetus to ensure the Liverpool City Region has the most appropriate strategic governance arrangements in place to deliver agreed priority investments and in doing so to maximise the use of these funds alongside existing resources.

- 8.17 Similarly, whilst the establishment of the Local Transport Body has been seen as a positive step; it is a staging post on the journey, rather than a destination. The Local Transport Body model does not enjoy the legal transport powers or funding regimes that are currently vested with the Integrated Transport Authority, its constituent districts and with Halton Borough Council. The Department for Transport has consistently impressed upon the Liverpool City Region the importance of developing effective governance arrangements that facilitate, for example; links to other policy areas, strong leadership, streamlined structures and the ability to make difficult decisions, linked to clear priorities and a long-term investment programme.
- 8.18 The Liverpool City Region also needs to demonstrate the credibility to deliver agreed priority investments, along the lines of other City Regions such as Birmingham, Leeds and Sheffield.

9. OPTIONS FOR CHANGE

- 9.1 To ensure compliance with the relevant legislation, the governance review has been undertaken to establish if a Combined Authority would likely bring about an improvement in the City Region in the following:
- The exercise of statutory functions relating to 'economic development, regeneration and transport' in the area;
 - The effectiveness and efficiency of transport; and
 - The economic conditions in the area.
- 9.2 Department for Transport have also confirmed they are looking for partners to address the following headline issues in formulating governance arrangements:
- Political Leadership for Transport at the most senior level;
 - Ability to take difficult decisions;
 - A long term (ten year) investment programme, focussing on the top priorities for the functional economic area as a whole;
 - A local investment budget combining local resource in addition to Departmental resource;
 - Evident links to strategies and decision making processes on economic growth, housing and planning; and
 - Efficient use of transport resource across the City Region (e.g. joint procurement, maintenance contracts, rationalisation of highway functions etc).
- 9.3 The review has considered the statutory tests outline in paragraph 9.1 and those in paragraph 9.2 against the following options:
- Option 1 - Leaving existing governance unchanged (status quo);
 - Option 2 - Establishing a Supervisory Board;

- Option 3 - Establishing an Economic Prosperity Board; and
- Option 4 - Creating a Combined Authority.

- 9.4 This review respects there are limits to comparisons between the options, in particular between potential options and the status quo. The existing governance arrangements are context specific and a known quantity, and the alternative potential options are considered at a high level in the abstract and would inevitably require further development in due course in order to quantify, for example, their potential impact on efficiency savings.
- 9.5 It is recognised that creating appropriate governance structures alone is unlikely to achieve in full the ambitious vision and growth potential for the Liverpool City Region. The importance of issues of policy design, culture and values is also considered significant. The optimal governance model needs also to confront the need for evidence and vision and ensure that the City Region fully implements its ambitious and challenging plans.

Option 1 - Status quo

- 9.6 The Government is clear that City Region structures will require greater collaboration, commitment and strengthened governance arrangements to seize any devolution opportunities that may become apparent in the future including a substantial 'Single Pot'. This is clearly evidenced in Government guidance for LEPs on Growth Deals (July 2013). Demonstrating commitment to the growth agenda and the clear expectation that Local Authorities will put economic development at the heart of all that they do and work collaboratively across the functional economic area is part of the Government's response to Lord Heseltine's review. Maintaining the status quo could set Liverpool City Region behind the other parts of the country that are in the process of strengthening their alignment between decision making on areas such as transport, economic development and regeneration in exchange for greater devolution.
- 9.7 As non-statutory, the Liverpool City Region's current arrangements leave the space for ambiguity and overlap between the roles and functions of various sub-regional bodies and are dependent on agreements by constituent authorities. There is no formal link between decision making in relation to economic development (including inward investment, skills and housing and regeneration), regeneration and transport. It is, therefore, more challenging for decisions to be aligned in a way that secures maximum economic and social benefit. Strengthening and clarifying these relationships would also increase transparency, accountability and the certainty of local decision making.
- 9.8 Whilst the current arrangements have served the City Region well in the past, changes in national policy coupled with the current economic conditions suggests strongly the City Region is outgrowing its existing governance structures. The voluntary partnership between local authorities is no longer sufficient to underpin the City Region's ambitions and does not meet the expectations of Government.
- 9.9 The City Region, therefore, requires a single democratic and financially accountable model, a legal entity in its own right, to provide the necessary certainty, stability and democratic accountability to allow for long-term strategic economic decisions to be made at the City Region level. In short, no change would mean the Liverpool City Region is disadvantaged both economically and politically.

Option 2- Establishing a Supervisory Board

- 9.10 Following Lord Heseltine's review of government policy, Greater Birmingham working with Lord Heseltine (The Greater Birmingham Project: The Path to Local Growth) have outlined a new form of democratic arrangement to specifically manage the 'Single Pot' of funding; a Supervisory Board model. The Supervisory Board operates under a more formal governance structure than the Joint Committee model but does not provide the legal status of a Combined Authority. This Board comprises all City Region elected authority leaders or mayors and provides the necessary political accountability for managing the distribution of financial resources.
- 9.11 The Supervisory Board does not replace the private sector led LEP, it only provides political and financial accountability for the holding of the 'Single Pot'. The Greater Birmingham LEP Board continues to be responsible for development and implementation of the Local Growth Strategy and strategic economic functions but with no accountability or legal responsibility.
- 9.12 This model provides Government with the necessary financial accountability for a 'Single Pot' approach, but there is no formal legal entity to accommodate the democratic accountability around the potential strategic economic development, regeneration and transport functions that could be executed at a City Region level. This could potentially limit the size of the 'Single Pot' and constrain the potential for further freedoms and flexibilities to be secured around economic development, regeneration and transport programmes, again placing the City Region at a disadvantage.
- 9.13 This model whilst an improvement on City Region existing arrangements simply provides Government with the means of placing more powers and decision making through the LEP whilst making the Supervisory Board the accountable body in financial terms only. In addition, this model would not address the issues around different geographies for transport and as such would not improve the effectiveness of strategic transport.

Option 3 - Establishing an Economic Prosperity Board

- 9.14 A third option is to put in place an Economic Prosperity Board for the City Region. As a statutory body it would share many of the features of a Combined Authority in that it would have legal personality and would provide a strong basis for taking on devolved powers and funding relating to economic development and regeneration, e.g. accountable body status for an economic development single pot or EU funding. The Integrated Transport Authority would however remain as a separate body responsible for transport across the Merseyside Councils, with Halton retaining its transport authority status. This would run counter to the recent good work being undertaken through the establishment of a Liverpool City Region Local Transport Body, which includes the Mayor of Liverpool, the five other Leaders and the Chair of the LEP.
- 9.15 The Economic Prosperity Board could not raise a levy, nor have borrowing powers to fund investment. Further, fragmented strategic transport and economic development governance at a City Region level would not provide a convincing proposition to Government for taking on with others, including Sheffield and Manchester, the devolved Northern Rail franchises.

- 9.16 An Economic Prosperity Board for the Liverpool City Region would address a number of questions and issues around the governance of economic development, but then would not address the issues around strategic transport governance at the City Region level.

Option 4 - Creating a Combined Authority

- 9.17 The Local Democracy, Economic Development and Construction Act 2009 allows the Secretary of State to create Combined Authorities. They are corporate bodies with their own legal identity which are able to take on the functions and responsibilities of sustainable economic development and regeneration and in addition transport functions available to Integrated Transport Authorities. They are controlled by their members, who are the elected politicians of the constituent local authorities.
- 9.18 A Combined Authority can be set up when two or more contiguous local authorities, covering an area's natural economic footprint, who want to collaborate more closely together, on a voluntary basis to improve economic outcomes. However, one local authority may only be part of one Combined Authority. The LEP's relationship with the Combined Authority is essential and must be designed to co-ordinate their efforts to work towards a common shared vision and Local Growth Plan.
- 9.19 Government policy confers certain responsibilities to LEPs and requires LEP representation on Local Transport Bodies while economic growth cannot be achieved without the full involvement of the private sector. The Combined Authority could act as an accountable body for the funds being invested by LEPs on behalf of local areas further integrating economic growth activity. The LEP can be a co-opted representative on the Combined Authority to enable this integration and co-ordination.
- 9.20 The Benefits of operating as a Combined Authority would ensure streamlined governance arrangements. The Combined Authority would be able to bring together strategic decision making powers into a single body and improve alignment, coordination and delivery of economic development and transport related initiatives. It would provide a visible, stable and streamlined body corporate which Government could be confident in devolving powers and funding to which would again be otherwise controlled by Whitehall. It would have a separate legal entity from its own constituent authorities, be able to undertake its own administrative processes including employing staff and entering into contracts and may have statutory powers and duties conferred on it which it can exercise in its own right.
- 9.21 The maximum benefit would be gained by integrating and bringing together at a strategic level functions across the City Region in relation to economic development, transport, housing and employment and skills. This means that the strategic transport functions that are currently within the Merseyside Integrated Transport Authority would be transferred to the newly created Combined Authority, along with the strategic transport functions from Halton Borough Council. This would ensure that the maximum improvements in efficiency and effectiveness are gained.
- 9.22 A Combined Authority is not a merger or a takeover of existing Local Authority functions. Instead it seeks to complement Local Authority functions and enhance

the effectiveness of the way they are discharged. In particular, it is the enhancement of decisions and information at a strategic level that are most frequently cited as the advantages of such a body. On this basis, the proposal to establish a Liverpool City Region Combined Authority would not have any additional resource implications for constituent Councils and would be expected to be at least cost neutral.

10. EVALUATION OF OPTIONS

10.1 The three tests which the options for change need to be assessed against are as follows:

- The exercise of statutory functions relating to economic development, regeneration and transport in the area;
- The effectiveness and efficiency of transport in the area; and
- The economic conditions in the area.

These are set out in the Local Democracy, Economic Development and Construction Act of 2009. A full evaluation against these tests is presented at Appendix Two and summarised in the following table.

Option	Commentary
Status quo	Maintaining the status quo would provide the basis for economic growth (as it has done for some time) but may not make sufficient improvements in the economic conditions of the area in the timescales required.
Establishing a Supervisory Board	A Supervisory Board would address some of the governance and accountability issues around economic development and regeneration but would still leave the issues around transport.
Establishing an Economic Prosperity Board	An Economic Prosperity Board would address some of the governance and accountability issues around economic development and regeneration but would still leave the issues around transport outside the formal joint arrangements.
Creating a Combined Authority	Building on existing arrangements and supporting the LEP, the creation of a Liverpool City Region Combined Authority, with the alignment of accountability, governance and geographies for economic development, regeneration and transport would provide the City Region with the best possible chance of securing significant and lasting improvements in economic development, regeneration and transport. This model will further strengthen democratic and financial accountability.

- 10.2 It is therefore recommended that the Liverpool City Region pursues the creation of a Liverpool City Region Combined Authority to draw together accountability and leadership for strategic economic development, regeneration and transport.

11. CONCLUSIONS

- 11.1 That the existing governance arrangements in the Liverpool City Region can be improved upon is self evident. There is a further need to signal to business and Government that the City Region has a clear, consistent and shared view, particularly with the challenges being faced around jobs and growth. Consequently there is a need to consider another approach.
- 11.2 The City Region has worked well to date through a series of adhoc and informal governance arrangements, but these current governance arrangements not being optimal may be one of the reasons why the Liverpool City Region economy is not achieving its full potential. As an example, there is no single strategic transport and economic development decision making body at the Liverpool City Region level.
- 11.3 The options that are currently available to the City Region have been considered, and the option that would most likely lead to improvements in economic conditions and in the efficiency and effectiveness of service delivery is the establishment of a Liverpool City Region Combined Authority.
- 11.4 Based on the current available evidence, a strong Combined Authority would be able to bring together key decision making powers into a single body, exercising appropriate strategic transport and economic development functions to maximise the impact of what we do. It would provide a visible, stable and statutory body, could act as the accountable body for the City Region funding to support economic growth and could attract devolved powers from Government to facilitate local economic growth. This model of governance would not have any additional resource implications for constituent Councils and its operation would be expected to be at least cost neutral.
- 11.5 A Combined Authority would facilitate closer partnership working to drive economic growth and job creation and ensure long-term effective engagement with business, through the LEP, and other sectors including employment and skills providers and registered housing providers.
- 11.6 Operating as a Combined Authority would ensure the work of everyone that impacts on the economy is integrated to add value and better achieve our vision and economic goals. Put simply, this model would help maximise growth in output and jobs, increase the City Region's productivity and competitiveness, raise skill levels, support a rebalancing of the economy away from relative public sector dependency and stimulate greater employment and growth in the private sector. These measures would make our economy more sustainable in the long-term.
- 11.7 In addition, a strong and effective Liverpool City Region Combined Authority would counter misperceptions about public sector collaboration in the City Region and help in engagement with national agencies. It would also create the opportunity for various types of collaborative effort with adjoining and other northern Combined

Authorities to put in place a much needed counter-balance to London and to Wales e.g. for devolving the power to let rail franchises for Northern Rail.

- 11.8 It can therefore be concluded that for the functional economic area of Liverpool City Region a Combined Authority model of governance if created and incorporating Integrated Transport Authority functions would be the best option for securing sustainable economic growth.

Appendices

Appendix One: Legislative requirements of governance review

Appendix Two: Evaluation of options against tests

For further information, please contact lcr.governance@knowsley.gov.uk.

DRAFT

APPENDIX ONE

LEGISLATIVE REQUIREMENTS OF GOVERNANCE REVIEW

Local Democracy, Economic Development and Construction Act 2009

Schedule 108 Review by authorities: new combined authority

- (1) Any two or more of the authorities to whom this section applies may undertake a review of—
- (a) the effectiveness and efficiency of transport within the area covered by the review (“the review area”), and
 - (b) the effectiveness and efficiency of arrangements to promote economic development and regeneration within the review area.
- (2) This section applies to—
- (a) a county council in England;
 - (b) a district council in England;
 - (c) an EPB;
 - (d) an ITA.
- (3) Where the review is being undertaken by a county council, the review area must include—
- (a) the areas of one or more district councils that are within the area of the county council, or
 - (b) if there are no such areas, the area of the county council.
- (4) Where the review is being undertaken by a district council, the review area must include the area of the district council.
- (5) Where the review is being undertaken by an EPB, the review area must include one or more local government areas within the EPB’s area.
- (6) Where the review is being undertaken by an ITA, the review area must include one or more local government areas within the ITA’s integrated transport area.
- (7) The review area may also include the area of any county council or district council in England that does not constitute or fall within the area of an authority undertaking the review.

APPENDIX TWO

EVALUATION OF OPTIONS

	Legislative tests: would there be an improvement in these areas?		
	Exercise of statutory functions relating to economic development, regeneration and transport	Effectiveness and efficiency of transport	Economic conditions in the area.
Status quo	Improving joint working may lead to marginal gains but these are expected to be insignificant.	Current joint working is partially effective and the current duplication would continue.	The economic conditions in the area may improve on an incremental basis, as they have done in recent years.
Establishing a Supervisory Board	Mixed – yes for economic development and regeneration as these would be given democratic oversight and leadership by the Supervisory Board. However, this does not address the current issues around transport governance, accountability and areas of delivery.	This model would not address the issues around different geographies for transport and as such would not improve the effectiveness and efficiency of transport.	Possibly
Establishing an Economic Prosperity Board	Mixed – yes for economic development and regeneration as these would be given democratic oversight and leadership by the Supervisory Board. However, this does not address the current issues around transport governance, accountability and areas of delivery.	This model would not address the issues around different geographies for transport and as such would not improve the effectiveness and efficiency of transport.	Possibly
Creating a Combined Authority	A Liverpool City Region Combined Authority would provide the basis for functions around economic development, regeneration and transport to be improved, with democratic oversight, leadership and financial accountability being provided.	The creation of a Combined Authority provides a single statutory organisation to discharge strategic functions around transport, which will lead to improvements in the effectiveness and efficiency of transport.	A Liverpool City Region Combined Authority provides the best option to facilitate an improvement in economic conditions in the area.

Evaluation of Options against Department for Transport Requirements for governance

	Status quo	Establishing a Supervisory Board	Establishing an Economic Prosperity Board	Creating a Combined Authority
Political Leadership for Transport at the most senior level	The current Local Transport Body would continue with risks around duplication of activity.	The current Local Transport Body would continue with risks around duplication of activity.	The current Local Transport Body would continue with risks around duplication of activity.	A Combined Authority would provide streamlined political leadership for transport across the functional economic area at the highest level.
Ability to take difficult decisions	The current Local Transport Body would continue with the risks around duplication of activity and governance.	A Supervisory Board would not offer any improvements on the current model.	An Economic Prosperity Board would not offer any improvements on the current model.	The requirement of a Combined Authority to make decisions for the best interests of the City Region as a whole means that it will be able to take difficult decisions.
A long term (ten year) investment programme, focussing on the top priorities for the functional economic area as a whole	The current Local Transport Body would continue with the risks around short sightedness.	A Supervisory Board would not offer any improvements on the current model.	An Economic Prosperity Board would not offer any improvements on the current model.	The requirement of a Combined Authority to make decisions for the best interests of the City Region as a whole means that it will be able to develop a long term investment programme and clear priorities.
A local investment budget combining local resource in addition to Departmental resource	The current Local Transport Body would continue with the potential for partial resources to be considered.	A Supervisory Board would not offer any improvements on the current model.	An Economic Prosperity Board would not offer any improvements on the current model.	A Combined Authority would be responsible for the governance of the Single Local Growth Pot which would mean that it would be able to maximise resources from national and other sources.

	Status quo	Establishing a Supervisory Board	Establishing an Economic Prosperity Board	Creating a Combined Authority
Evident links to strategies and decision making processes on economic growth, housing and planning	The current Local Transport Body would continue with risks around gaps and duplication of activity.	The exclusion of transport from a Supervisory Board does not improve the links around relative contributions to securing growth.	The exclusion of transport from an Economic Prosperity Board does not improve the links around relative contributions to securing growth.	The inclusion of transport within a Combined Authority would allow an integrated discussion to take place on the relative contributions to growth of transport and other activities across the functional economic area.
Efficient use of transport resource across the City Region	The current arrangements would be maintained and incremental improvement in efficiencies captured.	The current arrangements would be maintained and incremental improvement in efficiencies captured.	The current arrangements would be maintained and incremental improvement in efficiencies captured.	The creation of a Combined Authority for the City Region provides the best opportunity for efficiencies to be secured in the use of transport resource across the functional economic area.



Margaret Carney
Chief Executive Sefton MBC
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Directorate of Transformation

**Bob Livermore FCIH Assistant Director
Housing and Regeneration**

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Telephone: 01695 577177

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Fax: 01695 572331

Email: bob.livermore@westlancls.gov.uk

Date: 6th September 2013

Your ref: ML/TB

Our ref: BL/CC

Please ask for: Bob Livermore

Direct dial no: 01695 585 200

Extension:

Dear Margaret,

Re: Combined Authority

I am writing in relation to your email about the Liverpool City Region Strategic Governance Review. I have taken soundings from both political groups within the Council and they are unanimous in their view. The Council considers that any moves to enhance the working arrangements between the City Region authorities leading to:

- Better transport infrastructure
- Economic growth
- Improved strategic planning of Housing
- Better co-ordination of employment and skills across the region

should be welcomed.

The Council has considered the four options that have been tabled and for the reasons set out in the review, fully support the establishment of a Combined Authority which it believes will bring with it the best outcome for the City Region.

West Lancashire has a desire to have a greater involvement within the City Region given its role within the functional economic geography of the City Region, based on travel to work patterns, housing and employment market linkages, common planning and transportation issues and the overlapping visitor economy. We see this as complementary to our work with Lancashire Authorities, and the Lancashire L.E.P.

As part of the City Region MAA discussions it was understood originally that the Borough Council might benefit from 'observer status' within the City Region Cabinet, however this relationship was never fully developed.

West Lancashire was functionally placed within the Liverpool City Region through the former Regional Spatial Strategy. Following the identification of the Liverpool City Region boundaries, officers from the Council established working relationships with their

counterparts within the Liverpool City Region to discuss common issues and still attend a number of joint officer meetings. As a result of this collaboration, we have in recent years jointly worked with Merseyside authorities on housing, employment land and renewable energy studies, and have had discussions with Merseyside authorities about future infrastructure provision. We have also been involved in discussions relating to the future of the Green Belt around Merseyside and worked on a joint methodology with our Merseyside neighbours. The Council has worked with Sefton Council in securing DoT Community Rail designation for the Ormskirk to Preston rail line and more recently on the VISIT project utilising LSTF monies. It is also currently working with Merseytravel and Lancashire County Council to commission further study work in relation to the future linking of Skelmersdale to the Merseyrail system.

Looking forward there are many areas that we will want to work jointly with the City Region on in the future – in particular to understand how we can assist with Superport through the provision of suitable sites and look to work jointly with our neighbouring City Region authorities on transportation, economic development and planning issues. We are currently in discussions with the Liverpool City Region LEP about how we may develop better working relationships to tackle important cross border issues.

This Council is therefore supportive of the formation of a Combined Authority and would request that any new Combined Authority recognises the important links that it will need to have with West Lancashire and that consideration be given to the Borough Council having some form of observer status role or other more formal link with the Combined Authority. I would hope that our involvement will add value to certain discussions to the benefit of all the Combined Authority, as well as being of benefit to our own Council and possibly the LEP.

I hope that you will be able to consider the points that we have raised and look forward to a response in due course. We would be happy to meet with appropriate representatives from the new Combined Authority to see how this could be taken forward in the future.

Yours sincerely



**R V LIVERMORE
ASSISTANT DIRECTOR
HOUSING AND REGENERATION**



ARTICLE NO: 1B

**CORPORATE & ENVIRONMENTAL
OVERVIEW & SCRUTINY
COMMITTEE**

**MEMBERS UPDATE 2013/14
ISSUE: 2**

Article of: Assistant Director Housing and Regeneration

Relevant Managing Director: Managing Director (Transformation)

**Contact for further information: Mr B Livermore (Extn. 5200)
(E-mail: bob.livermore@westlancs.gov.uk)**

**SUBJECT: RESPONSE TO DCLG CONSULTATION ON HOUSING STOCK
TRANSFER MANUAL**

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

1.1 To advise Members of the response on behalf of the Council to Government on this consultation.

2.0 BACKGROUND

2.1 On the 22nd July 2013, the Government published a consultation on the Housing Transfer Manual.

2.2 On the 24th July 2013, an email was sent to all Councillors to advise them of the publication of the consultation. As the date for responses was on the 2nd September 2013, it was not possible to seek comments in the usual way and therefore a request for Member comments by the 15th August 2013 was sought.

3.0 CURRENT POSITION

3.1 Officers prepared a response which was acceptable to Portfolio Holders and a letter (Appendix A) was dispatched to the Department for Communities and Local Government before the closing date on 2nd September 2013.

Background Documents

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

Equality Impact Assessment

This 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 A - Copy of West Lancashire Borough Council's response to the consultation on the Housing Transfer Manual.



Sally Hunt
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Directorate of Transformation

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Telephone: 01695 577177

Website: www.westlancls.gov.uk

Fax: 01695 572331

Email: bob.livermore@westlancls.gov.uk

Date: 2nd September 2013

Your ref:

Our ref:

Please ask for: Bob Livermore

Direct dial no: 01695 585 200

Extension:

Dear Sally,

Re: Consultation on Transfer Manual 2013

Thank you for giving West Lancashire Borough Council the opportunity to comment on your consultation paper on the Housing Transfer Manual. The Council support initiatives that will give residents access to good quality housing at reasonable rents. Therefore, in principle, the Council welcomes mechanisms that will give tenants the opportunity to influence better investment or management of Council Housing.

Question 1: How could the draft Transfer Manual express more clearly the criteria to be applied by Government when assessing transfer applications? Where/is any further explanation or detail needed?

The Council can see no reason within the Manual for making a distinction between the approach to large scale and a small scale transfers. The Council would prefer to see an approach where there was one set of "rules" that applied to all transfers.

Clearly in the case of partial transfer, the value for money aspect needs to ensure that both Business Plans are sustainable. More specifically, the need to repay Public works Loan Debt prior to loan maturity, the non-inclusion of the shortfall or deficit in pension funds as a setup cost following TUPE, and the continuance of a levy where no government assistance is to be provided could be prejudicial to the success of any planned Transfer.

The cost of the additional work placed on Local Authorities may also prove to be a deterrent to take matters forward.

The valuation methodology seems to be a sensible starting point to look at the benefit of Stock Transfer but the Council has some concerns over the discount rate of 3.5%

real or 6.5% nominal in the current market place and would ask that this be examined. Equally, where there is a need to access funding to remove overhanging debt, it will no doubt be as a result of the valuation methodology not recognising a local issue that needs to be taken into consideration. Flexibility in this area needs to be factored into the decision making process.

Question 2: How could the draft Transfer Manual express more clearly the Transfer process? Where/is any further explanation or detail needed?

The process assumes that resources will be available for each stage to take matters forward. Bearing in mind that, following the close of the consultation period and the announcement of the Transfer Manual being agreed, a number of applications will commence at the same time; perhaps a more staggered commencement by region may be a way to avoid bottlenecks. Equally, the funding deadline may need to be more responsive to the needs of the process.

Question 3: Does the draft Transfer Manual, taken together with the Right to Transfer Regulations and Guidance, clearly explain the process for tenant led Stock Transfer? Where/is any further explanation or detail needed?

The process is well documented. However, where a Local Authority has decided not to pursue this opportunity, the work programmes of staff will reflect this. Whilst Local Authorities will be required to cooperate, this does mean that the “right questions” need to be asked. Therefore the funding for tenant support is imperative in this process.

Question 4: Are there any other comments you wish to make about specific policy issues in the draft Manual?

No.

Yours sincerely



**R V LIVERMORE
ASSISTANT DIRECTOR
HOUSING AND REGENERATION**



ARTICLE NO: 1C

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

**MEMBERS UPDATE 2013/14
ISSUE: 2**

Article of: Borough Solicitor

Relevant Managing Director: Managing Director (People and Places)

Relevant Portfolio Holder: Councillor I Grant

Contact for further information: Mrs. J Brown (Extn 5065)
(E-mail: julia.brown@westlancs.gov.uk)

SUBJECT: MINUTES OF LOCAL STRATEGIC PARTNERSHIP – THEMATIC GROUPS

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

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

2.0 BACKGROUND

2.1 The West Lancashire Local Strategic Partnership was dissolved on 31 March 2013 and its successor partnership arrangement 'One West Lancashire' was established. Minutes of the Thematic Groups will continue to be received by the One West Lancashire Board and reported to Members via future issues of this Members' Update.

2.2 The Thematic Group notes/minutes submitted to the former West Lancashire LSP are attached to this Members' Update and any outstanding notes/minutes will also be included in future editions.

3.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

3.1 There are no significant sustainability impacts associated with this article

4.0 FINANCIAL AND RESOURCE IMPLICATIONS

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

5.0 RISK ASSESSMENT

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

Background Documents

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

Equality Impact Assessment

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

Appendices

1. Minutes of LSP Executive held 7 October 2011
2. Minutes of LSP Executive held 20 January 2012
3. Minutes of LSP Executive held 25 May 2012
4. Minutes of LSP Executive held 19 October 2012
5. Minutes of LSP Annual Meeting held 19 October 2012
6. Minutes of West Lancashire Community Safety Partnership held 7 November 2012
7. Minutes of West Lancashire Community Safety Partnership held 24 April 2013
8. Minutes of West Lancashire Community Safety Partnership held 10 July 2013
9. Notes of West Lancashire Children and Young People's Trust held 29 April 2013
10. Notes of West Lancashire Children and Young People's Trust held 21 May 2013
11. Notes of West Lancashire Children and Young People's Trust held 16 July 2013

**MINUTES OF LSP EXECUTIVE MEETING
12.30pm 7 October 2011, West Lancashire Investment Centre**

Present:

- | | | | |
|-----------------------------------|--|-------------------------|--|
| ▪ Cllr Ian Grant | Chairman | | |
| ▪ Cllr Ashcroft | Chair of Community Cohesion Thematic Group | ▪ Ch. Insp. Geoff Hurst | Lancashire Constabulary |
| ▪ Angela Aspinwall Livesey | Chair of Children's Trust | ▪ Greg Mitten | Chair of People and Communities Thematic Group |
| ▪ John Buck | Lancashire Fire & Rescue | ▪ Alex McMinn | Older Peoples' Partnership Board |
| ▪ Jane Cass | CLPCT | ▪ Ann Pennell | LCC |
| ▪ Ian Cropper | Parish Councils' representative | ▪ Cllr George Pratt | WLBC |
| ▪ Cllr Bill Cropper | LCC | ▪ Richard Small | Chair of Better Environment Thematic Group |
| ▪ Chris Hartley | West Lancashire College | ▪ Bill Taylor | WLBC |
| ▪ Andrew Hill (for Dave Tilleray) | Community Safety Partnership | | |

In attendance: Cath McNamara (LSP Secretariat); Alison Grimes (LSP Secretariat); Treasa Fletcher (Glenburn Sports College)

Absent: Hugh Evans (Chamber of Commerce)

1. Apologies

- | | | | |
|----------------|--------------------------------|---------------|---|
| ▪ Cllr Blake | Vice Chair | ▪ Cllr Owens | Education, Learning & Skills Thematic Group |
| ▪ Cllr Forshaw | Integrated Transport TG | ▪ Steve Igoe | Edge Hill University |
| ▪ Rodney Dykes | Southport & Ormskirk NHS Trust | ▪ Shaun Walsh | Performance Management Network |

2. Declarations of Interest

None

For decision approval

3. Minutes of the Executive meeting, 27.05.11

AGREED: an accurate record

4. Matters arising

Item 7, p2 of minutes 27.05.11 – Body Cameras

The Chairman commented that body cameras had been bought by the LSP for use in West Lancashire and this was not happening. Geoff Hurst explained that delay in implementation was across Lancashire. The delay was due to the Information Team raising a significant financial threat to the organisation if the content was lost eg ending up on Youtube. Ongoing work on SOPs was underway for use across Lancashire as it was critical that the devices were put to use

in obtaining evidence, as a deterrent, and for using the investment.

Item 13, p4 of minutes 27.05.11 – IDVA post

The Chairman asked for reassurance that long-term funding was being sought after the 'transitional' funding approved at the May meeting. Andrew Hill confirmed that Eleanor Maddocks was submitting bids wherever possible, but all available funding streams are being reduced at the moment. The Chairman commented that the post was essential help in the community, and was therefore disappointed that finding a sustainable source of funding had not been successful so far.

For note

5. Second Homes Fund Update Report of LSP Secretariat

The Chairman stated that approximately £21K remains in the second home budget. £11,092.75 of this needs spending or committing to projects by the end of March or the money will need returning to Lancashire County Council. New bids would be considered at the meeting on 20th Jan.

Greg Mitten commented that the task and finish group work would be able to ensure that good quality bids would come through and that the remaining £21K could be used to complement existing funding well before the end of March.

Treasa Fletcher outlined that the *Holiday Activity Scheme and the Community Sports Clubs Scheme* for Glenburn Sports College had completed the holiday activity scheme, but the handball scheme element of the project had been delayed. This accounted for £2K of the overall bid and would be starting in the next few weeks. Cath McNamara said that the terms of the SLA were that the projects were to complete by the end of August, so Glenburn was effectively asking for an extension to the time to deliver the project. It was agreed that this would be given until 31 January 2012.

Ian Ashcroft queried how to determine who the isolated people in parishes were, as he believed there was potentially a project around 'demand response transport'. Workshops from the Forum meeting held earlier had identified transport as an issue, which the strategic commissioning task and finish group should note. It was identified that existing work between PCT, CVS and Help Direct Needed to be pooled.

Greg Mitten provided an update on the *Community Food Growing* project. Currently he was confident that the project would prove to be sustainable. The project was now also exploring the links with environmental climate change and community centres potential use of photovoltaic energy sources to help provide funds to keep them open. Richard Small and the Environmental Thematic Group will speak to CVS to see what developments are possible there. The final payment for the scheme of 6K was agreed.

Action: The extension for part of the Glenburn bid was agreed; the third and final payment for Community Food Growing was approved; and the report noted.

6. Performance Reward Grant Update. Report of the LSP Secretariat

During the Annual meeting, a report on PRG had indicated that LCC may be relaxing the rules around spending PRG which could mean the possibility of future PRG funding potentially being kept by the local authority to defray shortfalls in the LA budget. The Forum had expressed the desire to keep the money for the LSP.

In the meantime, Ann Pennell had made enquiries and was now able to clarify that the LCC

report was intended to be helpful. Since LCC no longer had an LSP itself, to spend the PRG money business cases were to be worked up to allow the development of shared services.

Ian Cropper queried whether the CCTV project had changed since its agreement. Bill Taylor outlined that the PRG money was to fund the upgrade of equipment and to safeguard that which we already have. The Chairman referred to Item 3 of the preceding Forum meeting and requested that parish council consultation needed to be carried out at the same time as the tender programme.

Action: The report was noted.

For decision

7. Approach to Future Spending Allocations. Report of LSP Secretariat

The position of LCC and its approach to PRG spending was noted. It was agreed that before making any decisions the ideas from the Annual Meeting workshops suggested to reflect changes within the Borough and nationally would need to be known. The report would be brought back to the January meeting when collation of the workshop material had been undertaken.

The report identified that management of PRG and 2nd Homes Fund places a significant strain upon the resources of the Borough Council's Partnership and Performance Unit and also staffing input from legal and financial departments. In the current climate of finding resource efficiencies, capacity for this to continue would come under review. Greg Mitten suggested that the voluntary sector may well be able to provide some support around fund management and may have a contribution to make in this area.

Action: bring back workshop material to include into considerations for future spending.

8. Executive Group Work Plan. Report of LSP Secretariat

The report was noted, and the group reminded that the work plan is a living document. It would therefore be added to after the material gained from the meetings today.

Action: the report was noted. The Work Plan would be amended to reflect the outcome of these meetings.

For information

9. WLBC Major Service Review. Report from WLBC

Bill Taylor outlined that all organisations were going through some sort of process to review services and maximise efficiencies. The MSR had to consider service provision, the taxpayer and staff. The process had culminated in July with a report to Council and the focus had been on a partnership with One Connect. The difficulty was identifying lesser priorities. Due to the MSR work and anticipation of economic difficulties over the preceding four years, the Borough Council was reasonably well placed to weather the storm.

Action: the report was noted

10. Health and Wellbeing Thematic Group Priorities Review. Report of Jane Cass (Joint Chair of the H&WBTG)

Jane Cass outlined that the thematic group priorities had been reviewed in light of the available evidence base plus input from local health groups. The priorities had been worked up into

workstreams for the group, and used to develop the action plan for 2012.

Action: the report was noted

11. NHS Reforms Update. Report of Central Lancashire PCT.

Jane Cass provided an update to the NHS reforms. JC also outlined that Borough Councils need to input into public health, but the process to allow them to contribute was still unclear. Dave Tilleray was leading for this from the Borough Council. Jane is to spend 0.5 days per week at the Borough Council to better identify where it can link in. Functions in the broader public health perspective that the Borough Council directly contribute to are eg: housing, licensing for alcohol, leisure. These are things that are only delivered at the district level.

Action: the report was noted

12. Forward Plan 2011

Any further items to be sent to Cath McNamara.

13. AOB

The Shale Gas exploration and potential big impact on the area was raised by Ian Cropper. Ian Grant indicated that decisions on development were likely to be made at a national and not local level.

14. Future meetings

20 January 2012 – Executive meeting

**MINUTES OF LSP EXECUTIVE MEETING
10am 20 January 2012, West Lancashire Investment Centre**

Present:

- | | |
|-------------------------------------|---------------------------------|
| ▪ Cllr Ian Grant | Chairman |
| ▪ Cllr Ashcroft | Community Cohesion TG |
| ▪ Cllr Blake | Vice Chair |
| ▪ John Buck | Lancashire Fire & Rescue |
| ▪ Jane Cass | CL PCT |
| ▪ Ian Cropper | Parish Councils' representative |
| ▪ Ch. Supt Graham Coulston-Herrmenn | Lancashire Constabulary |
| ▪ Andrew Hill | Community Safety Partnership |
| ▪ Steve Igoe | Edge Hill University |
| ▪ Greg Mitten | People & Communities TG |
| ▪ Alex McMinn | Older Peoples' Partnership |
| ▪ Graham Slee (for Rodney Dykes) | Southport & Ormskirk NHS Trust |
| ▪ Dave Tilleray (for Kim Webber) | West Lancs Borough Council |

In attendance: Cath McNamara (LSP Secretariat); Alison Grimes (LSP Secretariat); Peter Richards (WLBC)

1. Apologies

- | | | | |
|--------------------------------|-------------------------|-----------------|---------------------------------|
| ▪ Cllr Bill Cropper | LCC | ▪ Cllr Owens | Education, Learning & Skills TG |
| ▪ Cllr Forshaw | Integrated Transport TG | ▪ Richard Small | Chair of Better Environment TG |
| ▪ Ann Pennell | LCC | ▪ Louise Dawson | West Lancashire College |
| ▪ Angela Aspinwall-
Livesey | Children's Trust TG | | |

2. Declarations of Interest

None

For approval

3. Minutes of the Executive meeting, 7.10.11

ACTION: agreed as an accurate record

For note

4. Minutes & notes of the Annual Forum, 7.10.11

ACTION: noted

5. Matters arising

None

6. **Thematic Group Update.** Report of LSP Secretariat

The Chairman asked if any of the Thematic Group Chairs would like to add to the information in the report.

Alex McMinn of the **Older People's Partnership** outlined the reasons behind the OPPB ceasing to operate and the OPP taking its place. Three other OPPBs in Lancashire had ceased following the withdrawal of LCC funding. Terms of reference for the new group have been determined, and these were endorsed by the Exec. The group is still looking for permanent support/administration and is not yet sure that all the right people are in the partnership.

Dave Tilleray updated that the **Community Safety Partnership** was a vibrant group evidenced by the BrightSparx initiative being the most successful across Lancashire. Although the 'all crime' figure had been worsening against the Lancs-wide trend, the latest quarter figures had seen this reverse. W Lancs was seeing a spike in deliberate fires and also levels of burglaries, domestic violence and cross-border crime. The CSP provided strong partnership preventative work. Last year the police had given a lot of focus to reviewing operational procedures and that work is now complete.

It was noted that the Fire & Rescue service were operating an initiative on Saturday 21 January between 11am and 5pm when all Lancashire Fire Stations will be open to the public for people to collect a free 10 year smoke alarm and fire safety guidance, as well as being able to book a free Home Fire Safety Check.

Ian Ashcroft expressed thanks for the support that CVS gives to the **Community Cohesion** group. A major theme of the group had been those people who are 'lost' in society, especially the elderly and isolated, with lack of access to transport having a major impact on this as well as how to best get those affected to 'come in'. A discussion followed about how to act on this, and despite it being an issue that had links to several agencies/groups there was a need for a lead. It was agreed that the OPP could initiate work around broadly 'loneliness'.

For **People & Communities**, Greg Mitten noted that this group was now events based. The difficulties that the third sector will face this year were outlined and the importance of moving forward during this 'transition' period while new ways of funding work are found.

ACTION:

- Recommendation.2.1 - The report was noted
- R. 2.2: The Older People's Partnership ToR were endorsed by the Exec.
- The OPP to take a lead on the issue of 'loneliness'
- R. 2.3: Transport to be considered by Integrated Transport, OPP and Community Cohesion (Chairs of relevant thematic groups)
- A profile of the statistics behind crime in West Lancs to be brought to the October meeting (G Coulston-Herrmann).
- R.2.4: It was agreed that this format was currently suitable for Executive review of thematic group work.

For decision

7. **Performance Reward Grant: 6-month Project Updates** Report of LSP Secretariat

The Chairman noted the quality of the **West Lancashire Challenge** report. Greg Mitten commented that such a large project had a lot of detail and this was contained in the report. West Lancs Challenge was still 'open' for any Exec or Thematic Group members to get involved to keep the momentum of the project going. Partners currently involved had all given more to the

project than they were contracted to, making it such a success so far. The passports needed to be made valuable rather than just being cascaded out, and this was being achieved by giving the individual mentoring, the time to develop and their progress reviewed. The community aspect of the passport could link in to OPP and also health networks. The project had received good publicity. The sustainability of the Challenge was being looked at and funding sources external to WLancs were being explored. There were no major concerns to report.

Andrew Hill explained that the **CCTV project** was currently reviewing tenders for the CCTV provider. Due to the technicalities around the project an external consultant was being used for the assessments. A preferred contractor was likely to have been identified within two weeks. Ian Grant raised the point that there were gaps in camera coverage throughout W Lancs. Blanket coverage may not be required in northern parishes but some levels would provide reassurance to residents. A Hill confirmed that currently it looked like £60K of LSP money should be available for new cameras. New locations were currently being consulted on. Given that it was LSP money, a paper outlining options for camera locations would be brought back to the next meeting to allow the LSP Executive to make the decision.

Action:

- Recommendation 2.1 both reports were reviewed
- R.2.2: WLC report was noted and second stage payment approved
- R.2.3: CCTV report was noted
- A report with camera location options to be brought to the meeting on 25 May (A Hill)

8. Second Homes Fund Update – Finance & Current Projects. Report of LSP Secretariat

Cath McNamara outlined that £20,851 remains unallocated for this financial year. £13,520 of this must be allocated before 31st March 2012 in order to ensure that any relevant underspend does not have to be returned to the contributing authorities. A proposed method of allocating the funds is contained in Item 9 of the agenda.

The data security issue with the **police body cameras** had been resolved and roll-out to officers was expected by the end of January. The monitoring period of the project therefore needed to be amended to begin at the start of roll-out.

As had happened last year, in order for the **Lancashire & Blackpool Tourist Board** project to make its final payment in time, approval of a further payment needed to be considered outside the timescales of the LSP Executive meeting. Last year this had been achieved through delegated authority and it was agreed that two members of the Executive plus the Chairman would be given authority to carry out this function again, with a decision based on the submitted report. Greg Mitten and Jane Cass agreed to assist.

Cath outlined that the final reports from Glenburn **Community Sports Club**, IDVA and Raising Aspirations were included in the report.

The **IDVA** report was noted. It was discussed that there was no mainstream funding for IDVA through partners. Funding this work was not just the right thing to do, but likely to be a business case for doing so because of the savings made by intervention. Jane Cass commented that weight may be added to its consideration within commissioning groups given its inclusion in the draft Public Health Outcomes Framework.

John Buck outlined the success of the **Raising Aspirations** project. The project had tailored input into schools depending on the needs as expressed by the schools for example, 1-1 support, mentoring and classroom sessions. Outcomes from the firefighters' involvement with the schools has resulted in improved attendance and behaviour. The contact provides a role model for pupils

outside of the school staff. The Chairman expressed the view that if the funding had helped even a couple of pupils to avoid interventions by other agencies at later stages then it was a very good return on the funding. John also noted the success in receiving £10K Big Lottery funding to allow the project to continue into 2012.

Action:

- Recommendation 2.1-2.2: financial position and project progress reports were noted
- R.2.3: agreed that the 12-month monitoring period for the body cameras project will be revised and commence from the date of issue to officers
- R.2.4: agreed that final payment for the Lancashire & Blackpool Tourist Board project would be considered through delegated authority to the Chairman, Greg Mitten and Jane Cass and be subject to a satisfactory final report
- R.2.5: the final reports of the IDVA transitional funding and Raising Aspirations projects were noted.

9. Approach to Future Spending Allocations. Report of LSP Secretariat

The Chairman thanked the group that had met.

At the November meeting, it was agreed that Greg Mitten would lead on developing an apprenticeship programme to complement the existing West Lancashire Challenge Programme. Greg outlined that the **assisted apprenticeship scheme** was aimed at overcoming the caution about establishing apprenticeships in the current economic climate. LSP assistance in funding apprenticeships would be awarded to companies providing a good business case which demonstrated sustainability of their schemes. 1-1 support during the 12-month period would be essential and be provided by West Lancs Challenge. The Executive group agreed to fund the project.

If any further bids were received before the end of February, these would be included in the process.

As a change to the recommendation 2.5 in the report, it was proposed that to expedite the process, since there was no requirement in the 2nd Homes protocol to consider the capital/revenue split, it would be possible to agree in this meeting how much could be provided, as long as the criteria was met. Cath would meet with Jane to determine a proposed criteria to be circulated to the Exec and agreed through email. If there were no objections raised to the email proposals then it would be considered as approved.

Action:

- Recommendation 2.1: it was agreed to fund the WLC Apprenticeship programme through the revenue element of PRG as detailed in Appendix A to the report
- R.2.2: agreed that PRG capital monies would fund the strongest applications received through 2nd Homes Fund, providing that they also meet the requirements of PRG protocol
- R.2.3: amended and agreed that revenue available through 2nd Homes Fund in 2011/12 would be allocated to create small budgets for those Thematic Groups that are active, and have both a current Terms of Reference and Action Plan.
- Any applications received before 29 February 2012 would be considered.
- R.2.5: agreed that a multi-agency task group should be convened with the same members as before (Ian Grant, Adrian Owens, Jane Cass, Greg Mitten) as appropriate before the end of this financial year to take agreed proposals forward.

10. Executive Group Work Plan. Report of LSP Secretariat

Any further ideas to be forwarded Cath.

The Chairman proposed that future meetings of the LSP Executive could start at 9.30am so that more of the day was freed up for members. This was agreed.

Action:

- Recommendation 2.1: partners agreed that the Work Plan should be amended to reflect the outcome of the Annual Meeting Workshops;
- That a report containing the amended Work Plan be brought to the next meeting of the Executive; and
- Future meetings will start at 9.30am.

For information

11. Local Plan Update. Presentation from WLBC (Peter Richards attended)

Peter Richards presented an overview of the Plan, and the process of consultation.

Action:

The presentation was noted, including the opportunities for attendance at exhibitions and forums

Exhibitions:

- The Concourse, Skelmersdale – Sat 28th Jan, 10am-4pm
- Ormskirk Civic Hall – Sat 4th Feb, 10am-4pm

Forums:

- Ormskirk Civic Hall – Tue 24th Jan, 7-9pm
- Skelmersdale Ecumenical Centre – Wed 25th January, 7-9pm

12. Forward Plan 2012

Action: the report was noted

13. Any Other Business

- Jane Cass distributed packs of Guide to Health and Wellbeing and made the Lancashire Public Health Report available.
- Alex McMinn queried the absence of the ambulance service sat in terms of the partnership group. As a commissioned service by the PCTs, it was not felt appropriate for them to be on the LSP. They currently sit on the Lancashire Resilience Forum.

14. Future meetings

25 May 2012 – 9.30 am WLIC Executive meeting

19 October 2012 – 9.00 am WLIC Executive meeting

**MINUTES OF LSP EXECUTIVE MEETING
9.30am 25 May 2012, West Lancashire Investment Centre**

Present:

▪ Cllr Ian Grant	Chairman
▪ Cllr Ashcroft	Community Cohesion TG
▪ Cllr Blake	Vice Chair
▪ John Buck	Lancashire Fire & Rescue
▪ Jane Cass	CL PCT
▪ Ian Cropper	Parish Councils' representative
▪ Cllr Bill Cropper	LCC
▪ Ch. Insp Kevin Boyce	Lancashire Constabulary
▪ Ch Supt Graham Coulston Hermann	Lancashire Constabulary
▪ Steve Igoe	Edge Hill University
▪ Greg Mitten	People & Communities TG
▪ Alex McMinn	Older Peoples' Partnership
▪ Cllr Owens	Education, Learning & Skills TG
▪ Ann Pannel	LCC
▪ Gill Rowe	West Lancashire Borough Council
▪ Richard Small	Environment TG
▪ Dave Tilleray	Community Safety Partnership
▪ Brett Winn (for Louise Dawson)	West Lancashire College

In attendance: Sue Griffiths (LSP Secretariat); Alison Grimes (LSP Secretariat)

1. Apologies

▪ Cllr Forshaw	Integrated Transport TG	▪ Louise Dawson	West Lancashire College
▪ Angela Aspinwall-Livesey	Children's Trust TG		

Ian Grant introduced Sue Griffiths as the new LSP Manager, replacing Cath McNamara who had taken up a new post at Liverpool University. The Chairman expressed thanks for Cath's work on the LSP and will send a letter on behalf of the Executive thanking her for her contribution. It was also noted that George Pratt was no longer a member following the recent elections.

2. Declarations of Interest

None

For approval

3. Minutes of the Executive meeting, 25.05.12

ACTION: agreed as an accurate record

4. Matters arising

It was commented that from November the new Police and Crime Commissioner would take up post. There is some concern that since the Commissioner will be setting budgets for 2013/14 a matter of weeks after taking up post, there is the potential for funding to not be directed to CSPs.

A Police and Crime Panel is being established which will oversee the Commissioner's work, and the CSP is also working to clearly demonstrate the evidence between successful initiatives and positive outcomes that the CSP has managed.

5. **Performance Reward Grant Project Updates** Report of LSP Secretariat

The Chairman expressed thanks for the work by the sub-group in establishing the projects. Jane Cass updated that as a result of the LSP funding, the PCT had match funded the Diabetes project. Similarly, the Allotments project had received match funding of £10K, allowing the project to continue for a further 12 months after September 2012 when it had been due to cease.

The Mayoress' Charity, through the former Mayoress Sue Murrin Bailey, had raised over £40K for defibrillators during the year in addition to the PRG money for the Defibrillator project. Defibrillators are to be sited outside Ormskirk and Skelmersdale fire stations, and possibly Tarleton as well.

ACTION:

- Recommendations 2.1 – 2.4 noted updates, budget position and delegated decisions and that the CCTV project is covered in agenda item 7.

For note

6. **Thematic Group Update.** Report of LSP Secretariat

The Chairman asked if any of the Thematic Group Chairs would like to add to the information in the report.

Alex McMinn of the **Older People's Partnership** stated that the OPP had been working on 'loneliness' as an issue, taking the LGA report on this as a basis. Work to establish statistics in the wards was ongoing as well as examining examples of good practice in this area.

Cllr Owens from **Employment, Learning and Skills** updated that there had been a successful event on 24 May at Skelmersdale library for the assisted apprenticeship scheme, where over 100 people had attended in the first hour and it had remained busy for the whole event. The thematic group funding from second homes money would be used to establish an apprenticeship awards event with the aim of engaging businesses in the process.

ACTION:

- Recommendation.2.1 - The report was noted
- R. 2.2: The Older People's Partnership signatories for second homes fund agreed.
- R.2.3 The OPP work on loneliness was noted.

For decision

7. **CCTV Options paper** Report of Community Safety Partnership

Dave Tilleray outlined that allocated £220,000 of capital funding for the upgrading of the West Lancashire CCTV network had underspent by £60K. Following the camera and network upgrade, as proposed in the original bid, the remaining money could be used to install additional cameras in suitable locations.

Separately, the Borough Council had allocated £250K in its budget setting process to ensure that new cameras could be installed across the Borough. The emphasis on these new locations was to be areas that had no existing CCTV coverage.

The report now asked the Executive to agree a way forward to utilise the 'left over' £60K through either agreeing:

Option A

The LSP partners the Council in relation to CCTV and combines its £60,000 with the Council monies (and any other CCTV project under spends) with a view to ensuring that CCTV is provided in areas not already covered and where the need can be demonstrated and supports any decision regarding locations made by the Council's Cabinet.

or

Option B

The LSP identifies a priority area (for example Ormskirk) and confirms that the £60,000 should be spent in that area to provide the maximum number of cameras possible in that area, with any under spend being provided to the Council to assist with their project.

In choosing option A, it would mean that the £60K could be 'combined' with the Borough Council's £250K and one contract be sought under the European Procurement rules. The camera locations within the report were officer recommendations, broadly in priority order, but the final decisions would be made through Cabinet.

Ian Cropper raised the possibility of using new technology not based on the existing systems. Bill Cropper raised the potential for WLBC to link in with the cameras on school buildings, which the schools fund themselves.

Action:

- Recommendation 2.1 – Option A was approved, with Dave Tilleray to liaise with Ian Cropper on the issue of new technologies being utilised.

8. Second Homes Fund Update – Finance & Current Projects. Report of LSP Secretariat

The Chairman stated that the second homes funding would cease at the end of March 2012.

The Lancashire and Blackpool Tourist Board has been wound up, with LCC establishing a Marketing Lancashire group to be chaired by Paul Heathcote and Blackpool its own group. Concern was expressed that the final payment from Second Homes recently agreed, if it has not already been paid, should not therefore be directed at the BLTB.

Action: Secretariat to find out details regarding payment

It was agreed that a small sub-group would meet to develop proposals for allocating the final second homes money. Ian Grant, Adrian Owens, Jane Cass, Greg Mitten, Sue Griffiths.

Action: Secretariat to convene

Action:

- Recommendation 2.1: financial position noted
- R 2.2: final year of second homes funding noted
- R.2.3: project progress reports were noted
- R.2.4: decisions made under delegated authority noted
- R.2.5: a sub-group to develop proposals for allocating remaining second homes money be convened – Jane Cass, Adrian Owens, Ian Grant, Greg Mitten, Sue Griffiths.

9. Annual Meeting 2012.

The Chairman proposed that this year's theme should be based around "LSP – the Way Forward". The LSP continued to have value whilst administrating public funds, but needed to consider the best thing to do after this ceases. There is value in partnership meeting, but consideration as to whether the LSP was the best way for this needed to be considered.

The Chairman asked that if the Executive had any further suggestions for content that they be forward to the Secretariat.

Action:

- Executive to forward any ideas for consideration to the Secretariat.

10. Forward Plan 2012

Action:

- Noted
- Executive to forward any additions to the Secretariat.

11. Any Other Business

Richard Small announced that due to relocation with his family he would be resigning from both the Executive and as Chair of the Environment Thematic Group. Unfortunately, to date the thematic group had been unable to make any recommendations for a replacement Chair. Richard suggested a possibility was that the group could have two chairs – one for the Built and one for the Natural environment parts of the group, or that if there was synergy they could maybe merge with another thematic group. Ian Grant suggested he would raise the Chairing role through Council. Ian went on to thank Richard for his considerable contribution to the LSP, having been part of it since its inception.

12. Future meetings

19 October 2012 – 9.00 am for 9.30 start WLIC, Forum meeting to be followed by the Executive
8 February 2013 – 9.30 am WLIC Executive meeting

MINUTES OF LSP EXECUTIVE MEETING
12.30 pm October 2012, West Lancashire Investment Centre

Present:

▪ Cllr Ian Grant	Chairman
▪ Cllr Blake	Vice Chair
▪ Ch. Insp Kevin Boyce	Lancashire Constabulary
▪ Ian Cropper	Parish Councils' representative
▪ Cllr W Cropper	LCC
▪ Louise Dawson	West Lancashire College
▪ Greg Mitten	People & Communities TG
▪ Dave Tilleray	Community Safety Partnership
▪ Cllr Westley	LCC
▪ Kim Webber	Managing Director (Transformation) WLBC

In attendance: Sue Griffiths (LSP Secretariat)

1. Apologies

Angela Aspinwall-Livesey	Thematic Group (Children's Trust)
John Buck	Lancashire Fire and Rescue
Jane Cass	CL PCT
Councillor Forshaw	Thematic Group (Transport)
Steve Igoe	Edge Hill University
Alex McMinn	Older People's Partnership
Graham Slee	Southport & Ormskirk NHS
Councillor Owens	Education, Learning & Skills TG

2. Declarations of Interest

None

For approval

3. Minutes of the Executive meeting, 25.05.12

ACTION: agreed as an accurate record

4. Matters arising

In relation to Minute no. 8 of the meeting of 25.05.12, a question was raised by Louise Dawson. It was confirmed that the final payment of 2nd homes grant had been made to Marketing Lancashire,

ACTION

- That the Managing Director (Transformation) write to the Chief Executive Marketing Lancashire inviting her to make a presentation to the next meeting of the Executive and to bring to her attention the tourist attractions/activities and awards that have been achieved within the Borough.

For note

5. Performance Reward Grant Project Updates Report of LSP Secretariat

The Chairman expressed thanks to all involved with the West Lancs. Challenge/Apprentice Project. Greg Mitten and Louise Dawson provided an oral update on the project, referring to the passport scheme being ahead of schedule (215 issued by the end of September); events that had been held; support for young people and apprentice recruitment.

Dave Tilleray reported upon the current position in relation to the CCTV Project.

ACTION:

- Recommendations 2.1 – 2.4 noted updates and budget position.

For note

6. 2nd Homes Funding Updates Report of LSP Secretariat

Consideration was given to the report of the LSP Secretariat on the current position in relation to 2nd homes funding.

ACTION:

- Recommendations 2.1 – 2.4 noted updates and budget position and delegated decisions.

For note

7. Thematic Group Update. Report of LSP Secretariat

Consideration was given to the report of the LSP Secretariat on the current position in relation to Thematic Group projects.

ACTION:

- Recommendation.2.1 - The report was noted

For decision

8. Future of the West Lancashire Local Strategic Partnership

The Chairman referred to the deliberations of the Forum in relation to future partnership

arrangements.

ACTION

- That the following recommendations of the Forum be endorsed.

That the offer of secretariat role be accepted from CVS

That a task and finish group be convened (Louise Dawson, Ian Grant, Paul Cotterill, Shaun Walsh, Greg Mitten, Kevin Boyce)

That the T&F group be convened by Greg Mitten and put together proposed new framework, Terms of Reference etc so that it can be presented at the February 2013 Executive meeting.

9. Chairman & Vice Chairman of the West Lancashire LSP – Report of the Secretariat

Consideration was given to the report of the LSP Secretariat on proposed interim arrangements for Chairman/Vice Chairman of the LSP Executive from 19 November 2012.

ACTION

- That a departure from Rule 2.6 of the LSP Constitution be endorsed, and that Ian Grant and May Blake remain Chairman/Vice Chairman respectively, from 19 November 2012 for a term of office expiring in March 2013.

For note

10. Fair Shares Project

The Chairman introduced the Fair Shares Project Update report and expressed his thanks to all those involved with this successful project.

ACTION

- That the update report be noted with admiration.

11. Any Other Business

There were no items under this heading.

12. Future meetings

8 February 2013 – 9.30 am WLIC Executive meeting

LSP ANNUAL MEETING
19 October 2012

Present

Cllr Ian Grant	Chairman		
Cllr Una Atherley	WLBC	Cllr O'Toole	(LCC)
Cllr May Blake	(WLBC)	Cllr Owens	(Education, Learning & Skills Thematic Group)
John Buck	Lancashire Fire & Rescue	Ch. Insp. Kevin Boyce	Lancashire Police
Jane Cass	NHS Central Lancs	Graham Slee	(Southport & Ormskirk Hospital Trust)
Paul Cotterill	Bickerstaffe Children's Services	Dave Tilleray	Community Safety Partnership
Cllr W Cropper	LCC	Shaun Walsh	(Performance Management Network)
Ian Cropper	Parish Council Representative	Cllr Westley	(LCC)
Louise Dawson	West Lancashire College	Kim Webber	WLBC
Puala Jones	Physical Disability Partnership		
Greg Mitten	West Lancashire CVS		

In attendance: Sue Griffiths (LSP Secretariat), Alison Grimes (LSP Secretariat), Ian Gill (WLBC), John Corish (WLBC); Martin Trengove (CVS), Gill Hughes (West Lancashire Challenge), Louise Williams (P Jones PA)

Apologies

Lindsay Beaton (Wildlife Trust), Eleanor Maddocks (Women's Refuge), Mark Vaughn (Homes & Communities Agency), Sue Littlefair (Princes Trust), Elliot Hodgeon (Edge Hill SU), Alex McMinn (Older Peoples Partnership), Ann Pennell (LCC), Cerys Smye Rumsby (Faith Network), Roger Clayton (CPRE), Cllr Forshaw (Transport Thematic Group), Steve Igoe (Edge Hill), Jacqui Sutton (Learning Disability Partnership)

Welcome

The Chairman welcomed attendees to the event. He outlined that the purpose of the first part of the meeting was for members to consider the future of the LSP in light of funding ceasing, although there was still in the region of £30K that needs to be allocated. It is not the end of West Lancs' successful partnership working, but it must be done in a new way. Cllr Grant also thanked Cath McNamara for managing the LSP through the Secretariat role for the last few years, having now moved on from the council.

Part 1: Strategic Business

Workshop 1 – Future of the LSP (discussion groups)

To consider what format the "LSP" can continue in after April 2013, with options provided as a starting point for discussion.

- OPTION 1 -** Dissolution of the West Lancashire Local Strategic Partnership and the formation of a West Lancashire Board with Membership similar to the LSP Executive. Reduced administrative support to be provided by the Council (as outlined on page1). Thematic Groups (save for the Community Safety Partnership and the Children’s Trust) to remain (if they decide to continue) as stand-alone groups continuing within their terms of reference and work programmes .
- OPTION 2 -** The retention of the West Lancashire Local Strategic Partnership with the Management/secretarial (no change) duties of the Executive/Forum undertaken by a Partner Organisation including the Thematic Group support/reporting to remain as it is at present.
- OPTION 3 -** Dissolution of the West Lancashire Local Strategic Partnership and the formation of a West Lancs. Board with membership similar to the LSP Executive. Reduced administrative support to be provided by a Partner Organisation and the Thematic Groups (save for the Community Safety Partnership and the Children’s Trust) to remain if they decide to continue, as stand-along groups continuing within their terms of reference and work programmes.

Collation of the notes from the workshops are available as appendices to these minutes.

Feedback from facilitators

Group A supported Option 1.

Group B received the offer of secretariat support to a revised “LSP” structure (it will not be named the “LSP”) as outlined by Greg Mitten.

CVS already have the role, voice and connections to undertake this. Other bodies with which the “LSP” will need to engage with are still emerging, eg. Clinical Commissioning Groups and Police & Crime Commissioners.

Comments included that the groups remaining should contain representatives from the emergency services and elected members.

Forum decision:

- ◇ That the offer of secretariat role be accepted from CVS
- ◇ That a task and finish group be convened (Louise Dawson, Ian Grant, Paul Cotterill, Shaun Walsh, Greg Mitten, Kevin Boyce)
- ◇ That the T&F group be convened by Greg Mitten and put together proposed new framework, Terms of Reference etc so that it can be presented at the February 2013 Executive meeting.

Part 2: AGM.

Item 1. PRG/2nd Homes Funding. Update from the Secretariat outlining approach to future funds allocation.

Noted that the process for allocating the remaining funds would be circulated soon including information on the website.

Noted: The report was noted.

Item 2. LDF Update. Presentation from WLBC's Deputy Borough Planner, Ian Gill, outlining the position with the Local Delivery Plan.

Ian outlined that Council had approved the LDP and this would now be submitted to the planning inspectorate for examination.

It is anticipated that if the examiner finds it to be a sound plan, there will be a hearing in February, with an inspectors report in June and adoption in July. Minor queries may result in further work on elements of the plan during the examination period without delaying the adoption, but fundamental changes may result in significant further work.

If the plan is not adopted, it will make West Lancashire vulnerable in terms of being able to have a coherent approach to planning applications.

Paul cotterill queried how WLBC would interact with Parish Councils following the Localism Act and the possibilities of Parish Councils developing Neighbourhood Development Plans would be

Ian responded saying that there was a risk for Parish Councils in developing Neighbourhood Plans, since the work involved including requirement of evidence base, examination, and a referendum where 50% was in favour. If this did not happen, then potentially the work could come to nothing. WLBC preference would be to not have separate plans, but to work with Parish Councils and provide support within the resources possible. **check with Ian**

Noted: The contents of the report.

Item 3. LSP Annual Report 2012. Information item from LSP Secretariat.

Ian Grant commented that this was a good news report, highlighting the work of the LSP. He expressed his thanks to contributors within the LSP for their work and to Sue Griffiths for her work on the report.

Noted: the contents of the report

Item 4. Any Other Business

Ian Grant thanked members for attending and in particular expressed thanks to Richard Small who for many years had provided the Chairmanship to the Environment Thematic Group, but who had now moved away from the area.

WEST LANCASHIRE COMMUNITY SAFETY PARTNERSHIP

HELD: 7th November 2012

Commenced: 6.00 pm

Finished: 7.30 pm

PRESENT:

Andrew Hill	-	WLBC
David Tilleray	-	WLBC
Kevin Boyce	-	Lancashire Constabulary
Christina Shorrocks	-	Lancashire Constabulary
Councillor Cropper	-	Lancashire Police Authority
Phil Jones	-	LF&RS
Christine Coleman	-	Edge Hill University
Sam Jones	-	LDAAT
Les Newman	-	Skelmersdale Street Pastors
Alec Grimshaw	-	Discover
Dorothy Shields	-	Lancashire Probation Trust
Barry Nolan	-	WLBC
David Gallagher	-	West Lancashire Area Committee
Mary Lyons	-	NHS Central Lancashire
Greg Mitten	-	West Lancashire CVS
Councillor Sudworth	-	WLBC
Steve Mahon	-	WLBC
Carolyn Evans	-	LCC
County Councillor Aldridge	-	LCC
Bruce Jassi	-	Lancashire Police Authority
Gareth Dykes	-	West Lancashire PACT

IN ATTENDANCE:

Cliff Owens	-	WLBC
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1. WELCOME AND INTRODUCTIONS

The Chairman welcomed colleagues to the meeting and introductions were made.

2. APOLOGIES

Apologies for absence were received from:

Roger Merry, Jan Tyrer, Sue Hogan, Paul Malone, Stuart Williams, Gill Rowe, Jill Bradley, Councillor Atherley, John Cairns, Julie Cummins, Eleanor Maddocks,

3. MINUTES OF LAST MEETING/MATTERS ARISING

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

4. LOCAL STRATEGIC PARTNERSHIP UPDATE

The Chairman, David Tilleray advised the Partnership that due to the likelihood of future funding issues the LSP has decided to reinvent themselves. The LSP will continue in a different form and will meet less frequently. Previously the secretariat was provided by the council however Greg Mitten has offered to provide support through the CVS for the rebranded LSP. The Chairman added that as the West Lancashire CSP is a statutory group it will not be affected by this change and the essence of what we are will continue.

The Chairman advised that a funding pot of approximately £30,000 remained in the LSP and a funding pro-forma has been developed and is available through the LSP secretariat for any thematic groups to bid into. The Chairman advised that WLBC is making good progress on the development of the new CCTV suite and the upgrade of the Borough Council's cameras which is supported by LSP funding.

The Chairman advised that the Partnership will recall that the Safer Lancashire Board was rebranded as the Lancashire Community Safety Strategy Group with no role for the CSP offered. The Chairman stated that it has now been confirmed that he will be the deputy representative for the Borough Councils in Southern Division along with Garry Hall from Chorley BC who will be the designated representative on this group. The Chairman added that this puts the CSP firmly back in the strategic arena.

5. POLICE AND CRIME COMMISSIONERS

The Chairman, David Tilleray advised the Partnership that the election for the Police and Crime Commissioner will take place on the 15th November 2012. The Chairman advised that he has been involved in the election preparation on what is essentially a complex process with one commissioner for Lancashire but with the count done on a borough footprint and with Blackburn Council coordinating the count on behalf of the Lancashire footprint area. The Chairman provided an overview of the candidates and added that the successful candidate will be invited to the Lancashire Community Safety Strategy Group meeting at the end of November 2012.

6. PERFORMANCE MONITORING

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

Chief Inspector Kevin Boyce advised the Partnership that performance is currently very good and West Lancashire remains a safe place to live, work and visit. He continued by advising that there has been significant decreases in all crime categories over the summer period. This was particularly pleasing for the constabulary as this period included some significant national events including the European football Tournament and Olympics. Chief Inspector Boyce acknowledged that there has been an increase in domestic violence

offences but this was seen as a positive indicator with more victims coming forward and reporting issues. Chief Inspector Boyce praised the continued partnership approach to tackling community safety issues in West Lancashire and highlighted the work of the Local Priorities Group and Revolution under IOM as areas of good practice.

Chief Inspector Boyce advised the Partnership that due to restructures in the Division there would be a different approach to how the Constabulary do business with the Chief Inspector roles taking on themed leads in the near future. This is currently being scoped and Chief Inspector Boyce stated that he would update partners in the New Year.

The Chairman acknowledged the proposed changes to strategic police structures and added that the CSP will await the appointment of the PCC before making any decisions on its future structure. The Chairman added that we will need to do something different in the future and discussions were ongoing within the police division on how we can develop more effective joint working across the division to enable better access to the PCC.

Steve Mahon presented the Partnership with a performance update on behalf of the ASB Team. Steve stated that performance against ASB mirrored the good performance reported by the police. Steve continued by providing an overview of the ASB Teams performance information which was contained in the meeting pack.

Phi Jones provided the Partnership with an overview of performance on behalf of LF&RS. Phil advised that the second quarter performance which was provided in the meeting pack was very good. Phil continued by providing a detailed overview of the performance information submitted and highlighted that much of the success can be attributed to partnership working. Phil highlighted the Little Digmaor Beatsweep and work undertaken by the Local Priorities Group and its contribution to ensure primary fires were recorded accurately.

Phil advised the Partnership that his temporary role is coming to an end and he will be replaced by Frank Robinson. The Chairman thanked Phil on behalf of the Partnership for his efforts in ensuring the continued excellent performance by LF&RS in West Lancashire.

Dorothy Shields provided the CSP with an overview of performance for Probation. Dorothy referenced two reports in the CSP meeting pack entitled 'Reducing Reoffending in Partnership' and 'Community Payback'. Dorothy provided a detailed overview of performance and highlighted that although the adult reoffending rate has gone up on average across Lancashire we have recorded a reduction in West Lancashire. Dorothy acknowledged the positive work being undertaken through Revolution and highlighted the complexities of working with prolific younger offenders who are given less than 12 month sentences. This often involves a lot of effort taking them back to court for outcomes that often just involve fines etc.

Dorothy continued by emphasising an example of good practice where the ASB Team raised an individual for concern who had recently entered the

borough and had a history of serious offending. This resulted in a joint agency warning being given through collaborative working and this individual will continue to be monitored if he comes back to West Lancashire.

Julie Cummins was unable to attend the meeting but an update was provided. The YOTs figures speak for themselves with recidivism an area of concern for the whole of LYOT. All of LYOT staff are being trained in restorative justice approaches. Research/evidence has shown when RJ approaches are used it is the most effective way of reducing recidivism as well as the most effective way of achieving victim satisfaction. Although LYOT are currently completing some RJ they want to do more by way of the formal mediation so directly involving victims rather than just delivering in the main indirect reparation. The YOT have 3 days training in November for the South Lancashire team and will then be getting together as a team to draw up an implementation plan. Expected implementation date will be December 1st. The YOT remain keen to get involved in any reparation projects in West Lancashire and any suggestions should be sent to Julie Cummins.

Jan Tyrer provided an overview for the Partnership of the Discover Services performance. Jan stated that they continue to record low numbers through the arrest referral process with some offenders not acknowledging their problems and other offenders coming from out of West Lancashire. Jan continued by providing an overview of performance and highlighting good work around conditional cautions and referrals into treatment.

Greg Mitten stated that he would welcome working closely with Discover on accommodation issues. Greg advised that a recovery worker from Red Rose Recovery would be based in West Lancashire through CVS 1 day per week. Jan welcomed this offer.

Andrew Hill presented the CSP with a brief overview of the performance information for the Environmental Protection service. Andrew stated that there are no significant issues and provided an overview of performance. Andrew added that work is currently being undertaken to combine the Street Scene Service with Dog Enforcement.

7. COMMUNITY SAFETY PARTNERSHIP FUNDING FOR 2012 / 13

Cliff Owens provided the CSP with an overview of the funding template which was contained within members meeting packs. Cliff advised that all funded interventions are currently on track or have already been delivered and the CSP is expected to spend its full allocation. Cliff advised that the full details were contained in the performance and funding template provided.

8. FRESHERS WEEK 2012

Andrew Hill advised the Partnership that we have finalised the matrix in relation to what was delivered by partners for Freshers Week. We had 29 different activities within the plan and most of which contained several elements of delivery resulting in a lot of delivered actions over the period. The

matrix will be sent out and shared with partners within the next week. In terms of what we delivered the outputs were excellent. The CSP contributed just £1,000 this year due to a loss of funding and the Students Union also funded personal safety equipment to support the SSHH campaign and the overall objectives of the plan. Andrew stated that although all outputs were delivered as evidenced within the evaluation matrix, over the period we have recorded an increase in ASB. Further partnership work will need to be undertaken to manage community expectations on the red routes between the University and Town Centre.

Councillor Sudworth on behalf of the CSP thanked partners for their support and commended the work undertaken. Councillor Sudworth stated however that he shares Andrew's concerns regarding the recorded increase in ASB complaints. He added that the general feeling is that this cohort of students is livelier and will require timely interventions to nip this problem in the bud. Councillor Sudworth added that he is supportive of students but the quality of life of local residents is an important concern.

Chief Inspector Boyce stated that generally West Lancashire is a safer place with less crime and ASB. He added that ASB on the red routes can be difficult to unpick as it can be a mixture of genuine issues and tolerance levels. In general terms he added that the Students Union is very supportive and the work they undertake is very good and the police will continue to recruit Special Constables from the University.

9. LITTLE DIGMOOR BEATSWEEP

Cliff Owens advised the Partnership that the Little Digmaor Beatsweep held during the lead up to the bonfire period was very successful with approximately 60 tons of detritus removed. The Beatsweep was supported by a range of community safety partners and contributed to the overall success of the Brightsparx activities planned through the West Lancashire Local Priorities Group.

10. BRIGHTSPARX 2012

Phil Jones advised that LF&RS recorded its best performance figures in years for the Little Digmaor area and attributed this to the Beatsweep organised through the Local Priorities Group on behalf of the CSP. Phil added that the challenge over this year's bonfire period was to maintain excellent performance recorded the previous year. Phil continued by providing an overview of the extensive activities undertaken and added that the 'Go for It' event although attracting less numbers than previous years did have in attendance the targeted young people. This statement was supported by the police who recorded 200 lower ASB offences during the bonfire period compared with last year.

Additional activities supported by the CSP were also delivered by Young Peoples Services and Skelmersdale Action for Youth. These activities significantly contributed to reductions in ASB and directed young people

across Skelmersdale into positive activities over the Halloween and Mischief Night Period.

11. HERITAGE CRIME EVENT

The Chairman, David Tilleray advised the Partnership that Heritage Crime was identified as a small but increasing issue on a national level. This predominantly involves metal theft but can also include priceless heritage items including stone etc which can be either stolen or damaged. The Chairman stated that the event held on the 18th October proved to be very successful with presentations from English Heritage and Cheshire West being well received. Further good quality presentations were delivered by Lancashire Constabulary and the Council. The Chairman stated that a number of points were identified on the day and the Alliance to Reduce Crime against Heritage (ARCH) stated a clear wish for the council to join the alliance and contribute to a better understanding of the local and national picture on heritage crime. The Chairman added that there was a promise of support from English Heritage and a further officer meeting will be held to discuss a way forward to put measures in place to mitigate future risk to local heritage sites.

12. DOMESTIC VIOLENCE ISSUES

Jan Tyrer advised that she is currently working closely with Eleanor Maddocks to identify a suitable substance misuse worker for the Women's Refuge.

13. CANNABIS CULTIVATION ACTION GROUP

Andrew Hill provided the Community Safety Partnership with an update on progress for the West Lancashire Cannabis Cultivation Action 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 work of the group has now concluded as planned and the objectives of the group were met. The work has been cited as best practice within Lancashire Constabulary. The group developed an action plan containing 20 defined actions which concluded with two training events for the police and community safety partners which resulted in approximately 100 front line staff receiving training. The group achieved excellent publicity throughout the six months and partnership working to tackle the issue of Cannabis Production was strengthened with robust and effective processes put in place.

This has resulted in closer partnership collaborative working in tackling offenders and has led to better quality intelligence being received by the police from both the community and from front line multi-agency staff. Andrew concluded by stating that all partners worked really well in support of this group and he thanked them for their contribution and participation.

14. STRATEGIC ASSESSMENT REFRESH

Cliff confirmed that the CSP Analyst has refreshed the Strategic Assessment matrix for 2012 in consultation with CSP colleagues and all existing priorities for West Lancashire remain the same. Cliff added that the current Partnership Plan needs no amendments. The refreshed Strategic Assessment will be finalised in November 2012 and will be shared with the Strategic Review Group and CSP.

15. COMMUNITY SAFETY ISSUES

No issues recorded.

16. ANY OTHER BUSINESS

Sam Jones advised the Partnership that LDAAT will be re-commissioning substance misuse services (drugs and alcohol) across the community, criminal justice and prisons in Central Lancashire (Preston, Chorley, South Ribble and West Lancashire) during 2012-13.

Sam added that the changes in commissioning responsibilities around prison drug treatment provide a real opportunity in Central Lancashire to improve on current service models and create a whole system approach to adult substance misuse treatment. This will allow us to strengthen the link between the criminal justice and health agendas locally, deliver seamless care pathways by removing barriers from service users and drive efficiencies by reducing management costs in the treatment system.

The new service will be a recovery orientated, integrated substance misuse treatment service working across the prison and community boundaries within the Central Lancashire footprint.

Sam further advised that LDAAT is part of the Public Health restructure and this will possibly be her last CSP meeting. Sam added that linkages will continue with the CSP.

17. DATE OF NEXT MEETING

The next meeting of the West Lancashire CSP will be held on Wednesday the 30th January 2013 at 6.00pm at the **West Lancashire Investment Centre, White Moss Business Park, Skelmersdale, WN8 9TG**

WEST LANCASHIRE COMMUNITY SAFETY PARTNERSHIP

HELD: 24th April 2013

Commenced: 6.00 pm
Finished: 7.45 pm

PRESENT:

David Tilleray	-	WLBC (CSP Chairman)
Andrew Hill	-	WLBC
Stuart Williams	-	Lancashire Constabulary
Geoff Hurst	-	Lancashire Constabulary
Christina Shorrocks	-	Lancashire Constabulary
Gill Rowe	-	WLBC
Frank Robinson	-	LF&RS
Christine Coleman	-	Edge Hill University
Robert Ruston	-	OPCC
Roger Merry	-	Ormskirk Bench
David Hindley	-	West Lancashire College
Michele Dacre	-	Lancashire Probation Trust
Les Newman	-	Skelmersdale Street Pastors
Greg Mitten	-	West Lancashire CVS
Councillor Atherley	-	WLBC
Steve Mahon	-	WLBC
Sue Hogan	-	Young Peoples Services
Yasmin Shaw	-	Red Rose Recovery
Bill Hancox	-	Edge Hill University
Gareth Dykes	-	West Lancashire PACT
Lucinda Cawley	-	NHS West Lancashire CCG

IN ATTENDANCE:

Cliff Owens	-	WLBC
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1. WELCOME AND INTRODUCTIONS

The Chairman welcomed colleagues to the meeting and introductions were made.

2. APOLOGIES

Apologies for absence were received from:

Councillor Cropper, Councillor Sudworth, Phil O'Donnell, Dorothy Shields, Jan Tyrer, Paul Malone, John Cairns, Julie Cummins, Eleanor Maddocks, Councillor Evans, County Councillor Aldridge, Jill Bradley

3. MINUTES OF LAST MEETING/MATTERS ARISING

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

4. PERFORMANCE MONITORING

The Chairman invited partner agencies to provide a verbal overview of current performance. Inspector Shorrocks advised the Partnership that we have recorded an annual reduction of 10% against the All Crime category. This included significant reductions against the Serious Acquisitive Crime category which is a basket of crimes which includes vehicle crime and domestic burglary. Excellent reductions were also recorded against Anti-Social Behaviour and Criminal Damage. Inspector Shorrocks advised that an increase was recorded against violent crime and the increase attributed to domestic violence. The constabulary view the increase in reporting against this category as a positive step with victims feeling more confident to come forward and report crime and this has been supported by various campaigns.

Inspector Shorrocks attributed the reductions achieved in 2012/13 to the ongoing hard work of the CSP partners and the work of the Local Priorities Group. The Chairman stated that the reductions achieved this year were fantastic and whilst credit must go to all partners he highlighted the excellent work of the police in tackling and reducing crime. The Chairman expressed his personal thanks to Chief Inspector Hurst and Inspector Shorrocks.

Steve Mahon provided the Partnership with an overview of performance for the ASB Team. Steve highlighted a notable reduction in complaints which has continued for consecutive quarters. Steve also stated that figures recorded by the ASB team share the same trend as the police with good reductions recorded. Steve stated that quarter 4 has recorded some good outcomes with a number of troublesome tenants evicted with excellent local press coverage.

Michele Dacre provided the Partnership with an overview of performance on behalf of Lancashire Probation Trust. Michele highlighted that probation have recorded reductions against the overall reoffending rate and the adult reoffending rate. An overall 12% reduction for Southern Division against the Revolution cohort was also recorded for the recording period January to December 2012 in comparison with the previous year and a 7% reduction was attributed to the West Lancashire cohort.

Greg Mitten introduced Yasmine Shaw to the Partnership and provided an overview of the Red Rose Recovery Service which works in partnership with the Lancashire User Forum. The business development role that Yasmine will undertake will support the reducing offending agenda and it was noted that tackling addiction can have a direct role in reducing offending.

Frank Robinson provided the Partnership with an overview of performance for Lancashire Fire and Rescue Service. Frank reported that the KPI for Accidental Dwelling Fires was down and Frank attributed this to ongoing the multi-agency work that is carried out in West Lancashire. Frank continued by providing an overview of the KPI's contained in the report which showed overall excellent reductions. Frank highlighted that there is some concern in respect to empty commercial premises and added that LF&RS are working with partners to introduce preventative measures. Frank also highlighted some concerns with Public Houses with sleeping accommodation above them and advised the Partnership that ongoing targeted work is being undertaken.

The Chairman noted that overall the reductions reported were very positive and thanked colleagues for their continued efforts.

5. COMMUNITY SAFETY PARTNERSHIP FUNDING FOR 2013 / 14

Andrew Hill, Environmental Protection and Community Safety Manager provided the CSP with an overview of the funding allocation for 2012 / 13. Andrew requested that the CSP endorse the funded interventions proposal for 2013 / 2014 which was enclosed within the meeting pack. The funding plan combined funding from the Office of the PCC which included plans to allocate £2,000 match funding towards Brightsparx and a further £5,000 in funding towards Community Action and Engagement Events with funding from the West Lancashire LSP. The total funding available from the Office of the PCC to the CSP is £10,000 with £3,000 unallocated. A further £5,000 in funding has been awarded to the CSP by the West Lancashire LSP. This funding was allocated against two specific funding bids which provide support for Brightsparx and the Freshers Week Group.

Robert Ruston advised the Partnership that a prime condition of the funding from the Office of the PCC was to support the delivery of the Police and Crime Plan. A further caveat to funding is that it cannot be used to fund police overtime. Robert highlighted some concerns with the funding plan being slightly narrow focused and not addressing some of the CSP's other priorities.

It was agreed that a meeting would be held with Robert Ruston, Cliff Owens and Andrew Hill to discuss the funding bids to the PCC in more detail.

The proposed funding plan was endorsed by the CSP.

6. POLICE AND CRIME PLAN

Robert Ruston, from the Office of the Police and Crime Commissioner provided the Partnership with an overview of the Police and Crime Plan. Robert advised that the plan was designed to be an on line document. The Office of the PCC is now in the process of developing a delivery plan which will sit behind the Police and Crime Plan. Robert advised that some of the actions will be work carried out independently whilst others will reflect work with partner agencies. Robert further advised that priorities will reflect both LCC area and unitary priorities and will equally also reflect the priorities of the CSP's and Local Authority areas.

Robert advised that from April 1st 2014 the PCC will also be responsible for commissioning Victim Support Services. Robert advised that a longer term plan will involve intervening early and upstream to reduce demand on policing and other agencies. Robert advised that the Plan will be refreshed on an annual basis. A copy of the Police and Crime Plan can be found on the website.

www.lancashire-pcc.gov.uk

In response to the Chairman's question on the mechanics of the refresh Robert advised that there will be a process of ongoing consultation with the second round of road shows scheduled to take place over June and July 2013 and this will help influence the priorities of the PCC. Robert continued by adding that ongoing dialogue will also take place with districts and this will also have an influence on PCC priorities.

The Chairman thanked Robert for his update and asked that the issue of Cross Border Crime which continues to be a threat to West Lancashire and the pan Lancashire area be given due consideration in the PCC's priorities. The Chairman added that a tremendous amount of work goes on behind the scenes to mitigate this threat to West Lancashire and the threat it poses to the rest of the county area. This point was supported by C.I. Geoff Hurst and Robert acknowledged the issue and added that it would be included in future plans.

7. COMMUNITY SAFETY PARTNERSHIP PRIORITIES FOR 2013 / 2014

Cliff Owens advised colleagues that the finalised version of the Strategic Assessment document was endorsed by the CSP at the January 2013 meeting. Cliff stated that the priorities for West Lancashire remained the same and we are now at the stage where we need to refresh our Community Safety Partnership Plan and more specifically update the Action Plan element of this document.

Cliff advised that the current CSP Plan is a comprehensive document which was developed to highlight our strengths as a CSP to the new Police and Crime Commissioner. Cliff recommended that the CSP support a light touch refresh of this document which would involve updating the action plan to reflect new targets for 2013 / 2014 and refreshing the action plan element of the document to reflect our delivery strategy.

The CSP agreed to support the approach of a light touch refresh of the CSP plan.

8. LANCASHIRE CONSTABULARY DIVISIONAL RESTRUCTURE

Chief Superintendent Stuart Williams provided the Partnership with an overview of the proposed changes to the current divisional structures. Stuart advised that there will be a reduction in territorial Divisions to source a further £20 million in savings on top of the £40 million savings which have been made.

It is proposed that Southern and Central Division will be merged to create a 'super division'. This will also mean changes to HQ's Division and specialist police services will be affected. Stuart advised that work streams have been undertaken to manage the planned reductions and inevitably this will also lead to reductions in staffing resources. Stuart added that this process has involved a high degree of consultation with the Police and Crime Commissioner. The proposed changes are likely to be signed off around July

or August prior to the new budget being set in October. This will be followed by the release of key messages.

Stuart continued by providing an overview of the proposed changes and discussed local concerns. Stuart also advised the Partnership on the shift of resources being put to risk. Stuart suggested that as Southern Division is considered less of a risk than other Divisions it would invariably mean we will see fewer resources in this area. Stuart advised that the changes will also impact on the current police management structure and added that as part of this change Geoff Hurst would be moving back to Inspector. Stuart requested that this thanks to Geoff for doing a fantastic job be recorded for the minutes. The Chairman echoed Stuart's comments and added that Geoff has been a friend to West Lancashire and the borough is a safer place for his efforts.

The issue of the proposed changes was debated by the CSP and Stuart assured the Partnership that the constabulary remained committed to the Neighbourhood Policing model and community engagement.

9. PROPOSED EARLY MORNING RESTRICTION ORDER (EMRO)

Andrew Hill, Environmental Protection and Community Safety Manager provided the CSP with an overview of the proposal for an EMRO to be introduced in Ormskirk Town Centre. Andrew explained that this proposal has been put forward in response to ASB on red routes leading from the town centre. Andrew added that the EMRO will provide powers to close licensed premises early with the focus being on licensed premises in Ormskirk. Andrew advised that when opinions are collated a decision will be made on whether evidence needs to be gathered as part of a formal consultation.

Andrew advised that this proposal was discussed at the West Lancashire Strategic Review Group and the recommended response for consideration by the CSP was as follows: -

- The CSP is satisfied that there is insufficient evidence to support the introduction of an EMRO. The CSP already has a partner group working together to reduce the issues encountered on St Helens Rd and has, through its Local Priorities Group supported the Students Union SSHH campaign in the past. Additionally there is also a group that looks at the issues encountered by residents and students in Fresher's week. Individual partners of the CSP have been asked to respond and they will provide a response appropriate for their organisation. The key CSP partner in relation to this issue is Lancashire Constabulary and we are aware of their reluctance to the introduction of an EMRO. The CSP would support the response provided by the Police in principle.

The Partnership endorsed the recommended response from the Strategic Review Group to the proposed Early Morning Restriction Order for Ormskirk Town Centre. C.I. Hurst endorsed the decision of the CSP and added that the number of ASB cases linked to the night time economy was not significant and he added that the police have sufficient powers to affect arrests, confiscate alcohol and close problem licensed premises. Christine Coleman

advised the Partnership that Edge Hill Universities position is that decisions must be evidence based and on that basis supports the proposed CSP response.

10. ORMSKIRK TOWN CENTRE TASK & TIME WORKING GROUP

Inspector Shorrocks provided the group with an update on the work of the Town Centre Task and Time Group which was developed to address the ongoing reports of noise nuisance on key red routes including St Helens Road which are linked to Ormskirk Town Centre and its night time economy.

Inspector Shorrocks advised that the group has met twice and has developed a comprehensive multi-agency action plan to address community concerns. The actions plan is supported by an intelligence led approach with work undertaken by the CSP analyst. The group aims to deliver against the agreed range of multi-agency actions to resolve local concerns and build public confidence with the implementation of sustainable solutions.

11. REDUCING REOFFENDING STRATEGY AND ACTION PLAN

Michelle Dacre introduced this agenda item on behalf of Lancashire Probation Trust. Michelle provided the Partnership with an overview of the key objectives of the Reoffending Strategy and Action Plan. This document sets out how the CSP plans to manage reducing reoffending activity in Chorley, South Ribble and West Lancashire. It takes as its premise that reducing reoffending cannot be the responsibility of a single agency. The document was developed by the Southern Division Integrated Offender Management Board on behalf of the CSP

The Partnership agreed to endorse the South Lancashire Reducing Reoffending Strategy and Action Plan 2013/14.

12. WEST LANCASHIRE BOROUGH COUNCIL CCTV SCHEME

Andrew Hill provided the Partnership with an update against the project to upgrade the Councils CCTV cameras and associated network and commission a new CCTV suite. Andrew advised that this project is set to be completed shortly and the councils CCTV images are now being monitored from an excellent new control centre. Andrew added that the system which is based on an IP platform provides an improved interface for the operators and will improve their ability to detect and prevent crime. Andrew added that the council will shortly commence the second phase of the project which will involve the commissioning of 27 new public open space CCTV cameras.

The Chairman stated that this has been a huge piece of work and added that Andrew and Cliff have done an excellent job. The Chairman advised the Partnership that this project has involved a huge investment from the council and will contribute to reducing crime and the fear of crime within the borough. Andrew advised that the official opening ceremony will take place on the 20th

May 2013 and advised colleagues who wished to arrange a visit to contact Cliff.

13. ANY OTHER BUSINESS

Greg Mitten emphasised to the Partnership the work that Eleanor Maddocks and the West Lancashire Domestic Violence Support Services undertake in working upstream to increase reporting of DV. Greg advised that the team have been tireless in their work to increase the profile of domestic abuse and added that we should continue as a CSP to support this work. Greg also discussed the need to reduce the fear of crime and encourage the community to be more visible and take ownership of local open space areas. Greg stated that the use of local parks should be encouraged and asked for feedback from agencies with respect to community pathways.

Greg also advised the Partnership that One West Lancashire has now replaced the West Lancashire LSP which was dissolved. Greg advised that more information would be forthcoming and added that the previous close links with the LSP and CSP and other strategic local groups will be maintained.

Robert Ruston advised the Partnership that 2 elements of funding will be made available on the Lancashire 12 footprint from the Office of the PCC. Robert advised that a Community Action Fund in the amount of £50,000 would be available through small grants that will help groups to tackle local concerns and deliver against PCC priorities.

The Chairman introduced Lucinda Cawley to the Partnership. The Chairman added that Lucinda is the Senior Operating Officer for West Lancashire Clinical Commissioning Group (WLCCG) and has the partnership role within her duties.

14. DATE OF NEXT MEETING

The next meeting of the West Lancashire CSP will be held on Wednesday the 10th July 2013 at 6.00pm in the Council Chamber, at the Main Council Office, 52 Derby Street, Ormskirk, L39 2DF

WEST LANCASHIRE COMMUNITY SAFETY PARTNERSHIP

HELD: 10th July 2013

Commenced: 6.00 pm

Finished: 7.45 pm

PRESENT:

David Tilleray	-	WLBC (CSP Chairman)
Andrew Hill	-	WLBC
Ian Whitehead	-	Lancashire Constabulary
County Councillor Aldridge	-	WLBC
Jan Tyrer	-	Discover Drug and Alcohol Services
Frank Robinson	-	Lancashire Fire & Rescue
Dave Griffiths	-	Lancashire Fire & Rescue
Paul Malone	-	Edge Hill University
Robert Ruston	-	OPCC
David Hindley	-	West Lancashire College
Dorothy Shields	-	Lancashire Probation Trust
Les Newman	-	Skelmersdale Street Pastors
David Gallagher	-	West Lancs. Area Committee
Julie Cummins	-	Lancashire YOT
Steve Mahon	-	WLBC
Bill Hancox	-	Edge Hill University
Gareth Dykes	-	West Lancashire PACT
Lucinda Cawley	-	NHS West Lancashire CCG
Councillor Sudworth	-	WLBC
Councillor Cropper	-	WLBC

Edge Hill Facilities

IN ATTENDANCE:

Cliff Owens	-	WLBC
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1. WELCOME AND INTRODUCTIONS

The Chairman welcomed colleagues to the meeting and introductions were made.

2. APOLOGIES

Apologies for absence were received from:

Sue Hogan, Councillor Atherley, Supt. Gomery, John Newman, Gill Rowe, Roger Merry, Greg Mitten, Christine Coleman, Christina Shorrocks, Phil O'Donnell, Eleanor Maddocks, Councillor Evans,

3. MINUTES OF LAST MEETING/MATTERS ARISING

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

4. RECOVERY IN WEST LANCASHIRE

The Partnership received a verbal presentation from an ex service user and member of the Lancashire User Forum on the theme of recovery in the community and the substance misuse services available in West Lancashire.

The verbal presentation included a personal account of a female's journey from engaging in a cycle of substance misuse over many years to recovery. The presentation covered a number of diverse and personal issues from drug and alcohol abuse to criminality which led to a custodial prison sentence. The presentation highlighted the value of recovery services in the community and peer support in helping people to recover from drug and alcohol addiction.

The presentation was followed by a number of questions on the recovery services available in the community. Lucinda Cawley advised the presenter that the West Lancashire Clinical Commissioning Group (CCG) could offer support with the development of recovery services in the community in partnership with GP's and Primary Care.

5. ONE WEST LANCASHIRE UPDATE

The Chairman, David Tilleray provided an update on the development of 'One West Lancashire,' the strategic forum that has replaced the West Lancashire Local Strategic Partnership. The Chairman advised that the CSP, although a statutory group sat within the LSP structure which has been officially disbanded. The Chairman advised that the CSP had received substantial funding through the LSP for a number of schemes including the upgrade of the CCTV scheme, domestic abuse interventions and body cameras for the police.

The Chairman advised that One West Lancashire has been set up to continue the work previously undertaken by the LSP and the West Lancashire Council for Voluntary Services (CVS) have agreed to provide the secretariat service for the first year of its operation. The Chairman advised that other than a change of administration we should not see any significant differences between One West Lancashire and the West Lancashire Strategic Partnership. It is expected that the group will be attended by lead agency representatives and chairs of the various thematic groups that formed the LSP. The One West Lancashire Board meeting is scheduled to be held on 12th September 2013.

6. PERFORMANCE MONITORING

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

Chief Inspector Whitehead advised the Partnership that we have recorded a quarterly reduction of 8.4% against the All Crime category and he added that this is in direct comparison with excellent performance in the corresponding period of 2012/13. C.I. Whitehead advised that the police are starting to take a

more detailed approach to data with control charts being introduced to establish if rises and falls in crime are a normal variation or statistically significant. This process will support the constabulary's strategy of applying resources to risk.

C.I. Whitehead continued by providing an overview of the performance information contained within the meeting pack. He advised that the only area recording an issue was 'alcohol related violent crime.' C.I. Whitehead stated that overall violent crime is down. He also advised the partnership that in response to alcohol related crime Lancashire Constabulary has established a Corporate Alcohol Harm Reduction Group to specifically look at this issue.

Lucinda Cawley highlighted the information provided by the Trauma Intelligence Group (TIG) as a source of data that could assist the process. C.I. Whitehead advised that the police are looking at this type of data and the amount of data that is being recorded across Lancashire but added that there was some inconsistencies with data recorded at Southport and Ormskirk Hospital. C.I. Whitehead and Lucinda agreed to discuss this issue further.

Steve Mahon provided the Partnership with an overview of performance for the ASB Team. Steve provided an overview of the performance information and highlighted three good outcomes during the quarter supported by positive press coverage. Steve added that the outcomes were based on good partnership working with the police and gave an example of stolen property being found in a council's tenant's house which led to an eviction. This outcome involved some detailed analysis to establish where the stolen property had come from. Steve added that two further outcomes were as a result of cannabis production and a breach of an ASBI which led to a custodial sentence. Steve added that the publicity assists in providing community reassurance.

Dorothy Shields provided the Partnership with an overview of performance on behalf of Lancashire Probation Trust. Dorothy provided an overview of performance with a focus on the adult reoffending rate. Dorothy emphasised that we are sitting in a high performing police area and although there has been a slight increase in the adult reoffending rate, Probation do support the police in achieving a significant amount of convictions'. The overall reoffending rate is down by 0.9% compared with the previous year.

Jan Tyrer provided the Partnership with an overview of the performance information for Discover Drug and Alcohol Services. Jan stated that there was a slight increase in referrals for drug and alcohol use. Increases in discharges were recorded for clients who became drug free which Jan described as excellent news. Jan added that the primary drug of choice in West Lancashire is Cannabis and for criminal justice clients this continues to be a key issue. Jan added a notable change is the time it takes to move people through the treatment journey and this has improved with clients spending less time in treatment.

Frank Robinson provided the Partnership with an overview of performance for Lancashire Fire and Rescue Service. Frank reported that during quarter one West Lancashire has had 14 Accidental Dwelling Fires with no casualties

recorded. LF&RS teams are continuing to reinforce the safety messages when conducting Home Fire Safety Checks to prevent reoccurrences. West Lancashire has had 7 accidental building fires during this quarter and 2 resulted in the declaration of a 'Merlin'. In the incident where a Merlin was declared evacuations were made due to the significant risk from the cylinders involved – FSE action is pending on this incident.

During quarter one West Lancashire has had 13 deliberate primary fires. All but one of these deliberate primary fires occurred in the wards of Skelmersdale. Of the 12 deliberate primary fires 1 was a property deliberately set alight by the occupant (resulting in a rescue with subsequent arrest), 7 of these were arson attacks on vehicles, with the other 3 being property related caused by the deliberate ignition of materials in waste in bin compartments or waste bins themselves. Investigative work is ongoing with regards to a number of these incidents.

West Lancashire has had 77 deliberate secondary fires which is a figure that is somewhat higher than the previous year. Predictably the vast majority of these deliberate fires are a result of the conscious ignition of grass/scrub or loose refuse – with noted increases of grass fires occurring during periods of warm weather.

Frank advised that the Community Action and Engagement events including environmental visual audits and good liaison with WLBC is proving to be effective in reducing the amount of loose refuse available to those with the disposition to set it alight, and work with Beat Officers/PCSO's in this area will continue and will include planning for activity around the Halloween/bonfire period.

A total of 826 Home Fire Safety Checks were carried out in across West Lancashire between April and June this year, with 585 (71%) of these delivered in our targeted areas – Older People, those living on their own and other groups deemed to be high priority or high risk.

Julie Cummins provided the partnership with an overview of performance on behalf of the Lancashire YOT. Julie advised the partnership that YOT are measured against 3 outcomes which include First Time Entrants, Recidivism and Custody. Julie advised that the team have recorded dramatically reduced figures. Julie emphasised the role of partnership working with the police and the positive contribution that agreed interventions have when put in place prior to young people becoming subject to YOT. Julie highlighted the good performance against recidivism with only 5 recorded in Southern Division. Julie stated that the cases that YOT are dealing with now tend to be the more complex cases involving high vulnerability or high risk of reoffending. In summary Julie added that the direction of travel looks positive with cases dropping significantly.

7. OFFICE OF THE POLICE AND CRIME COMMISSIONER UPDATE

Robert Ruston, from the Office of the Police and Crime Commissioner provided the Partnership with an overview of funding and priorities on behalf

of the Police and Crime Commissioner. Robert advised that the Police and Crime Plan is now complete. The plan covers both local priorities and key areas of business. Robert advised that the theme of 'victims' overlaps all priorities and is a key driver against delivery. Robert advised that from April 1st 2014 the PCC will also be responsible for commissioning Victim Support Services. Robert advised that a longer term plan will involve intervening early and upstream to reduce demand on policing and other agencies. Robert advised that the Plan will be refreshed on an annual basis. A copy of the Police and Crime Plan can be found on the website.

www.lancashire-pcc.gov.uk

Robert continued by advising that a further key priority is the theme of 'Child Sexual Exploitation' and the PCC will increasingly become involved in supporting delivery against tackling this issue. The PCC will also be attending the next Lancashire Users Forum (LUF) which will be held in Preston. This will provide a first hand opportunity to witness supporting recovery in the community.

Robert confirmed the funding allocation for West Lancashire CSP and added that a further three thousand pounds remains unallocated and advised that the CSP should look to claim this funding as soon as possible. Robert stated that the PCC, Clive Grunshaw will attend the West Lancashire Community Action and Engagement Event scheduled for the 24 July as part of his PCC Roadshow.

The Chairman thanked Robert for his update.

8. LANCASHIRE CONSTABULARY DIVISIONAL RESTRUCTURE

Chief Inspector Ian Whitehead provided the Partnership with an update against the proposed changes to the current divisional structures. Ian confirmed that there will be a reduction in territorial Divisions to source a further £20 million in savings on top of the £40 million savings which have been made.

Ian stated that every area of business is going through a review and decisions will be made over the next couple of months. Discussions are ongoing between the Chief Officers Team and the Office of the PCC.

Southern and Central Division will be merged to create a 'super division'. This will also mean changes to HQ's Division and specialist police services will be affected. Ian advised that the commitment to Neighbourhood Policing remains and added that there is a recognition of the geography of West Lancashire, its local issues and the need for consideration of where officers are based.

Ian stated that the police will be doing all they can to protect front line services and there will be an increased focus on reducing demand through developing further, early intervention strategies. Ian added that the MASH is currently moving through a fine tuning process and looking at a step down model to put in early interventions to avoid young people entering the criminal justice system.

9. COMMUNITY SAFETY PARTNERSHIP FUNDING UPDATE

Cliff Owens provided the Partnership with an update against this year's CSP funding allocation. Cliff advised that a summary of this year's funding allocation and progress against the funded interventions was enclosed in the meeting pack. Cliff confirmed that the CSP allocation for 2013/14 was 12,000 and this was broken down as follows:

The CSP received 5,000 funding allocation from the West Lancashire LSP to support two interventions. This funding was specifically allocated to support multi-agency action planning to reduce ASB and Criminal Damage over the Halloween and Mischief Night period in the run up to the bonfire period. An element of the funding was also allocated to support the delivery of the Freshers Week Action Plan.

The Office of the Police and Crime Commissioner has also confirmed its support for two funding applications from the Partnership. This includes 5,000 funding toward the delivery of 5 Community Action and Engagement Events and 2,000 in funding towards Brightsparx. A further 3,000 from the Office of the PCC remains unclaimed and further discussions will be had with the Office of the PCC regarding its allocation.

The CSP have to date delivered one Community Engagement Event on the Scott Estate and a further event is planned for Digmoor towards the end of July 2013.

10. COMMUNITY ACTION AND ENGAGEMENT EVENT

Cliff advised the Partnership that a Community Action and Information Event is scheduled to take place at Digmoor Community Centre. The event will be held on the 24th July with activities also taking place on 23rd and 25th July. The event's aims include reducing crime and the fear of crime and providing advice and support on a range of community safety-related issues and services.

The Police and Crime commissioner Clive Grunshaw will visit the community centre at 2pm as part of his public roadshow and is keen to meet local residents to discuss important issues. In total 14 agencies have agreed to attend the event and will offer advice and support on a range of issues including drug and alcohol recovery and domestic violence support services. The Safer Travel Team will also be bringing along the Wasted Lives Crash Car in an effort to promote safe driving amongst young people.

Lancashire Fire and Rescue Services, Young Peoples Services and Skelmersdale Action for Youth will also be putting on a selection of activities aimed at young people at Digmoor Community Centre. The event will also be supported by a community clean up which is funded by the Community Safety Partnership and skips will be available over the 3 day period.

Cliff added that the event will be promoted by a press release and a flyer which will be delivered to every household in Digmoor.

11. FRESHERS WEEK ACTION PLANNING 2013

Andrew Hill provided the Partnership with an update against planning for this years Freshers Week. Andrew advised the multi-agency meeting supported by Edge Hill University has been held and the Freshers Week Action Plan is currently in development. The group will aim to replicate the broad range of activities delivered in the previous year.

Andrew added that Freshers Week is scheduled to commence on Sunday the 22nd September 2013. Whilst Freshers Week September 2012 was very successful, there were reported incidents of increasing ASB in weeks 3 & 4 which also coincided with year 2 & 3 students returning to homes of multiple occupancy. It was agreed that consideration must be given to extending planning activity into weeks 2 and 3 and possibly week 4, resources permitting.

Andrew added that this year, issues impacting on local red routes linked to the Ormskirk Town Centre night time economy are also being addressed through the Town Centre Task and Time Group. The CSP has also been allocated two thousand pounds in funding from the Lancashire LSP and this will be used to support the delivery of the Freshers Week Action Plan. Andrew advised the Partnership that 3 cameras are scheduled to be installed along ST Helens Road as part of the Borough Councils new CCTV installation project.

Cliff Owens advised that the Town Centre Task and Time Group which was developed to address the ongoing reports of noise nuisance on key red routes has met three times and has developed a comprehensive multi-agency action plan to address community concerns. The action plan will also support delivery of objectives around reducing ASB during the Freshers Week period, with an added focus of developing more long term sustainable solutions.

12. ANY OTHER BUSINESS

Dorothy Shields advised that the results of the Probation Service review have been published. Dorothy advised that it looks like the Probation Service will be split into two distinct areas. The probation service is to be scaled back and to specialize in dealing only with the most dangerous and high-risk offenders and public protection cases. The majority of services will be contracted out on a payment-by -result basis.

The plans set out in the consultation, Transforming Rehabilitation; envisage inviting private companies and voluntary sector organisations to bid for the overwhelming majority of probation work. Full implementation is envisaged to take place by spring 2015

The consultation paper says the remaining role of the public sector probation service "will focus on protecting the public by managing the most high-risk offenders, including all serious sexual and violent offenders, providing advice to courts and making initial risk assessments on all offenders.

Dorothy advised that there is still no clarity over MAPPA and were clients will fall within the proposed new service. Dorothy advised that the Probation Service in Lancashire has hit all targets this year and is recognised as an outstanding organisation.

Frank Robinson advised that Lancashire Fire and Rescue Service will be looking at significant savings as part of the Emergency Cover Review. The consultation will last 12 weeks and the service needs to make financial reductions and will be looking at a resource to risk model.

13. DATE OF NEXT MEETING

The next meeting of the West Lancashire CSP will be held on Wednesday the 9th October 2013 at 6.00pm in the Council Chamber, at the Main Council Office, 52 Derby Street, Ormskirk, L39 2DF

West Lancashire CYP Trust Board

29th April 2013 (3pm to 5pm) at Woodlands Conference Centre, Chorley

M i n u t e s



Attendees	
Angela Aspinwall Livesey (Chair) – Primary Schools	
Louise Sullivan – FE education	
Jonathan Hewitt (DSL) – Lancashire County Council	
Helen Mountford – Children Centres	
Joanne Mcgrath – Early Support Lead	
Donna Aspey – CYPT Development Officer	
Ismail Karolia - Clerk	

Agenda Item	Action Notes	By
1. Welcome and introductions		
2. Apologies	Apologies were given by Gulab Singh, John Doyle, Greg Mitten, John Nelson, Nighat Parveen	
3. Evaluation of Action Plan 2012/13	<p>JH provided information about the impact of the work over the year on priorities 1 and 2.</p> <p>IK will follow up with leads of priorities 3-5 to complete an action plan review, in time for the meeting on 21st May.</p> <p>The progress report against the action plan will be collated within the final action plan review report and signed off by the board.</p>	IK

Agenda Item	Action Notes	By
4. Briefing on Early Support Core Offer	<p>JH provided an overview of the Early Support Core Offer Strategy. The Trust will be asked to focus their funding on 4 key areas,</p> <ul style="list-style-type: none"> • Domestic Abuse • Parenting • Family Support • Emotional Health and Wellbeing <p>This should be taken into consideration with regard to the action plan priorities for 2013/14</p>	<i>All</i>
5. Updating priorities	<p>It was agreed that Priority 1 (Reducing School Exclusions) remains, with a focus on the impact self confidence, domestic abuse and self harm have on exclusions.</p> <p>It was agreed that priority 2 (narrowing the gap in education) remains, with a focus on KS1 boys reading as an early intervention focus.</p> <p>Further priorities will be informed by respective leads, which IK will coordinate.</p>	<i>IK</i>
6. Holiday Activities Booklet	<p>The board were asked to suggest possible organisations who could take the lead on the Holiday Activities Booklet.</p> <p>AAL will ask Shares if they can lead on this activity.</p> <p>The information gathered should inform a gap analysis of activity, which the board will look at to fill, initially by looking at local areas to see if activity was missed, or to fund activity through the gaps in service system.</p>	<i>AAL</i>
7. AOB	<p>The annual event will be postponed until the next academic year, to allow for planning time.</p>	<i>IK</i>
8. Date of Next Meeting	<p>21st May 2013 – 1-5pm 16th July 2013 – 1-5pm.</p>	

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17-5-13

West Lancashire CYP Trust Board

21st May 2013, Hillside School, Tanhouse, Skelmersdale

Minutes



Attendees	
Angela Aspinwall Livesey (Chair) – Primary Schools	
Louise Sullivan – FE education	
Jonathan Hewitt (DSL) – Lancashire County Council	
Helen Mountford – Children Centres	
Joanne McGrath – Early Support Lead	
Richard Cooke – Children's Trust Manager	
Helen Bilsborrow – Social Care	
Joanne O'Neill – Social Care	
Greg Mitten - CVS	
Nighat Parveen – YPS	
John Nelson – WLBC	
John Doyle – Secondary School	
Ismail Karolia - Clerk	
Gill Hughes – Clerk (new)	

Agenda Item	Action Notes	By
1. Welcome and introductions		
2. Apologies	Anna Bailey – LCC Public Health	
3. Notes of last meeting, matters arising	The minutes from the last meeting were accepted as a true record and approved by those present. There were no matters arising.	

Agenda Item	Action Notes	By
4. Early Support reporting	<p>JM went through new arrangements for reporting to the DCYPT Boards which has been standardised across the county. The integrated Service Development Officers (ISDO's) within the Commissioning Team of LCC will be providing contract performance data to the DCYPT Boards on request. This will include the quarter contract review documents and a district RAG for all contracts. JM presented the following documents:</p> <ul style="list-style-type: none"> • Finance report • Small projects commissioning overview • Spot commissioning (gaps in service) overview • RAG of contract performance <p>Key issues re. Early Support</p> <ul style="list-style-type: none"> • Family attachment contract extended (£20k) to Sept 2013 • Inclusion project has also been extended (£20k) to Sept 2013 • Schools have provided match funding (£5k) which will support the above pieces of work. Schools are keen to support the good work which has been achieved. JH reported that West Lancs is being used as a model for other districts • Providers who have not responded to evaluation requests for previous funding rounds will not be eligible for further funding. This has been built into the commissioning process locally. A list of organisations who have not responded previously is needed to ensure this happens. JM to action • Remaining gaps in provision funds of £9194 to be spent by Sept. 2013 	JM
5. Action Plan review	<p>The current priorities were discussed and the following points raised. A review of progress with the education priorities was presented at the previous Board meeting by JH. These were discussed and it was agreed that they would remain priority areas for the district.</p>	All

Priority 1. Reducing school exclusions – to remain as a priority.
 Agreed to keep an eye on boys reading attainment, key stage 1. It is thought the high numbers might be a cohort issue.

Priority 2. Narrow the gap in educational attainment – to remain as a priority.

It was noted that the young mums figure is high and is a district issue arising which needs to feature in our action plan under several priority areas.

North West children & young people asking for sexual health and relationship support. There was a lot of discussion around this point and how it could be addressed. It was agreed that a range of options should be available for young people to choose from.

Priority 3. Increase proportion of CYP with a healthy weight

Discussion regarding possible overlap of priorities eg Health and Wellbeing Board who are prioritising childhood obesity. It was agreed to not have the action on CYP action plan if covered elsewhere, such as the Health and Wellbeing Plan.

Discussion regarding future representation on CYP Board from health.

- Follow up Public Health rep. on CYP Board
- Clarification on Clinical Commissioning Group communication route with CYP Board
- Obtain Health & Wellbeing Board Action Plan when available and embed in CYP Trust Action Plan.

RC

GM

JN

Priority 4. Reducing risk taking behaviour – to remain as a priority.
 Members agreed this should include:

- Drugs, alcohol and other substance misuse
- Sexual exploitation
- Internet safety

Priority 5. Things to do, places to go – to remain as a priority

Agenda Item	Action Notes	By
	<p>Although not yet completed, it was noted that Nye Bevan swim/gym has been effective in helping to reduce anti social behaviour. This is a good example of the use of early support funding to support the young people from the most deprived areas access PAYP. JM suggested that the YPS submit a 'gap in service' application to the resource panel for the continuation of this project over the summer. NP will speak to staff to action.</p> <p>The Youth Zone build will commence Oct. 2013 and is anticipated to take 1 year. There was a discussion around provision of a sexual health facility via a local GP but funds not available for this to go ahead. Further discussion to be held with Dr Biswas to explore revised options. NP to discuss again with Dr. Biswas.</p> <p>Priority 6. Increase the proportion of YP who are EET – to remain as a priority although the reduction in NEET has been very positive this is still an area of concern.</p> <p>Management Plan – not discussed</p>	<p>NP</p> <p>NP</p>
6. Early Support Core Offer	<p>JM presented the Early Support Core Offer Pack which has been sent to DCYPT Boards and advised members on next steps with regards to the allocation of Early Support funds from Oct 2013 to March 2014. Each DYCT must agree the allocation of their funding against the four themes of the Early Support Core Offer. These are Domestic Violence, Parenting Support, Emotional Health and Wellbeing and Family Support. The following points were discussed and agreed. which will be delivered from Oct. 2013 to end March 2014. The following points were discussed and agreed.</p> <ul style="list-style-type: none"> • A sub group of the CYPT Board would meet to agree the use of the funding. This will allow time for members to read the detail of the service specifications in the Core Offer packs. The sub group will have delegated authority to make this decision. If wider members want to contribute they need to e-mail JM with information. • The Action Plan and priorities need to link into what is being commissioned • VCFS organisations are being encouraged to form consortia 	<p><i>Meeting scheduled for 19th June JMc, JN, AAL, JH, NP</i></p>

Agenda Item	Action Notes	By
	<p>to tender for contracts within the new commissioning framework. Other opportunities through Early Support small projects funding will also be available.</p> <ul style="list-style-type: none"> • There will also be an allocation of funding for a Lead Professional budget to support families. The funding allocation for this and small projects will be agreed on the same formula of population and need. • Flexibility required on how funds can be used to commission bespoke services when core offer doesn't meet priorities. RC felt this would be possible. <p>A deadline for responses from the CYPT Board regarding their funding allocation choices is the 28th June with contracts starting on 1st October 2013.</p> <p>JM has already requested on behalf of the Board that there is involvement in the commissioning process and invites for Board member to sit on the technical panels will be sent out.</p>	
7. Action Plan 2013/14	<p>It was agreed to include the following</p> <p>Under Priority 4 - Reducing Risk Taking Behaviour</p> <ul style="list-style-type: none"> • Child Sexual Exploitation • Online safety • Mental Health and relationships <p>Under Priority 5 – Things to Do Places To Go</p> <ul style="list-style-type: none"> • Focus on youth participation in decision making e.g. using the pupil parliament and youth council. It was suggested it may be worth the board receiving training on this from Hannah Peake. 	
8. Safeguarding	<p>HB gave an overview of the new structure. At future meetings HB or JO'N, will identify any causes from concern from their monthly reports and feedback to CYP Trust. This may indicate trends or gaps in service which the trust can act upon.</p> <p>Agreed that HB will report to trust on number of referrals received (including rereferrals) and looked after children.</p>	HB

Agenda Item	Action Notes	By
9. Holiday Brochure	IK gave update on development and progress of this year's brochure. Shares have been commissioned to produce the brochure and it is hoped to distribute via either the school cluster meetings or the "bulky bag" delivery service (last delivery 5/7/13).	<i>IK/GH to monitor progress</i>
10. AOB	Dates were agreed for the next meeting.	
11. Next Meeting	The following dates were set for the next academic year 16 th July 2013 – Board Meeting 1-5 15 th October 2013 – Board meeting 1-2pm, Partnership Meeting 2-5 21 st January 2014 – Board Meeting 1-5 18 th March 2014 – Partnership Meeting 1-5 20 th May 2014 – Board Meeting 1-5 8 th July 2014 – Board Meeting 1-5	

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17-5-13

West Lancashire CYP Trust Board

16th July 2013 (1pm to 5pm) Hillside Primary School, Tanhouse, Skelmersdale



M i n u t e s

Attendees	
John Nelson – West Lancs Borough Council	
Louise Sullivan – FE education	
Jonathan Hewitt (DSL) – Lancashire County Council	
Helen Mountford – Children Centres	
Joanne Mcgrath – Early Support Lead (outgoing)	
Laura Davidson – Early Support Lead (incoming)	
Greg Mitten - CVS	
Gill Binns – Children’s Social Care	
Nighat Parveen - YPS	
Talha Wadee – CYP Trust Development Officer	
Gill Hughes - Clerk	

Agenda Item	Action Notes	By
1. Welcome and introductions	In the absence of Angela Aspinwall-Livesey, John Nelson welcomed everybody and introductions were made.	
2. Apologies	Apologies were given for Angela Aspinwall-Livesey, John Doyle and Cllr Nikki Hennessey. As Vice Chair of WL CYP Trust, John Nelson chaired the first part of the meeting in Angela’s absence and nominated Jonathan Hewitt to chair the second half of the meeting.	
3. Notes from last meeting, agreement and matters arising.	Anna Bailey has informed GH that there is an internal discussion within Public Health to decide who will sit on WL CYP Trust Board. Helen Clark from the CCG has offered to attend Board meetings as and when required. Board to request her presence when required. Shares Lancashire has produced the summer activity brochure 2013	

Agenda Item	Action Notes	By
	and has commenced distribution. Shares will submit a report in time for the next board meeting.	<i>GH to follow up with Shares Lancashire</i>
4. Setting Priorities	<p>The board discussed and agreed its priorities which will form the basis of 2013/2014 Action Plan.</p> <p>Priority 1 Reducing school exclusions – to remain a priority Priority 2 Narrow the gap in educational attainment – to remain a priority Priority 3 Increase proportion of CYP with a healthy weight – this priority to be removed as Health & Wellbeing Board to lead on this. Priority 4 Reduce risk taking behaviour – to remain a priority Priority 5 Things to do, places to go – to remain a priority Priority 6 Increase the proportion of YP who are EET – to remain a priority</p> <p>From discussions at this and previous meetings it has been identified that Domestic Abuse and Emotional Wellbeing/Self Esteem need to be focussed on. It was agreed that these two points will be addressed as part of Priority 4.</p>	
5. Early Support Core Offer	<p>Joanne McGrath gave an overview of the recent restructure and her new role.</p> <p>Joanne McGrath - Early Support – Preston area Laura Davidson – Early Support – West Lancs Nicola Parker – Senior Early Support role Ruksana Mulla – CAF Officer covering central area.</p> <p>New role covers delivery of integrated multi agency work eg Lancashire Improving Futures (LIF), Working together with Families as well as allocation of lead professionals.</p> <p>Preston and 4 other areas in tranche 1 have gone live with the early support offer in June with West Lancs to go live in the second tranche which will be in September. LIF to be launched in September.</p>	

A new commissioning structure will come into place in March 2014. During the transition phase Early Support Co-ordinators will maintain a link to commissioning.

Family Support update – This work has been going really well with 72 families engaged and 30 more in the pipeline.

CAF – has now been simplified. Requests for CAF champions have gone out to key organisations. WLBC has confirmed that although it will be supporting the new CAF process, it is not possible to have one champion for the whole organisation. It was acknowledged that it would be difficult to deliver to VCFS through 1 champion. YPS confirmed that they will have 1 CAF champion covering the central districts.

Nicola Parker is leading on CAF with Ruksana Mulla supporting on CAF Pathways. Training to use the toolkit required for the referral process will be launched in August.

Funding – The £9k for spot commission at the last board meeting has now all been allocated. There will be no more spot commissions until October 2013. A report on spend for the year to date was presented, including all recent commissions.


Lead professional funding of £4641 is available and will be administered by Laura Davidson although the exact mechanism is not yet clear.

Small grants funding of £11602 will also be available and will be aligned to the priorities set by the board. A Technical Panel will make decisions on what is commissioned.

There were concerns that less money could translate into a reduction in services to address early intervention work in the future.

Early Intervention Core Offer – The decisions to apportion funding across 4 key areas taken at a Task & Finish Group meeting on 19th June and later submitted to LCC, were ratified by the board today.

Agenda Item	Action Notes	By
	<p>Tenders have gone out to potential providers of services across the county and the closing date is 23rd July. A Technical Assessment Panel will meet on 31st July and 1st August to agree what is delivered in each area and by which organisation.</p> <p>The Board discussed its support for the commissioning process and the importance of informing decisions to ensure that the commission maintains buy in from partners and, where possible, continues to secure added value with match funding from stakeholders.</p> <p>The board agreed it needs to have an opportunity to have an input post-contract award to ensure that the delivery maximises local capacity and knowledge.</p> <p>Action: Joanne McGrath to confirm the process Action: Gill Hughes to circulate request to attend Technical Assessment Panel meeting dates to all board members</p> <p>It was agreed to keep the date initially scheduled for a task & finish group on 17th September. This meeting will now be used to invite successful providers to present to WL CYP Board to ensure that local needs are met.</p> <p>Action: Jonathan Hewitt to arrange for successful providers to attend.</p> <p>Participation – A report on CYP participation and engagement in District Children’s Trusts is being presented to the District CYP Trust Board Chairs Meeting.</p> <p>Action: John Nelson will give feedback on the discussion and any suggested actions from this report.</p>	<p><i>JMc</i></p> <p><i>GH</i></p> <p><i>JH</i></p> <p><i>JN</i></p>
6. Action Plan 2013/14	<p>It was agreed to allocate a lead board member for each priority to work on and develop with a deadline for first draft by 26th July.</p> <p>Action: Gill Hughes to circulate draft prepared by Ismail to all board members asap.</p> <p>Co-ordinate responses from each priority lead (deadline 26th July) and collate by the end of July.</p> <p>Circulate collated responses to all board members for additions and amendments. By end August.</p> <p>Send all amendments to JH prior to ratification at next board meeting.</p>	<p><i>GH</i></p> <p><i>All</i></p>

Agenda Item	Action Notes	By
	<p>It was noted that the Action Plan may need to be revisited depending on the outcome of the early support commissioning process.</p>	
7. Safeguarding	<p>Gill Binns attended from children’s social care and outlined some of the effects of recent restructures and the pressures these changes have created was discussed.</p> <p>It was agreed that Children’s Social Care should be an item on the agenda for the next board meeting. It was also agreed that a pre meeting will take place to enable board members to gain a better understanding of the issues currently affecting Children’s Social Care teams and how the Trust can support their work.</p> <p>Action: Gill Hughes to arrange meeting</p>	GH
8.	<p>Nighat Parveen presented the most recent report on NEET which shows good progress in reducing NEET.</p> <p>Action: Nighat Parveen to invite Michael Heaton to present at the next board meeting.</p> <p>JH requested national and Lancashire average figures for NEET and “not known” to be added to future reports.</p> <p>Action: Nighat to action</p> <p>JH also requested information 5 GCSEs including English and mathematics if possible as this is national measure.</p> <p>Action: Nighat to confirm whether this data is available</p> <p>NP confirmed that data is now being shared between YPS and JCP to good effect.</p> <p>LCC’s Youth Employment Strategy will be launched in September.</p> <p>JH informed the meeting that Ofsted may bring greater focus on IAG from the autumn onwards which may lead to more uniform delivery.</p> <p>A request from OWN to arrange a partnership meeting to take place on the same day as the next board meeting on 15th October was</p>	<p>NP</p> <p>NP</p> <p>NP</p> <p> Y:\GHUGHES\CYP Trust\Children’s Trust</p>

Agenda Item	Action Notes	By
	discussed. The suggestion was accepted by the board.	
9. Date of Next Meeting	15 th October 2013 1 – 3pm To be followed by OWN Partnership meeting 3-4.30	

Gill Hughes Gillian@wlcvs.org 01695 733737
19.7.13



ARTICLE NO: 1D

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

**MEMBERS UPDATE 2013/14
ISSUE: 2**

Article of: Borough Solicitor

Relevant Managing Director: Managing Director (People and Places)

Relevant Portfolio Holder: Councillor Sudworth

**Contact for further information: Mrs J Denning (Extn 5384)
(E-mail: jacky.denning@westlancs.gov.uk)**

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

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1** To keep Members apprised of developments in relation to Health Overview and Scrutiny in Lancashire.

2.0 BACKGROUND AND CURRENT POSITION

- 2.1** The Health and Social Care Act (2001), subsequently superseded by the National Health Service Act 2006 and the Health and Social Care Act 2012, extended the powers of Overview and Scrutiny Committees of local authorities responsible for social services functions to include the power to review and scrutinise matters relating to the health service in their areas.
- 2.2** The Health Scrutiny Committee at Lancashire County Council exercises the statutory functions of a health overview and scrutiny committee. The Membership of the Committee includes twelve non-voting Co-opted district council Members, West Lancashire's representative is Councillor Mrs Stephenson.
- 2.3** To ensure that Members receive regular updates on the work being undertaken by the Committee and to provide an opportunity to feed back

any comments via the Council's representative, a copy of the County Council's Health Scrutiny Committee minutes are attached.

3.0 SUSTAINABILITY IMPLICATIONS

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

4.0 FINANCIAL AND RESOURCE IMPLICATIONS

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

Background Documents

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

Equality Impact Assessment

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

1. 23 July 2013
2. 10 September 2013

Lancashire County Council

Health Scrutiny Committee

Minutes of the Meeting held on Tuesday, 23 July, 2013 at 10.30 am in The Duke of Lancaster Room (Formerly Cabinet Room 'C'), County Hall, Preston

Present:

County Councillor Steven Holgate (Chair)

County Councillors

M Brindle	Y Motala
Mrs F Craig-Wilson	B Murray
G Dowding	N Penney
N Hennessy	A Schofield
A James	B Yates
A Kay	

Co-opted members

Councillor Brenda Ackers, (Fylde Borough Council Representative)
Councillor Julia Berry, (Chorley Borough Council Representative)
Councillor Paul Gardner, (Lancaster City Council representative)
Councillor Bridget Hilton, (Ribble Valley Borough Council representative)
Councillor Mrs D Stephenson, (West Lancashire Borough Council representative)
Councillor M J Titherington, (South Ribble Borough Council representative)
Councillor David Whalley, (Pendle Borough Council)
Councillor Dave Wilson, (Preston City Council representative)

County Councillor Alan Schofield attended in place of County Councillor Mike Otter

1. Apologies

Apologies for absence were presented on behalf of County Councillor Mohammed Iqbal and Councillors Liz McInnes (Rossendale Borough Council), Paul Campbell (Burnley Borough Council), and Julie Robinson (Wyre Borough Council).

2. Appointment of Chair and Deputy Chair

Resolved: That the appointment of County Councillor Steven Holgate as Chair of the Committee and County Councillor Mohammed Iqbal as Deputy Chair for 2013/14 be noted.

3. Constitution, Membership and Terms of Reference

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

The Chair reported that Councillor Paul Gardner had been appointed as the co-opted representative for Lancaster City Council.

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

4. Disclosure of Pecuniary and Non-Pecuniary Interests

None disclosed

5. Minutes of the Meeting Held on 5 March 2013

The Minutes of the Health Scrutiny Committee meeting held on the 5 March 2013 were presented and agreed.

Resolved: That the Minutes of the Health Scrutiny Committee held on the 5 March 2013 be confirmed and signed by the Chair.

6. Better Care Together - Transforming Health Services Across North Lancashire and South Cumbria

The Chair welcomed guest speakers from:

- 'Better Care Together':
 - Terry Atherton - Independent Chair
 - Paul Wood - System Director
- Lancashire North CCG:
 - Andrew Bennett - Chief Officer
- University Hospitals Morecambe Bay Trust:
 - John Cowdall, Chair
 - John Hampton, CIP Controller
 - Joanne Morse, Deputy Chief Nurse

Wendy Broadley, Principal Overview and Scrutiny Officer, introduced the report which explained that a new clinical strategy for health services known as 'Better Care Together' (BCT) was being developed. This review was being carried out across North Lancashire and South Cumbria by local NHS organisations including Lancashire North Clinical Commissioning Group, Cumbria Clinical

Commissioning Group and University Hospitals of Morecambe Bay NHS Foundation Trust (UHMBT). A stakeholder briefing note was attached as Annex 1 to the report now presented.

Alongside this review, UHMBT was also delivering its recovery plan which had been developed following a number of inspections by the Care Quality Commission (CQC) and Monitor (independent regulator of NHS Foundation Trusts).

A number of proposed organisational changes would be required during 2013/14 in order to support delivery of the UHMBT's recovery plan. The Trust was also required to meet a Cost Improvement Programme (CIP) target and develop a new Clinical Strategy with stakeholders. The CIP Staff Consultation paper which identified the 8 individual schemes within the CIP was at Annex 2 to the report now presented.

John Cowdall, Chair of UHMBT since 1 March 2013, spoke briefly about the challenges that the Trust had already addressed, including follow-up outpatient appointments, mortality rates, and governance. He explained that following the appointment of Sir David Henshaw as interim Chair of UHMBT and a number of senior officer changes within the Trust, things were now very different. A recovery plan had been established, significant improvements had been made and all warning notices had now been lifted. There were, however, difficult challenges ahead in light of the national picture and many, complex local issues. For example the recruitment of permanent skilled staff presented difficulties especially to the more remote site at Furness General Hospital in Barrow; this had necessitated use of locums which was much more costly.

Terry Atherton and Paul Wood delivered a power point presentation which explained in more detail the background and context of 'Better Care Together' (BCT) and the vision for the future. It summarised pre-consultation engagement to date and key themes arising from that engagement. It also listed initial consultation plans and next steps. It was acknowledged that there would be some hard decisions to come. A copy of the presentation is appended to these minutes.

Members were invited to ask questions in relation to the report and a summary of the discussion is provided below:

- It was confirmed that UHMBT had agreed with Monitor that the Trust would seek to achieve savings of £18m a year over two years - £36m in total.
- Members suggested that there should be more emphasis and investment in preventative public health services and community services which would allow more people to stay in their own homes and reduce demand on hospital beds. It was felt important that all GPs should sign up to NHS health checks intended to identify those people at risk of developing long term, high cost conditions. It was suggested also that NHS establish links

with Surestart nurseries which could provide opportunities to address health issues, including those at risk of domestic violence.

- In response, it was confirmed that one of the four key clinical workstreams in BCT related to urgent care and discussions were ongoing between GPs, hospital consultants and nursing colleagues to consider how best to build on existing services, in conjunction with social care providers, to avoid hospital admissions.
- In his presentation John Cowdall said that had the Care Quality Commission identified the underlying causes of some of the issues facing UHMBT at the time the Trust would not have been granted Foundation Trust status in 2010. He confirmed that the criteria had now been tightened and the level of inspection was "fearsome". UHMBT had been subject to considerable scrutiny in recent months.
- In response to a question how increasing demand from an ageing population was being addressed and planned for, it was explained that the demographics varied across the area and between sites with issues such as teenage pregnancies, poverty, frail and elderly, and as such there were many, different challenges to be tackled.
- The Committee sought assurance that staff were receiving appropriate support in relation to changes in working practices referred to in the report. It was confirmed that there had been a 45-day consultation with staff and that there were opportunities for staff to meet on an individual basis to work through any issues.
- It was recognised that there was a need to think more creatively about travel between sites for both patients and staff and that satisfactory transport arrangements would need to be in place depending on solutions proposed.
- It would not be possible to duplicate all services on all sites and there would be a need to explore how some services could be safely centralised. Increased use of technology by clinicians was being encouraged.
- It had to be acknowledged that reduction in spending on the scale required would necessarily impact on staff numbers; the Committee was assured that safeguards were in place and that every decision not to fill a vacancy had to be authorised by the Medical Director to ensure that there was no impact on patient care.
- In response to comments that staff should feel able to report matters of concern without feeling threatened, the Committee was assured that the culture within UHMBT had changed and there was now a commitment to openness and transparency; staff were regarded as an asset to the organisation and 'whistleblowers' would be treated honestly, openly and with respect.
- It was recognised that staff would need to be kept informed about the 'Better Care Together' review and briefings would be provided to individual organisations, jointly and via Clinical Commissioning Groups to ensure that GPs were also kept up-to-date.
- It was suggested that domestic abuse was a much more widespread issue than the statistics indicated and that the consequences of domestic abuse

were an expensive drain on the budget. John Cowdall shared the concerns expressed and undertook to provide more information directly to the councillor who raised this point.

- Regarding weekend access to services, the point was made that access to medical records was an important part of this provision and was a matter of some concern given the poor state that the records had been in at Lancaster Royal Infirmary.
- In response to a question about Lancashire Care Foundation Trust's role on the BCT steering group, it was explained that the membership of the steering group comprised organisations which were commissioners and also those which were providers, there was also an opportunity to draw on the experience of some of those organisations who had themselves experienced a re-design of services. It was important to consider connections with dementia and mental health matters and LCFT would provide useful input.
- In response to a question how UHMBT could demonstrate that its services were patient-centred, it was explained that there was now much emphasis on clinicians being accessible to patients and their families and keeping them informed in a constructive and supportive way. There was also now a 'duty of candour' which imposed an obligation on the NHS to inform patients and their families about something which could have or did have a detrimental effect, for example the contraction of a hospital infection. It was considered very important to think about how people are made to feel.
- It was noted that some of the proposals contained in the report had been implemented already, prior to the BCT consultation. It was explained that some actions such as bed closures were regarded as normal cost improvement activity and day-to-day business. It was emphasised that the consultation with staff was separate from the BCT agenda.
- In response to a question whether the NHS was en route to privatisation, it was explained that contracting out of some services such as payroll, HR services, accounts payable, laundry, was not unusual and would be considered where there were savings to be made. The Committee was assured that there was no intention to contract out core health services.
- Regarding the timing of the consultation about BCT, more detailed work was required before it could begin and the consultation would last for at least twelve weeks.
- In response to a question whether the timescales of the Cost Improvement Programme would affect the BCT agenda, the Committee was assured that its impact on clinical services had to be minimised. It was intended to move forward with clinical services whilst creating better and stronger links with community services.

The Chairman thanked guests from the NHS for attending the Committee

Resolved: That,

- i. The comments of the Health Scrutiny Committee be noted and the minutes of this meeting be provided to the Chair of Better Care Together;

- ii. Full proposals for the formal consultation for Better Care Together be provided to the Health Scrutiny Committee.
- iii. Members of the Health Scrutiny Committee provide any comments or suggestions on the process of the formal consultation for Better Care Together via the Scrutiny Officer:
- iv. A full report on the outcome of the consultation on Better Care Together be provided to the Health Scrutiny Committee via its Steering Group;
- v. Updates on the progress of the Cost Improvement Programme be provided via email to the Health Scrutiny Committee.

7. Report of the Health Scrutiny Committee Steering Group

On 26 February the Steering Group had met with officers from the following Clinical Commissioning Groups

- Lancashire North
- West Lancashire
- Fylde and Wyre

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

On 9 April the Steering Group had met with the Chief Executive of Lancashire Teaching Hospitals Trust. A summary of the meeting was at Appendix B to the report now presented. This summary also includes the notes of the Steering Group's visit to Southport and Ormskirk Hospital Trust which took place on 28 March.

On 16 April the Steering Group had met to consider the outcome of the Dementia Consultation as delegated by the Joint Health Committee at its meeting on 22 January and determine whether support the recommendations made to the NHS Lancashire Cluster Board. A summary of the meeting was at Appendix C to the report now presented.

It was confirmed that topics suggested for the work plan at the training session for new members held on 11 June, and then considered by the Steering Group, would be circulated to members of the Committee

Members were most concerned that East Lancashire Hospitals Trust was now subject to 'special measures' following the Keogh review. They were assured that the Steering Group would address relevant announcements on an ongoing basis and would report back to the Committee as appropriate. The possibility of a piece of joint scrutiny with Blackburn with Darwen Council's Scrutiny Committee was being explored. The Chair acknowledged that the situation in East Lancashire was causing much public concern.

It was explained that the previous Steering Group had met with all 14 NHS organisations with whom it was considered necessary to engage as either providers or commissioners of services within Lancashire and it was intended that the new Steering Group would do the same

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

8. 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.

9. Minutes of the Joint Lancashire Health Scrutiny Committee

The Joint Lancashire Health Scrutiny Committee had last met on 22 January 2013. The agenda and minutes of that and previous meetings were available via the following link for information.

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

Resolved: That the report be received.

10. Urgent Business

No urgent business was reported.

11. Date of Next Meeting and Timetable of Meetings for 2013/14

Date of Next Meeting

It was noted that the next meeting of the Committee would be held on Tuesday 10 September 2013 at 10.30am at County Hall, Preston.

2013/14 Timetable of Meetings

It was reported that future meetings had been scheduled for:

22 October 2013
03 December 2013
14 January 2014
04 March 2014
22 April 2014

All meetings would be held at 10.30 am in the Duke of Lancaster Room (Formerly Cabinet Room C) at County Hall, Preston

Resolved: That the report be noted.

I M Fisher
County Secretary and Solicitor

County Hall
Preston

Lancashire County Council

Health Scrutiny Committee

Minutes of the Meeting held on Tuesday, 10 September, 2013 at 10.30 am in The Duke of Lancaster Room (Formerly Cabinet Room 'C'), County Hall, Preston

Present:

County Councillor Steven Holgate (Chair)

County Councillors

M Barron	Y Motala
M Brindle	B Murray
Mrs F Craig-Wilson	M Otter
G Dowding	N Penney
N Hennessy	B Yates
M Iqbal	

Co-opted members

Councillor Paul Gardner, (Lancaster city Council Representative)
Councillor Bridget Hilton, (Ribble Valley Borough Council representative)
Councillor Liz McInnes, (Rossendale Borough Council representative)
Councillor Tim O'Kane, (Hyndburn Borough Council representative)
Councillor Julie Robinson, (Wyre Borough Council representative)
Councillor Mrs D Stephenson, (West Lancashire Borough Council representative)
Councillor M J Titherington, (South Ribble Borough Council representative)
Councillor Dave Wilson, (Preston City Council representative)

1. Apologies

Apologies for absence were presented on behalf of Councillors Brenda Ackers (Fylde Borough Council), Julia Berry (Chorley Borough Council), and David Whalley (Pendle Borough Council).

County Councillor Malcolm Barron replaced County Councillor Andrea Kay for this meeting

2. Disclosure of Pecuniary and Non-Pecuniary Interests

None disclosed

3. Minutes of the Meeting Held on 23 July 2013

The Minutes of the Health Scrutiny Committee meeting held on the 23 July 2013 were presented. One member recalled it had been agreed that officers from the NHS would come back with an update on the Better Care Together item. Wendy Broadley explained that it had not yet been decided whether the update would come via the Steering Group or directly to the Health Scrutiny Committee. She explained also that the Scrutiny Committee at its next meeting on 13 September was due to consider a request to establish a joint health scrutiny committee with Cumbria County Council to consider issues of cross boundary substantial variation in services proposed by University Hospitals Morecambe Bay Trust. The Better Care Together update might therefore be received by that Committee.

Resolved: That, subject to the addition above, the Minutes of the Health Scrutiny Committee held on the 23 July 2013 be confirmed and signed by the Chair.

4. Clinical Commissioning Groups

The report explained that from April this year Clinical Commissioning Groups (CCGs) had replaced the Primary Care Trust (PCTs) as the commissioners of health and social care services. They were responsible for the planning and designing of local health services by working in partnership with patients and health and social care partners to ensure services would meet local needs.

It was explained that they are responsible for commissioning:

- Elective (planned) hospital care
- Urgent and emergency care
- Rehabilitation care
- Most community health services
- Mental health and learning disability services

Within Lancashire there are 6 CCGs:

- Greater Preston – Preston, parts of South Ribble, Longridge and Great Ecclestone
- Chorley & South Ribble – Chorley and the remainder of South Ribble
- Fylde & Wyre – Fleetwood, Thornton, Cleveleys, Poulton-le-Fylde, Kirkham, Lytham, St Annes on Sea and the rural villages of Fylde & Wyre
- Lancashire North – Lancaster, Morecambe, Carnforth and Garstang
- East Lancashire – Burnley, Hyndburn, Pendle, Ribble Valley (except Longridge) and Rossendale.
- West Lancashire – Ormskirk, Skelmersdale and surrounding areas

Greater Preston and Chorley & South Ribble CCGs have agreed to work together in collaboration sharing resources and expertise, to further strengthen their organisations but are two separate organisations and have separate governance structures and Boards.

Representatives from the following Clinical Commissioning Groups (CCGs) attended the Committee to provide an overview of their roles and responsibilities, commissioning plans and some of the challenges they faced to improve the health and well being of their patients:

- Greater Preston/Chorley and South Ribble CCG: Jan Ledward, Chief Officer
- Lancashire North CCG: Dr Alex Gaw, Chair
- East Lancashire CCG: Mike Ions, Chief Clinical Officer and Di Van Ruitenbeek, Chair

Each of the CCGs attending had provided the Committee with a copy of their prospectus which were attached to the report now presented. These documents set out some of their priorities and aims over the coming year and identified examples of initiatives currently being delivered.

- Appendix A – Greater Preston & Chorley South Ribble
- Appendix B – Lancashire North
- Appendix C – East Lancashire

The Committee received a PowerPoint presentation which briefly set in context the six clinical commissioning groups operating in Lancashire. It explained that all CCGs were working collaboratively and had formed a CCG Network. The network also included the CCGs from Blackpool and Blackburn.

One of the significant challenges for the north of England was the huge levels of deprivation, high mortality rates and comparatively poor funding. Officers pointed out to members that a recent publication indicated that the north will be further challenged by a movement in investment in health towards the south and midlands, and that funding for our area was not going to be increased to address the health issues of the population. This was a real concern for the CCGs as it was acknowledged that health services can only do so much within the wider issues surrounding social care and matters of public health.

The presentation then focused, in turn, on each of the CCGs represented at this meeting. Challenges and key priorities were listed in each case. A copy of the presentation is appended to these minutes.

- It was explained that funding pressures and competing demands to address health inequalities presented a complex picture and there was a very difficult balance to be achieved in providing services for a range of diverse, vulnerable groups. For example there was a greater life expectancy in affluent areas

which might indicate that funding should be targeted at more deprived areas, however the consequence of that approach might be less funding for older people who were themselves a vulnerable group.

- The presentation indicated that one in five people in the Chorley and South Ribble area were carers and a question was asked about support available for those carers. It was explained that a model of locally based resources had been developed following work done from the Worden GP practice in that area to establish what support was available locally within both the statutory and voluntary sector. This model would be used to develop 'Localities' in other areas, recognising that that one size would not fit all and that arrangements would need to reflect the diversity of each local area. The GP who had led that piece of work would be happy to talk to members about it.
- It was explained that the West Lancashire CCG, who commissioned services previously under the remit of the former Central Lancashire PCT, tended as a community to look to Merseyside for much of its health care provision. Referrals from that area would be predominantly to the Merseyside area particularly for specialised care.
- Members were disappointed that there did not appear to be enough emphasis on prevention and intervention. It was explained that there was a will to put more investment into prevention and keeping people well, however there was a huge demand for secondary care which was competing for limited resources. The CCGs were looking at significant investment in out of hospital care.
- The 'Closer to Home Programme' which moved services out of hospitals sought to support this approach, however it was important to have the resources and the primary care infrastructure in place. Because of the way the NHS had been divided up partnership working was more of a challenge, but also more of a priority
- There was some concern about the apparent lack of engagement between the East Lancashire CCG and the district councils to develop joint working and prevent hospital admissions. The Committee was assured that the CCGs were keen to engage with local authorities and the voluntary sector. Localities teams were working closely with the five district councils in that area and it was acknowledged that there was now a need to look across the whole East Lancashire footprint.
- There was also the East Lancashire Partnership on which all five district councils and the voluntary sector were represented and which looked at common issues.
- Councillor participation at listening events and governing body meetings would be welcomed. It was acknowledged that the CCGs would need to work harder and make relationships stronger and clearer.
- All agreed that it was important to work closely with the County Council which now had responsibility for public health.
- The Lancashire North CCG prospectus indicated there was an 11.6 year difference in male life expectancy between the least and most deprived wards in that area and for female life expectancy the difference was 10.2 years. There was a strong feeling that focus on health inequalities had to be a

priority and that more needed to be done to target those people who do not access health services.

- It was suggested that the NHS could do more to engage with hard-to-reach groups. It was noted that the CCGs differed in the number and distribution of GP practices in their area; for example, in Lancaster all GP practices were located in the city; it was suggested that there should be a clinical presence out in the deprived estates, perhaps by locating clinicians in community centres, by taking mobile units out to housing estates or simply by knocking on doors.
- It was suggested also that the NHS could collaborate more with third sector organisations who were already in touch with vulnerable people, for example organisations who support veterans.
- The Committee was assured that access to and the importance of soft intelligence in GP practices was well recognised and work was ongoing to set up a system whereby information could be fed back electronically from GPs, nurses, therapists etc and common themes raised with providers. It would be important to consider issues relating to data protection, consent and confidentiality. The CCGs agreed to provide feedback on developments to the Committee.
- One member queried discrepancies in the population figures for Burnley which were shown as 97,000 yet other sources showed a figure of 85,300. This was a large discrepancy and she believed that it was important to ensure this figure was correct, particularly in a deprived area such as Burnley because it would affect funding and health service provision. She understood that the figure was supposed to reflect the number of people registered with GP practices and therefore could include people from the surrounding area, however the population figures of those surrounding areas appeared to be constant. Dr Ions undertook to look into this and get back to her
- The ageing population of GPs in East Lancashire was acknowledged as a major issue and recruitment and retention was an important part of the developing Primary Care Strategy. The CCGs would continue to support a number of GP training practices; young doctors who trained in the area were then more likely to stay here. It was also important to market East Lancashire health services as an attractive and popular place to work.
- Funding for public health was relatively small compared to the NHS total spend, yet public health issues were an important part of the solution to keeping people well and out of hospital.
- In response to a suggestion that Public Health should be represented on every CCG, the Committee was assured that there were strong links between CCGs and Public Health. The Chair confirmed also that the Steering Group of this Committee had an ongoing relationship with Public Health officers.
- A question was raised about the rationale for buying services from private providers, for example out-of-hours services from Virgin Healthcare. In response it was explained that many NHS services were delivered by independent contractors. There was a requirement to adopt a market approach and to follow European procurement legislation.
- In response to a question about the take-up of health checks by GPs, it was confirmed that there was a mixed picture; take-up was much lower than the

20% target in some areas; it was a difficult decision for GPs to divert resources when there were people in need of immediate care. Capacity and time were obstacles. Whilst GPs could receive a small fee for these checks, the fee didn't reflect the workload and some felt there were more effective ways of targeting resources.

- A new programme called the Acute Visiting Scheme which was run from the local out-of-hours services was currently being piloted. It was intended as an alternative to calling an ambulance and would help to reduce the rate of emergency admissions to hospital. It was one of a whole range of schemes to provide more services to patients in their own home.
- A question was raised about NHS input to local development plans where large housing developments would bring several hundred people to an area and increase pressure on local services. It was agreed that housing and infrastructure for a growing population presented a challenge and CCGs were working with NHS England Local Area Team, who are responsible for commissioning primary care, as part of the Primary Care Strategy.
- In response to a question whether there was an optimum number of population per GP, and whether distance from the GP was taken into account when working out commissioning statistics, it was explained that there was an accepted norm of between 1400 -1700 patients, but factors such as demographics, age, distance were also taken into account. It was a very complex picture
- It was suggested that one of the biggest concerns for patients was the reduction in services, for example blood testing services in Preston had recently been centralised leading to delays and queuing. It was acknowledged that the Greater Preston CCG was aware of issues around Phlebotomy services which were currently being addressed.
- Patient views were regarded as an important indicator in measuring any improvement in services. There were patient participation groups at every GP practice and lay representatives with responsibility for public engagement on CCG governing bodies. Additionally there was a range of ways in which the patient experience was surveyed, including an email address on the CCG website.
- A specific concern was raised about the telephone number for accessing Healthwatch; it was suggested that it was a costly, premium rate number. There was a concern also that the website was not currently up and running. Di Van Ruitenbeek acknowledged that the delay in getting Healthwatch up and running had created a vacuum and she undertook to take concerns about the phone number back. She encouraged elected members to feedback any concerns to Healthwatch.
- Among the key priorities for Lancashire North CCG was to commission safe, sustainable, high quality mental health care; one member questioned what the CCG's view was about provision in Morecambe for people with acute mental health problems and for respite and intermediate care. The Committee was reminded that a consultation was ongoing about the site for a specialist dementia care unit. The key issue was to ensure that patients were not disadvantaged.

- In response to a question how health services will be joined up with other public services including the third sector in promoting a seamless service for the people of Lancashire, the Committee was informed that Greater Preston/Chorley and South Ribble CCGs had been selected for interview by NHS England to pilot a scheme whereby all partners in health and social care would integrate formally. This presented a welcome opportunity to integrate sooner rather than later; the CCGs were already working closely with their localities and this work would build on what had already been achieved.

The Chairman thanked guests for attending.

Resolved: That

- The Steering Group would meet individually with each of the six CCGs and to discuss with them, in detail issues of concern specifically public engagement and funding, and to receive a further update after April 2014 when they had been in operation for twelve months.
- A letter be sent from the Health Scrutiny Committee to the Secretary of State for Health expressing serious concern that the investment in the allocation of funding for Lancashire and the north of England appeared to be diminishing compared with the south and midlands. This was of particular concern given the significant challenges faced due to deprivation levels and high mortality rates. . The Chair stated that contributions from the CCGs would be sought for inclusion in the submission. It was also agreed that a copy of the letter be provided to the Chairs of the Health Scrutiny Committees at both Blackpool and Blackburn with Darwen councils for information.

5. Report of the Health Scrutiny Committee Steering Group

On 5 July the Steering Group had met to discuss the future work plan for the Committee following suggestions put forward at the training session on 11 June. A summary of the meeting was at Appendix A to the report now presented.

On 19 July the Steering Group had met with officers from University Hospitals Morecambe Bay Trust regarding their Cost Improvement Programme. A summary of the meeting was at Appendix B to the report now presented.

On 26 July the Steering Group had met with Blackpool Hospital Trust regarding the outcome of the 'Improving Patient Care' consultation. A summary of the meeting was at Appendix C to the report now presented.

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 last met on 22 January 2013. The agenda and minutes of that and previous 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 22 October 2013 at 10.30am at County Hall, Preston.

I M Fisher
County Secretary and Solicitor

County Hall
Preston

OVERVIEW AND SCRUTINY COMMITTEE – SEPTEMBER 2013



Dr. Mike Ions
Chief Clinical Officer
NHS East Lancashire CCG



Jan Ledward – Chief Officer
NHS Chorley & South Ribble and
NHS Greater Preston CCGs



Dr. Alex Gaw
Chief Clinical Officer
NHS Lancashire North CCG

Why CCGs are Different

- Membership Organisations – practices chose their footprint
- Clinically led – Clinical Chair or Accountable officer
- Governance
 - Constitution
 - Delegation and decision making
- Responsible for 60% of total NHS commissioning resource
- NHS England Lancashire Area Team commission Primary Care, Prisons Health Care, Specialised Commissioning
- Lancashire County Council now responsible for Public Health – prevention and screening

An alternative guide to the new NHS in England

www.kingsfund.org.uk/nhs

The Kings Fund



Progress -

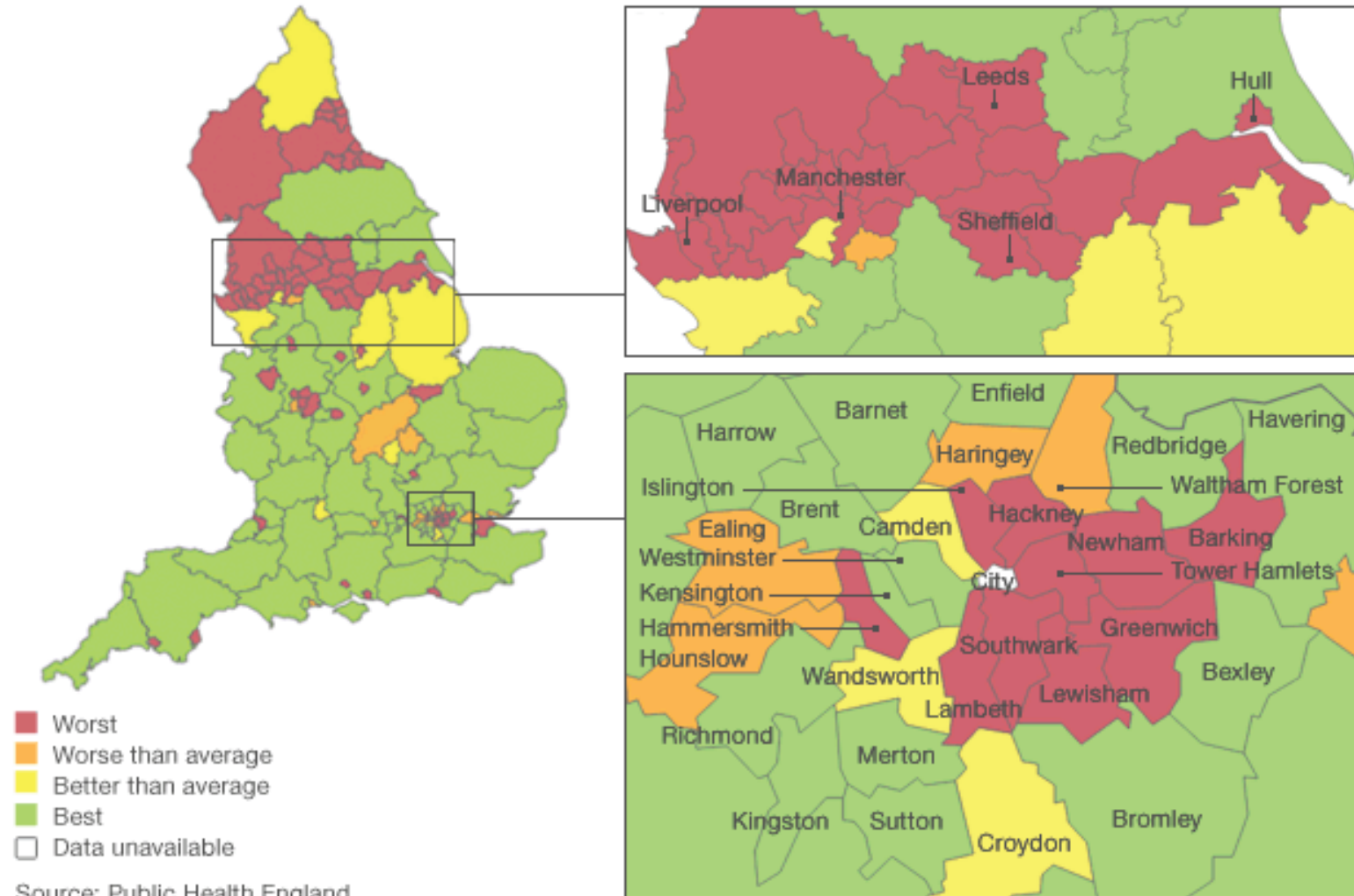
- All Lancashire CCGs were authorised **without any conditions** as of 1st April 2013
- On 1 April 2013 we formally took on:
 - responsibility for commissioning hospital, community, mental health services for local people and commissioning support services
 - Oversight and responsibility for a joint budget of approximately £456million
 - Responsible for improving quality in primary care

Lancashire perspective

- 6 CCGs within LCC Boundaries, relating to one Health & Wellbeing Board
 - North Lancashire
 - East Lancashire
 - Fylde & Wyre
 - Greater Preston
 - Chorley & South Ribble
 - West Lancashire

Northern health challenge

Overall premature deaths



Lead Commissioner

- NHS North Lancashire CCG – University Hospitals of Morecambe Bay NHS Foundation Trust
- NHS East Lancashire CCG – East Lancashire Hospital NHS Trust
- NHS Greater Preston CCG – Lancashire Teaching Hospitals NHS Foundation Trust
- NHS Chorley & South Ribble CCG – Lancashire Care NHS Foundation Trust (community Services)

Recent quality reviews

- Independent Investigation of maternity & A&E services at University Hospitals of Morecambe Bay NHS Foundation Trust
- Keogh Reviews
 - Blackpool, Fylde & Wyre Hospitals NHS Foundation Trust
 - East Lancashire Hospitals NHS Trust
- Major challenges in delivering urgent care services in all providers during 2013.

Collaboration

- All 8 CCGs in Lancashire work collaboratively and formed a CCG Network
- Collectively we work with NHS England Area Team Lancashire, North West Coast Academic Health Sciences network, Local education & Training board (health), Clinical Senate & Networks for Lancashire and Gt. Manchester, statutory groups such as Childrens Safeguarding board and community safety partnerships.

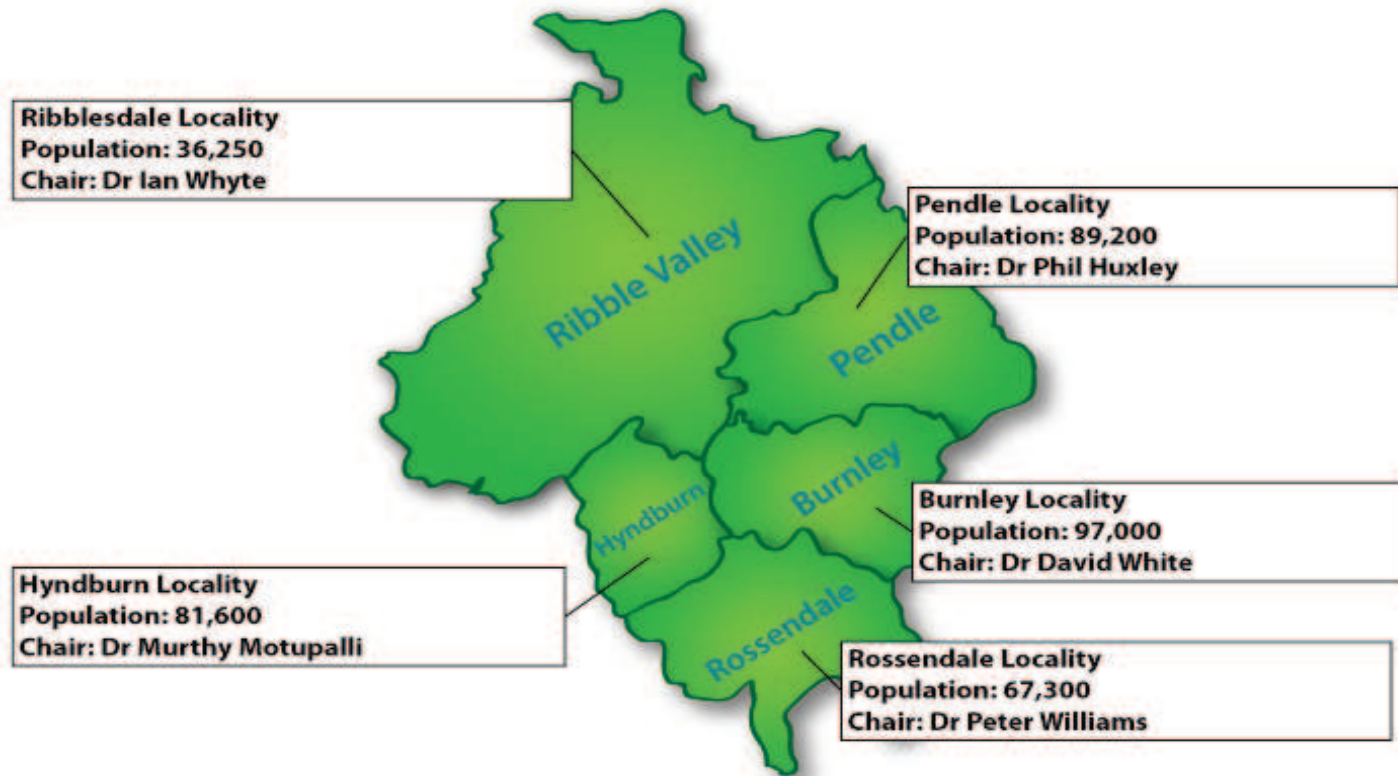
NHS East Lancashire CCG



East Lancashire CCG

- Statutory body responsible for commissioning health services from 1 April 2013
- Run by local GPs with aim to commission high quality, safe and effective health services
- Five like-minded localities with strong governance arrangements
- 62 member practices – Council of Members

East Lancashire CCG



EL Population - 372,000
GP Practices - 62

Key Challenges

- **Population**
 - ageing, higher than average number of children and young people, significant BME population, high levels of socio-economic deprivation
- **Transformation Agenda**
 - massive change required to deliver wholesale improvement and quality of service
 - Needs collaboration throughout Health Economy
- **Financial constraints for the foreseeable future**
 - Overall budget: £473.5 million. £8.88 million running cost allocation
 - Statutory duties – expenditure and cash spending must stay within the limits set for the financial year
 - Performance measures – 1% surplus, 2 % recurrent surplus & 2% non-recurrent investment
 - Key challenges – QIPP, ELHT & allocation issues

East Lancashire Commissioning Priorities

- Integrated Transformation
- Urgent (Unscheduled) Care
- Scheduled Care
- Cancer Service Improvement
- Primary Care
- Lancashire Collaborative Programme
(Lancashire wide priority)

How We Engage with Patients

- Lay member representation on steering groups
- Locality Listening Events
- Publications / Posters in General Practices
- Soft Intelligence Gathering:
 - connect@eastlancashireccg.nhs.uk

Working with Partners and Providers

- New working arrangements include – NHS Staffordshire and Lancashire Commissioning Support Unit, NHS England, Lancashire County Council
- Clinical Transformation Board
- Stakeholder Engagement

Francis Enquiry & Keogh Review

- Report issued February 2013 – second report by Robert Francis QC following Public Inquiry into failings in care at Mid Staffordshire NHS FT (290 recommendations)
- Aims of report include putting patients first, developing fundamental standards of care, accountability for senior managers & openness, transparency and candour across system
- Development of action plan based on key recommendations for the CCG
- Keogh review into ELHT
 - Joint Quality Assurance Framework based on findings

NHS Chorley & South Ribble CCG

NHS Greater Preston CCG



Gt. Preston CCG

Chorley & S. Ribble CCG

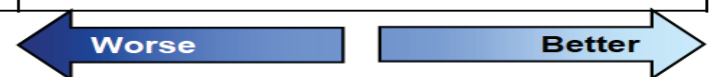
- Two statutory CCGs but work closely
- Authorised on 18th January 2013 with no conditions
- Clinical Chairs, managerial accountable officer
- Two membership councils & governing bodies
- Single management team and structure
- Relate to the same acute community and mental health trusts

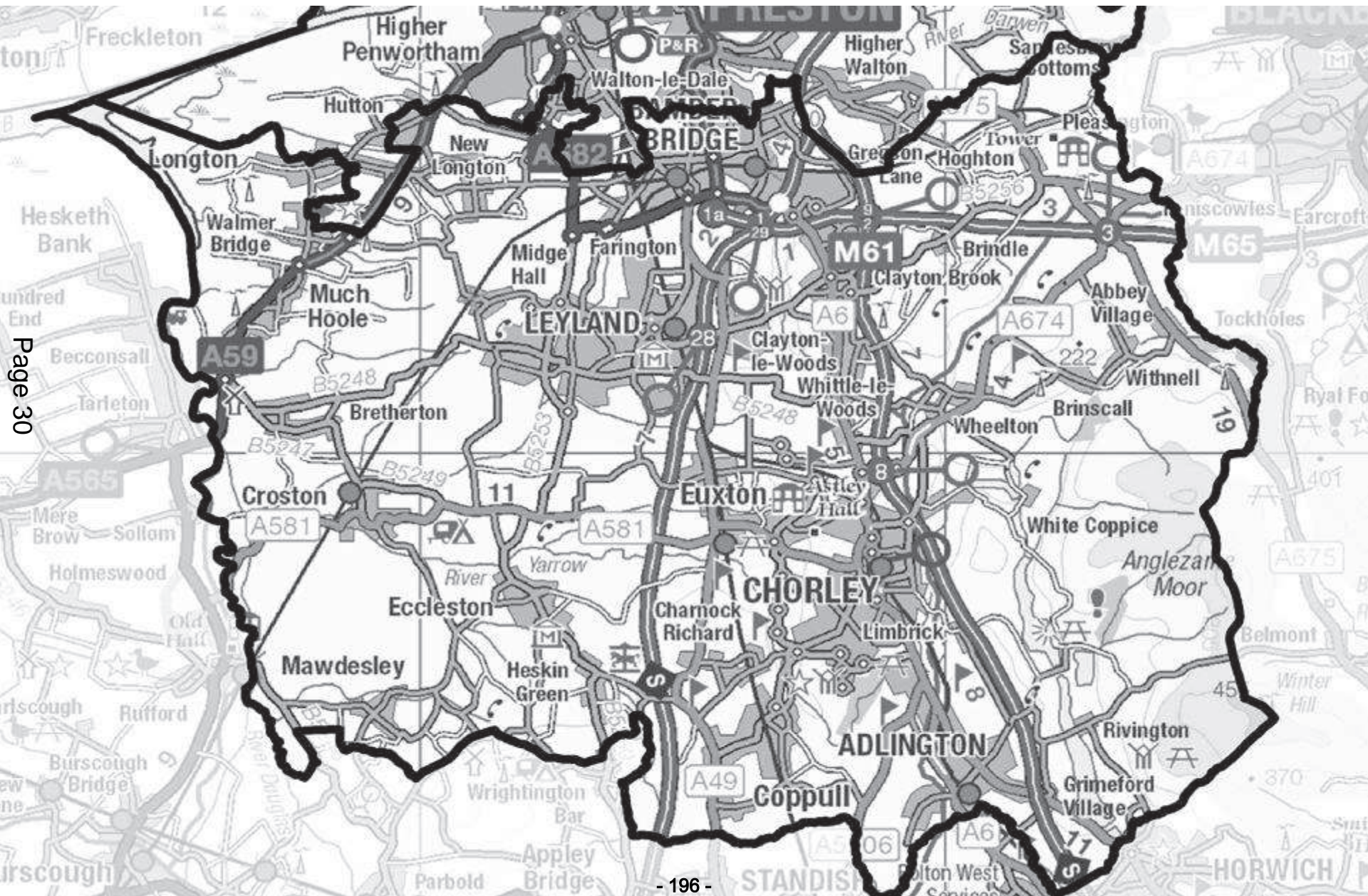


Gt. Preston

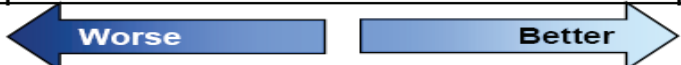
Locally we need to understand how we compare to our cluster and focus on these things...

Outcome Indicator	CCG and cluster distribution
1a Potential years of life lost (PYLL) from causes considered amenable to healthcare	
1.1 Under 75 mortality rate from cardiovascular disease	
1.2 Under 75 mortality rate from respiratory disease	
1.3 (proxy indicator) Emergency admissions for alcohol related liver disease	
1.4 Under 75 mortality rate from cancer	
2 Health related quality of life for people with long term conditions	
2.1 Proportion of people feeling supported to manage their condition	
2.3i Unplanned hospitalisation for chronic ambulatory sensitive conditions (adults)	
2.3ii Unplanned hospitalisation for asthma, diabetes and epilepsy in under 19s	
3a Emergency admissions for acute conditions that should not usually require hospital admission	
3b Emergency readmissions within 30 days of discharge from hospital	
3.1i Patient reported outcome measures for elective procedures – hip replacement	
3.1ii Patient reported outcome measures for elective procedures – knee replacement	
3.1iii Patient reported outcome measures for elective procedures – groin hernia	
3.2 Emergency admissions for children with lower respiratory tract infections	
4ai Patient experience of GP services	
4aii Patient experience of GP out of hours services	
4aiii Patient experience of NHS dental services	
5.2i Incidence of Healthcare associated infection (HCAI): MRSA	
5.2ii Incidence of Healthcare associated infection (HCAI): C Difficile	





Outcome Indicator	CCG and cluster distribution
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Chorley & S. Ribble

Locally we need to understand how we compare to our cluster and focus on these areas...

Page 31

- 34 Practices
- Population 220,000 – large proportion ethnic minority and hard to reach groups
- Approx 126 GPs, 81 nurses
- Less GPs per head of population than elsewhere in Lancashire.
- Relate to four borough councils
- Highly complex
- University skews population
- 17 Single handed/small practices (50%)
- MoU with NHS Chorley & South Ribble CCG with joint management and risk sharing.

- 32 practices
- 172,500 population
- Approx 96 GPs, 57 nurses
- Less GPs per head of population than elsewhere in Lancashire.
- Relates to two borough councils
- High rates of CVD, cancer deaths, diabetes and alcohol
- 1 in 5 people are carers
- Growing elderly population
- Health inequalities
- Large number of single/small handed practices (50%)
- MoU with NHS Gt. Preston, joint management arrangements and risk sharing

Summary of our plan for 2013/14...

- all of the national requirements (as a minimum)
- but also, local data and evidence indicates that we need to:
 - Prevent avoidable admissions: Unplanned hospitalisation for asthma, diabetes and epilepsy in Under 19s, as you saw from the spine charts before
 - Improve access to diagnostic services – Direct to test for MRI scans for Knees, Cardiology – echo, plans developing for 7 day working
 - Tackle long term conditions: locality teams being rolled out
 - Improve services in Primary Care, delivering more services community closer to home
 - Improve urgent care – Primary care becoming the front door to Emergency department, step up and step down beds

Financial position

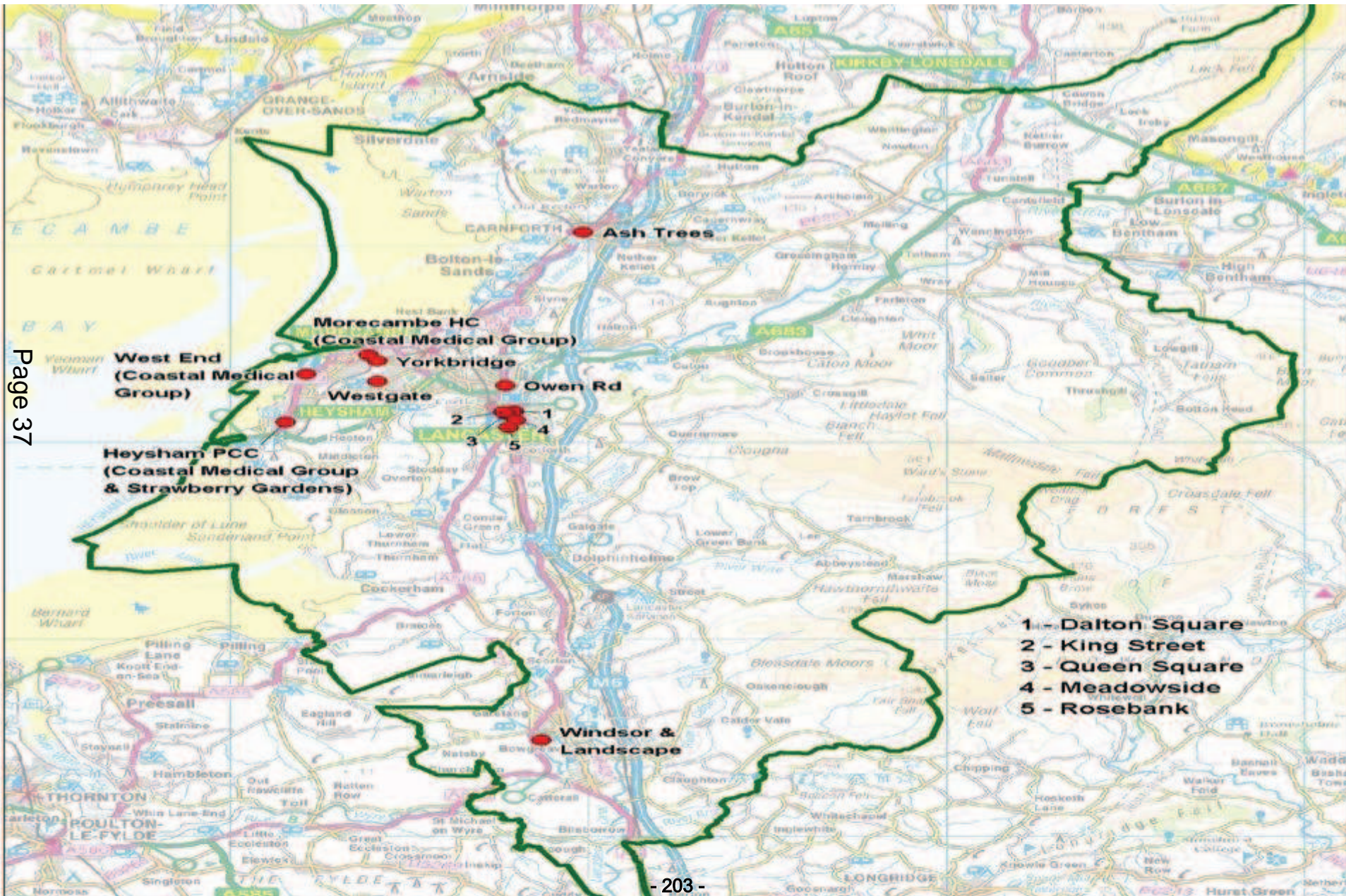
- Gt. Preston allocation £273,907
- Chorley & S. Ribble allocation £240,495
- Challenged in year in Gt. Preston due to specialised commissioning allocation reductions circa £13m
- Impact of this both on CCGs is significant, plans have been reprioritised to focus on transactional delivery

Opportunities/Challenges

- Financial position
- Over 50% single handed/small practices
- Under resourced in primary and community services compared to our ONS cluster
- Care closer to home focusing on prevention, self care, long term condition management, end of life care
- Improving outcomes and experience of care for patients
- Hospital services reconfiguration across Lancashire
- Further NHS reconfiguration/structural change

NHS Lancashire North CCG





CCG facts and figures

- 160,000 registered population – expected to grow by 7000 over the next 10 years
- 13 practices in Lancaster, Morecambe, Carnforth and Garstang
- Budget £198m
- Main hospital is the Royal Lancaster Infirmary
- Community services provided by Blackpool Teaching Hospitals
- Significant pockets of deprivation in Morecambe, Heysham and central Lancaster
- Cancer and cardiovascular disease account for 64% of deaths before the age of 75 years

6 key priorities

- Improve population health
- Reduce premature deaths – focus on Cancer and CVD
- Develop care closer to home
- Commission safe, sustainable, high quality hospital care
- Commission safe, sustainable, high quality mental health care
- Enable primary care to respond to changing needs of the population

Better Care, Together

- Redesign of local secondary care hospital based services by developing an integrated care system in south Cumbria and north Lancashire over the next 5 years.
- Our plans need to ensure:
 - Safe, appropriate, accessible services
 - High quality care, based on clinical evidence and best practice
 - Cost effective services
- Joint programme with UHMB, Cumbria CCG and other key partners including LCC

Better Care, Together – current position

- Significant clinical involvement on 4 clinical workstreams
- Moving focus now from acute models to out of hospital services
- Intensive early work on pre-engagement to understand public attitudes towards local services
- Need to do further work on finance, workforce, estates implications
- Will continue to work with Lancashire and Cumbria OSCs as the programme progresses.



ARTICLE NO: 1E

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

**MEMBERS UPDATE 2013/14
ISSUE: 2**

Article of: Borough Solicitor

Relevant Managing Director: Managing Director (People and Places)

Relevant Portfolio Holder: Councillor Sudworth

**Contact for further information: Mrs J Denning (Extn 5384)
(E-mail: jacky.denning@westlancs.gov.uk)**

SUBJECT: MINUTES OF THE LANCASHIRE POLICE AND CRIME PANEL

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

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

2.0 BACKGROUND AND CURRENT POSITION

2.1 The Police and Crime Panel is a joint committee made up of representatives from the local authorities in the Lancashire Police Force area:

- Lancashire County Council
- Blackburn with Darwen Borough Council
- Blackpool Council
- District Councils

2.2 The Panel exercises specific powers under the Police Reform and Social Responsibility Act 2011, and all other enabling powers, discharging its functions in accordance with the Policing Order 2011.

2.3 To ensure that Members receive regular updates on the work being undertaken by the Panel, a copy of the minutes are attached.

3.0 SUSTAINABILITY IMPLICATIONS

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

4.0 FINANCIAL AND RESOURCE IMPLICATIONS

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

Background Documents

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

Equality Impact Assessment

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 – 8 July 2013 (draft)

Police and Crime Panel for Lancashire

Minutes of the Meeting held on Monday, 8th July, 2013 at 10.00 am in Committee Room 'A', Blackpool Town Hall

Present:

Chair

Councillor Kate Hollern, Blackburn with Darwen Borough Council

Committee Members

Councillor Alyson Barnes, Rossendale Borough Council
Councillor Pam Barton, Hyndburn Borough Council
Councillor Simon Blackburn, Blackpool Council
Councillor Alistair Bradley, Chorley Borough Council
Councillor Margaret Brindle, Burnley Borough Council
Councillor R Boswell, Preston City Council
Councillor Julie Cooper, Burnley Borough Council
Councillor Margaret Foxley, Pendle Borough Council
Councillor Peter Gibson, Wyre Borough Council
Councillor Ian Grant, West Lancs Borough Council
Councillor Stuart Hirst, Ribble Valley Borough Council
County Councillor Sean Serridge, Lancashire County Council*
Councillor David Smith, Lancaster City Council
Councillor Malcolm Thomas, Lancaster City Council
Paul Richardson, Independent co-opted member
Shiraj Vali, Independent co-opted member

*County Councillor S Serridge replaced County Councillor J Mein at the meeting.

Also in attendance

- Mr I Fisher, Secretary to the Police and Crime Panel.
- Mr R Jones, Assistant Secretary to the Police and Crime Panel.
- Ms H Denton, Executive Director for Adult and Community Services and Public Health, Lancashire County Council
- Ms M Ormesher, Community Safety Manager, Lancashire County Council.
- Mr S Finnegan, Chief Constable, Lancashire Constabulary.
- Mr C Grunshaw, Police and Crime Commissioner for Lancashire.
- Ms M Carruthers-Watt, Chief Executive - Office of the PCC.

1. Constitution, Membership and Terms of Reference of the Panel

Following a suggestion by the Chairman the Panel agreed that item 3 be taken as the first item of business.

It was reported that following the County Council elections on the 2nd May the political balance of the Panel had been recalculated adopting the previously agreed model for achieving the political proportionality requirements. Options for the revised balance of the Panel on this basis were presented to the Panel.

It was noted that each constituent authority had been consulted on the revised balance of the Panel and asked to appoint a member to the Panel, with the intention of up to three local Authorities appointing an additional member on the previously agreed basis to achieve political proportionality. Appointments made by the constituent local authorities resulted in the political balance of the Panel being 9 Labour, 7 Conservative, 1 Lib Dem and 1 Independent Member. The Panel recognised that guidance made it clear that the best Panel arrangements were those which were determined locally and by agreement by each constituent local authority. The Panel were asked to agree to the balance of the Panel on the basis of the appointments made by each individual local authority, to reflect the leadership of each authority, together with the three additional appointments, as now reported, to satisfy political balance requirements.

It was also proposed that in the interests of openness and transparency the hosting of the Panel should rotate between the County Council and the two unitary authorities, with a nominated senior officer from the relevant host authority acting as the Secretary to the Panel. There was general agreement that meetings of the Panel should continue to rotate between the three authorities.

The current Terms of Reference and Operational Procedure for the Panel were noted. The Panel Arrangements were also discussed and there was general agreement that the Panel should adopt the County Councils Standing Orders insofar as they relate to the rules of debate at Committees.

With regard to public participation at future meetings the Chairman suggested that in the interest of openness and transparency the public should be allowed to submit questions in writing to the Panel. It was also noted that any public participation should be in relation to the strategic concerns of the Panel and not connected with new or ongoing complaints which would be dealt with via a separate process.

Resolved:

1. That the constitution of the Police and Crime Panel for Lancashire, on the basis of appointments made by each local authority, be noted and agreed as 18 Elected Members on the basis of 9 Labour, 7 Conservative, 1 Liberal Democrat and 1 Independent Member, reflecting the political leadership of each authority and three additional appointments, as now reported, to satisfy political balance requirements.
2. That the following appointment members from each constituent authority be noted:

Local Authority	Representative(s)	Party
------------------------	--------------------------	--------------

Lancashire	J Mein	Labour
Blackburn with Darwen	K Hollern	Labour
Blackpool	S Blackburn	Labour
Burnley	J Cooper	Labour
	M Brindle	Lib/Dem
Chorley	A Bradley	Labour
Fylde	D Eaves	Conservative
	L Oades	Independent
Hyndburn	P Barton	Labour
Lancaster	D Smith	Labour
	M Thomas	Conservative
Pendle	M Foxley	Conservative
Preston	R Boswell	Labour
Ribble Valley	S Hirst	Conservative
Rossendale	A Barnes	Labour
South Ribble	Mrs M Smith	Conservative
West Lancashire	I Grant	Conservative
Wyre	P Gibson	Conservative

The Secretary to inform each constituent authority of the change to the political balance of the Panel.

3. That, with effect from the next meeting, Blackburn with Darwen Borough Council will act as host authority for the Panel with a senior officer from that authority acting as the Secretary to the Panel. The position of host authority to rotate between Blackpool Borough Council, Lancashire County Council and Blackburn with Darwen Borough Council in subsequent years with each respective host authority appointing a senior officer to act as the Secretary, who will assume all responsibilities delegated to the current Secretary to the Panel.
4. That the current Terms of Reference and Operational Procedure for the Panel as set out in the Minute Book, are noted.
5. That the current Panel Arrangements are amended as indicated below and a copy of the revised document circulated to all members of the Panel and set out in the Minute Book.
 - i) That the County Councils Standing Orders regarding the rules of debate at Committees be adopted in relation to future meetings of the Panel.
 - ii) That the public be allowed to submit questions to the Panel and that the Chairman and Secretary agree the basis for public participation at future meetings of the Panel.

2. Appointment of the Chairman

Resolved: That Councillor K Hollern is appointed as the Chairman of the Panel for the remainder of the 2013/14 municipal year.

3. Appointment of the Deputy Chairman

Resolved: That Councillor S Blackburn is appointed as the Deputy Chairman of the Panel for the remainder of the 2013/14 municipal year.

4. Programme of Meetings for 2013/14

A report was presented regarding the proposed programme of meetings for 2013/14. In accordance with previous decisions of the Panel it was noted that future meetings would continue to rotate between Preston, Blackburn and Blackpool and also be held both during the day and in the evening.

With regard to the proposed date in April 2014 the Chair suggested that the meeting start at 10.00am and not 6.30pm.

Resolved: That programme of meetings for 2013/14 is agreed as set out below:

- Tuesday 15th October, 2013 - 10.00am in Meeting Room 'A' at the Town Hall, King William Street, Blackburn.
- Monday 27th January 2014 - 6.30pm in the Henry Bollingbroke Room (formerly Cabinet Room 'D') at County Hall, Preston.
- Tuesday 11th February 2014 - 10.00am in Conference Room 1 at the Town Hall, King William Street, Blackburn.
- Monday 7th April 2014 - 10.00am in the Henry Bollingbroke Room (formerly Cabinet Room 'D') at County Hall, Preston
- Monday 7th July 2014 (AGM) - 10.00am in Committee Room 'A' at the Town Hall, Corporation Street, Blackpool

5. Apologies

Apologies for absence were received from Councillor Mrs M Smith (South Ribble) and Councillor L Oades (Fylde).

6. Minutes of the Last Meeting

Resolved: That the Minutes of the meeting held on the 12th February 2013 be confirmed as an accurate record and signed by the Chairman.

7. Monitoring of complaints

In response to a query it was confirmed that an announcement from the IPCC was still awaited in relation to one of the complaints set out in the Appendix.

Resolved: That the report be noted

8. Update from the Police and Crime Commissioner

The Commissioner presented a report to update the Panel in relation to various ongoing areas of work including the Police and Crime Plan, public engagement, the development of Community Safety Plan and the establishment of the Community Action Fund.

It was reported that since the last meeting the final version of the Police and Crime Plan had been published and was available to view on the PCC website and there had been positive feedback from both partners and the public in connection with the aims and priorities set out in the Plan.

Quarterly Constabulary/OPCC Strategic Scrutiny meetings had also taken place with discussions generally focused around the current financial position.

The Commissioner reported that from a forecast budget up to 2017/18 of £285 million it was intended to secure savings in the region of £74 million, £40 million of which had already been identified with options currently under consideration in relation to a further £24 million savings over the next 3 years. In addition the Governments recent Comprehensive Spending Review had indicated a further £10 million of savings were required and this would also need to be taken into account when making plans for the future. He added that the Constabulary would continue to improve its efficiency and would seek to reinvest any underspend from existing budgets.

The Chief Constable reported that some of the savings made to date had been the result of vacancies at Divisional Commander or Departmental Head level not being filled.

In response to a query the Commissioner reported that Police pensions were excluded from any reserves and were held nationally.

Resolved: That the updates provided by the Commissioner and Chief Constable be noted.

9. Operational changes within the Lancashire Constabulary boundary

The Chief Constable gave a presentation to the Panel on the proposed operational changes to Lancashire Constabulary, a copy of which is set out in the Minute Book.

It was reported that in 2014 the Constabulary would undergo a significant structural change in order to be able to continue to provide a high quality service within an increasingly demanding climate. The Chief Constable referred to comments made previously by the Commissioner in relation to the 7 year forecast budget, the savings which had already been secured and those which would need to be identified in the future and reassured the Panel that the relationship between the Police and partner organisations would not be diminished as a result of the proposed changes.

The Panel was informed that since April 2009 around 500 Police Officers and 200 other staff had been lost and that those who remained were increasingly being expected to take

on additional duties and change working patterns which had led to an emphasis on wellbeing services to support staff.

Currently there were around 70 reviews across the whole of the service which would look at processes, identify any areas where efficiency could be improved and build capacity so that the Constabulary would be able to maximise the use of its reduced resources in the future.

It was noted that previously funding for Police and Crime Support Officers (PCSOs) had been ring fenced though that was no longer the case and discussions were under way with the PCC about the future use of such officers. The Chief Constable also reported that a new scheme would create 450 cadets aged between 13 and 18 and there were also plans to look at making more use of volunteers and increase the number of Special Constables to around 650 which would assist in providing the visible frontline policing which many of the public wanted.

With regard to performance the Chief Constable informed the meeting that in the future the emphasis would move away from the outcomes and the volume of crimes towards targeted outcomes over 3 years, as set out in the Police and Crime Plan.

Proposed changes to the structure of the Constabulary were discussed and the Chief Constable reported that the number of Assistant Chief Constables would be reduced from 3 to 2 and Chief Superintendents from 10 to 5. The current 6 police divisions would also be merged into 3 larger Divisions with some of the support services no longer being based centrally and relocated within each Division.

In response to a query the Chief Constable informed the meeting that a number of stakeholders had been consulted regarding the proposed changes and whilst there were understandably some concerns there was also an understanding and acceptance of the realism of the economic situation which the Constabulary, like many other organisations, would face in the future.

It was noted that no decision had been taken to date as to the location of the headquarters for each of the 3 new Divisions and the Chief Constable reassured members of the Panel that there were no plans to close any existing Police Stations as a result of the changes.

With regard to the future of PCSOs it was reported that whilst there had been changes to the funding of such posts it was considered that they still played an important role in maintaining the neighbourhood policing approach. It was noted there were 60 vacancies resulting from PCSOs applying to become Police Officers and a further 14 vacancies where previous arrangements to match fund PCSOs had been discontinued. The Chief Constable reported that it was felt that the 74 vacancies could be absorbed within current resources and the remaining 395 PCSOs would continue to provide a valuable service. The Commissioner stated that from his road shows it was clear that the public viewed the PCSOs as a key part of visible frontline neighbourhood policing.

Resolved:

1. That the presentation by the Chief Constable be noted.

- 2 That a copy of the presentation be circulated to all members of the Panel for information.

Councillors S Blackburn, P Gibson and M Thomas left the meeting at this point due to other commitments.

10. Lancashire Community Safety Strategy Group - Performance 2012-13

Ms Ormesher, Community Safety Manager from the County Council, gave a presentation on the work of the Community safety partnership, a copy of which is set out in the Minute Book.

It was noted that the partnership would continue to work to ensure that mainstream resources were used in the ways which maximised their impact and Ms Denton, the County Council Executive Director with responsibility for community safety, reported that one example of this was information relating to housing type/occupancy being used to help the Fire and Rescue Service adopt a more target approach in relation to fire safety and smoke detector installation.

Resolved: That the presentation be noted.

11. Urgent Business

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

12. Date of Next Meeting

It was noted that in accordance with the earlier decision of the Panel the next scheduled meeting would be held at 10.00am on the 15th October 2013 in Meeting Room 'A' at the Town Hall, King William Street, Blackburn.

Ian Fisher
Secretary to the Police and Crime Panel

Lancashire County Council
County Hall
Preston



ARTICLE NO: 2A

**CORPORATE & ENVIRONMENTAL
OVERVIEW & SCRUTINY COMMITTEE**

**MEMBERS UPDATE 2013/14
ISSUE: 2**

Article of: Assistant Director Housing and Regeneration

Relevant Managing Director: Managing Director (Transformation)

**Contact for further information: Mr P Holland (Extn. 5065)
(E-mail: phil.holland@westlancs.gov.uk)**

SUBJECT: ACCEPTANCE OF LATE TENDER

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

1.1 To inform members of the decision made by the Managing Director (Transformation) to grant an exception to contract procedure rules to allow the consideration of a tender that was received approximately 10 minutes late.

2.0 BACKGROUND

2.1 Invitations to tender were issued in May for the replacement of heating systems in Birkrig flats in Skelmersdale.

2.2 The tender return date was 4.00 pm on the 31st May, 2013.

2.3 During the afternoon of the 31st May, 2013 at approx. 2:30pm a telephone call was received from the senior quantity surveyor of one of the tenderers a Mr Tony Vasey. He advised that they were hand delivering their tender but the person who was tasked with that delivery was held up in traffic on the motorway in Salford due to a road traffic accident and it would probably be impossible to deliver the tender by 4.00 pm.

2.4 In the event, the tender was delivered to 52 Derby Street and was date and time stamped at 4.10 pm on the 31st May, 2013.

3.0 CURRENT POSITION

- 3.1 Contract Procedure Rule No. 11 (iii) deals with the matter of late receipt of tenders. The relevant wording of the Rule says that under no circumstances will a tender be accepted if delivered late unless it bears a mark showing clear evidence of being posted by first class post at least the day before tenders were due to be returned; in such circumstances the Borough Solicitor has authority to admit a “late” tender. As the tender in question was delivered by hand, it did not bear a post mark and therefore cannot be accepted by the Borough Solicitor in accordance with Rule No. 11 (iii).
- 3.2 However, as it appeared that the tenderer bore no real fault in the late delivery, as it was caused by circumstances totally outside the tenderers control and the journey time allowed seeming to be more than reasonable (Experience shows that tender submissions are more often than not close to deadline, and here the other tenders were only received on the final day for submission) an exception to contract procedure rules was sought and the tender opening exercise deferred pending the exception decision.
- 3.2 The exception was considered by the Managing Directors and following legal and contract advice the exception was considered to be justified and granted by the Managing Director (Transformation).

4.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 4.1 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.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 5.1 There are no significant financial or resource implications arising from this article. However, should the late tender prove to be successful a saving will have been achieved.

6.0 RISK ASSESSMENT

- 6.1 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 article.

Background Documents

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

Equality Impact Assessment

The Article 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

None.



ARTICLE NO: 2B

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

**MEMBERS UPDATE 2013/2014
ISSUE: 2**

Article of: Borough Solicitor

Relevant Managing Director: Managing Director (People and Places)

**Contact for further information: Mr. T.P. Broderick (Extn. 5001)
(E-mail: terry.broderick@westlancs.gov.uk)**

**SUBJECT: CONTRACT PROCEDURE RULES – EXCEPTION –POSTAL
SERVICES**

Borough wide interest

1.0 PURPOSE OF THE ARTICLE

1.1 To advise Members of an exception to Contract Procedure Rules in relation to selecting a provider to meet the Council's postal requirements.

2.0 BACKGROUND

2.1 The Council's Contract Procedure Rules (CPR) specify arrangements for process leading to the award of a contract by the Council for goods or services.

2.2 CPR No. 7 – Contracts over £50,000 – provides the procedure where the estimated value or amount of a proposed contract exceeds £50,000. It states that tenders shall be invited in accordance with either Rule 8, 9 or 10 and shall be the subject of a contract signed by both contracting parties.

3.0 ISSUES

3.1 Historically, Royal Mail has been the main provider used to meet the Council's postal requirements. Other potential service providers have been investigated and the question of whether a Tender Exercise could be conducted in line with Contract Rule No. 7 (i.e. contracts over £50K in value) has been considered.

- 3.2 An appropriate framework was identified; namely the Government Procurement Service (GPS) which is open to use by local authorities. A specification of the Council's requirements was created and six firms on the GPS framework were supplied with the Council's specification and asked if they were able to meet the requirements.
- 3.3 Responses from the firms and the Government Procurement Service confirmed that only Royal Mail could offer direct end-to-end service (collection to delivery), 1st class post, registered/recorded delivery and nationwide coverage and are therefore the only service supplier that can meet fully the Council's postal requirements.
- 3.4 Some of the suppliers offer alternative ways of processing post (2nd class) but all include passing back to Royal Mail for final delivery, this is known as "down stream access". These alternative methods would involve a considerable amount of business process re-engineering on the part of the Council to change the way the Council works to meet the demands of the supplier.
- 3.5 Therefore without the re-engineering exercise taking place, Royal Mail are the only solution available at present who can meet the Council's current postal needs.
- 3.6 The contract value is more than £50K (and can be reasonably anticipated to be in the region of £200,000 per annum). Contract Procedure Rules require that such contracts must be tendered but there is only one supplier therefore a tender is impractical.
- 3.7 It is to be noted that the method of mailing and mailing services are regularly considered, and where specific exercises highlight that alternative means of delivery or services would provide best value for the Council, these are used.
- 3.8 The position will be re-examined in three years time to establish if any suitable operators have entered the market and therefore if a tender exercise could be run at that time.
- 3.9 It should also be noted that postal services are not covered by the full EU Procurement process which means that we can procure postal services without conducting a full EU Tender process.
- 3.10 This update confirms the grant of an exception to Contract Procedure Rule No. 7 to allow Royal Mail to be used to provide postal services to the Council without the need to tender. This is in line with the delegated ability to grant such exceptions at Contract Procedure Rule No. 4 (i) and (ii).

4.1 SUSTAINABILITY AND FINANCIAL AND RESOURCE IMPLICATIONS

- 4.1 There are no significant implications
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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

This 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

None.



ARTICLE NO: 3A

**CORPORATE &
ENVIRONMENTAL OVERVIEW
& SCRUTINY COMMITTEE**

**MEMBERS UPDATE 2013/14
ISSUE: 2**

Article of: Assistant Director of Housing and Regeneration

Relevant Managing Director: Managing Director (Transformation)

**Contact for further information: Miss T Iball (Extn. 5197)
(E-mail: christina.iball@westlancs.gov.uk)**

SUBJECT: THE CARBON FOOTPRINT OF COUNCIL OPERATIONS

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1 To present gas and electricity consumption data from 1st April 2012 to 31st March 2013.
 - 1.2 To present carbon footprint data for 2012/13, as reported to the Department of Energy and Climate Change (DECC) and report progress against carbon reduction targets.
-

2.0 BACKGROUND

- 2.1 In 2008 the Council adopted a Climate Change Strategy with an overall aim to reduce greenhouse gas emissions directly associated with Council operations by at least 25% by 2020, against a 2006/07 baseline.
- 2.2 The carbon footprint calculations include gas and electricity consumption in corporate buildings, fleet transport, and private car mileage on Council business. Gas consumption has been weather corrected using the recognised degree day procedure. This offsets seasonal variations in consumption due to one period being generally colder than another and allows comparison of performance year on year.

- 2.3 The Councils carbon footprint has been calculated in accordance with guidance produced by DECC. Emissions are reported in tonnes of carbon dioxide equivalent (CO₂e). This is the universal unit of measurement used to indicate the global warming potential of a greenhouse gas, expressed in terms of the global warming potential of one unit of CO₂.

3.0 ENERGY CONSUMPTION

- 3.1 Electricity consumption has seen year on year reductions since 2006/07, with a 5.3% reduction in 2012/13, in comparison with the previous year. This provides savings of approximately 101,218KWh of electricity, £9,109 on energy bills and 31 tonnes of CO₂e. Overall, we have achieved a 23% reduction on the 2006/07 baseline.
- 3.2 Despite the overall reduction, there are some buildings which have seen an increase in consumption in comparison to the previous year. These are namely the community centres, 61 Westgate, the Investment Centre and the Robert Hodge Centre.
- 3.3 Two of the Councils seven solar photovoltaic (PV) systems are located on corporate buildings that are included in this carbon footprint. The electricity contribution from these two installations is negligible when considered against overall electricity use, but they have contributed 2% and 13% of electricity consumed at 52 Derby Street and 61 Westgate respectively. This has been accounted for in Scope 1 of the carbon footprint.
- 3.4 Gas consumption has been reduced 22% in 2012/13, in comparison with the previous year. This provides savings of approximately 515,146KWh of energy, £12,300 on energy bills and 96 tonnes of CO₂e. Overall, we have achieved a 38% reduction on the 2006/07 baseline.
- 3.5 Reductions in gas consumption have been achieved at the majority of sites, with the exception of 52 Derby Street, Tanhouse Community Centre and Ormskirk Community Centre and Chapel Gallery.
- 3.6 Some of these savings can be attributed to buildings being unoccupied (e.g. the Tanhouse housing office) and the reduction in staff numbers. Those buildings seeing an increase in consumption is thought to be a result of their occupancy and usage, however this will be investigated further in due course.
- 3.7 The fuel consumption of Council fleet vehicles has also seen a year on year reduction since the 2006/07 baseline, with a 13% reduction in fuel consumption in 2012/13 in comparison with the previous year. To date, overall emissions from fleet transport have reduced 23% on the baseline.

Mileage undertaken by officers in private cars has increased 22% in comparison with last year. However, an overall 24% reduction in emissions has been achieved on the baseline.

4.0 CARBON FOOTPRINT REPORT

- 4.1 The Councils corporate carbon footprint is presented in Figure 1 below. Greenhouse gas emissions associated with Council operations in 2012/13 have reduced 10% on the previous year, providing savings of 282 tonnes of CO²e.
- 4.2 Overall, we have now achieved a 27% reduction on baseline emissions to date. This is excellent progress and means we have achieved our 2020 Climate Change Strategy target 7 years early.
- 4.3 Notwithstanding this, we must ensure that we continue to achieve further improvements to the energy efficiency of our buildings. Reducing the use of carbon intensive fossil fuels from finite resources will help to tackle climate change, meet national carbon reduction targets and promote sustainability.

West Lancashire Corporate Carbon Footprint*					
GHG emission data for period 1st April 2010 to 31st March 2011					
Tonnes of CO ₂ e					
	2012/13	2011/12	2010/11	2009/10	Base year 2006/07
Scope 1	1468	1732	1921	1874	2015
Scope 2	836	866	956	980	1121
Scope 3	184	172	190	201	264
Total gross emissions	2488	2770	3067	3055	3400
Outside of Scopes					
Carbon offsets	N/A				
Green tariff	N/A				
Total annual net emissions	2488	2770	3067	3055	3400

Figure 1: WLBC Carbon Footprint

* Our carbon footprint has been restated for all years in order to account for material changes to the conversion factors provided by Defra, for company reporting purposes.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 5.1 There are no direct financial or resource implications arising from this report. There are obvious financial savings associated with reducing energy and fuel consumption and this will only increase with the predicted rise in energy prices over the next few years. Investment in energy efficiency measures usually requires initial capital investment but

depending on the type of measure, payback periods can be just a few years.

- 5.2 At DECC's request, this information will be made available on the Council website before the end of July 2013. A press release is also planned to promote our achievement in meeting our 2020 carbon reduction targets ahead of schedule.

6.0 RISK ASSESSMENT

- 6.1 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.
- 6.2 At the current time, the Councils energy consumption falls well below the threshold requiring participation in the national Carbon Reduction Commitment Energy Efficiency Scheme. Penalties would therefore not be incurred should we fail to achieve our targets. However, should national consumption thresholds be lowered, this may not always be the case.

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 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

None.



ARTICLE NO: 3B

**CORPORATE AND ENVIRONMENTAL
OVERVIEW AND SCRUTINY
COMMITTEE**

**MEMBERS UPDATE - 2013/2014
ISSUE: 2**

Article of: Borough Solicitor

Relevant Managing Director: Managing Director (People and Places)

**Contact for further information: Mr M Jones(Extn. 5025)
(E-mail: mathew.jones@westlancs.gov.uk)**

SUBJECT: LOCAL GOVERNMENT OMBUDSMAN –STATISTICS 2012/13

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1 To inform Members of the Council's performance in respect of the Local Government Ombudsman statistics 2012/13.

2.0 BACKGROUND

- 2.1 The Local Government Ombudsman (LGO) produces annual reports giving information concerning complaints made against individual authorities during the preceding year. For the year ending 31 March 2013 the LGO has chosen only to present to each authority the total number of complaints received rather than the detailed breakdown given in previous years. The LGO has explained that the reason for this change is because it has reviewed its business processes during the course of 2012/13 and therefore is unable to provide authorities with a consistent set of data for the entire year.
- 2.2 In early 2013 the LGO introduced a new assessment code to assist in determining the circumstances in which complaints will be investigated. The LGO's Assessment Code is attached at **Appendix 1**.
- 2.3 The LGO applies the Assessment Code in two stages. Stage one, the "jurisdictional stage" looks at the restrictions on the type of complaints that the LGO can consider. For instance local complaints procedures should normally have been exhausted before the LGO will investigate and complaints must normally be made within 12 months of the events complained of.
- 2.4 Stage two, "the discretionary stage" deals with the choices that the LGO can make about which complaints to investigate. During this stage the LGO considers issues such as the level of injustice the complainant claims to have been caused, the scale and nature of

the fault alleged and the public interest arising from an investigation of the individual case.

- 2.5 Authorities are often approached for information to assist the LGO in reaching a decision whether to investigate individual complaints..
- 2.6 From 1 April 2013, under changes brought about by the Localism Act 2011, complaints from Council tenants about housing management, repairs, leaseholds, transfers and mutual exchanges are to be considered by the Housing Ombudsman Service rather than the LGO. However, the LGO will continue to investigate complaints made by Council tenants in relation to allocations, homelessness and anti-social behaviour (except in certain circumstances). Ordinarily, a complaint by a tenant to the Housing Ombudsman Service should be made through a “designated person” defined as an MP, a local housing authority member or a designated tenant panel. To date no complaints have been received by the Housing Ombudsman Service. However, the Council is currently assisting the Housing Ombudsman Service in relation to an enquiry made by a tenant concerning sheltered housing.
- 2.7 Complaints received by the Housing Ombudsman Service and LGO for the period 1 April 2013 to 31 March 2014 will form the basis of a further report to the Corporate Overview and Scrutiny Committee in Summer 2014. The Council’s response to enquiries and complaints received from the LGO and the Housing Ombudsman Service during this period will continue to be co-ordinated by the Legal and Member Services Manager

3.0 PERFORMANCE IN 2012/13

- 3.1 The LGO has advised that during 2012/13 it received 13 complaints about the Council. By way of comparison the average number of complaints received by County Councils is 54 and for Borough Councils the average is 10. However, it should be noted that of the 13 complaints received, 9 did not warrant investigation. In relation to the remaining 4 matters the LGO found no evidence of fault in 3 cases and in the other case discontinued its investigation after the Council agreed to compensate the complainant for damage caused to the complainant’s property following an electrical rewire.
- 3.2 Whilst the LGO no longer provides a detailed breakdown of complaints received I have prepared a table at **Appendix 2**, using information taken from Council records, to give anonymised details of the complaints received. The table provides details of the service area each complaint relates to, together with a summary of the complaint and the LGO’s finding.

4.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

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

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 5.1 Investigating and co-ordinating responses to enquires and complaints made by the LGO and Housing Ombudsman Service takes up a significant amount of officer time. Given the importance to the Council in satisfactorily resolving enquiries and complaints brought by its customers and service users this work stream will continue to receive a high priority.

6.0 RISK ASSESSMENT

6.1 This article 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 article.

Background Documents

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

Equality Impact Assessment

This 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: The LGO's Assessment Code

Appendix 2: Table of complaints received 2012/13

Local Government OMBUDSMAN

You are here: [Home](#) : : [Making a complaint](#) : : [How we will deal with your complaint](#) :
: [Assessment Code](#)

Assessment Code

- [Introduction](#)
- [How we apply the Assessment Code](#)
- [Stage one - the jurisdictional stage](#)
- [Stage two - the discretionary stage](#)

Introduction

While we aim to help people where we can, and it is appropriate to do so, the LGO scheme cannot investigate every complaint it receives. The law places restrictions on our work and we operate with limited resources. That means we only look at the most significant and serious complaints.

To decide which complaints the Ombudsman can look at, we carry out an initial assessment of every complaint using this 'Assessment Code'.

We apply the code in the same way to all complaints, regardless of how we receive them or what they are about. This includes complaints passed to us by an MP or a councillor, and complaints that involve other ombudsman schemes.

[Back to top](#)

How we apply the Assessment Code

Skilled staff apply the Assessment Code fairly and consistently to assess complaints.

Every complaint is individually considered on its own merits. There are no simple rules, monetary limits, or blanket exclusions that determine the types of complaints we investigate. We decide each case based on its own unique circumstances.

We will publish all our assessment decisions to demonstrate how we apply this code in practice.

Assessment decisions are based on the facts presented to us by both the complainant and the service provider. Where needed, we also make brief factual enquiries to ensure we have the information we need to make a fair and balanced assessment. However we do not carry out an investigation at this stage.

We generally expect the complainant to make clear to us:

- what they believe the service provider has done wrong
- the injustice they claim to have suffered as a direct result, and
- what they are looking for to put the matter right.

We then apply the Assessment Code in two stages:

- **Stage one: 'The jurisdictional stage'**

This looks at the legal restrictions on what we can do – that is, what the law does not allow us to look into.

- **Stage two: ‘The discretionary stage’**

This deals with the choices we make about which complaints to investigate – that is, the options we have when the law allows us to look into a complaint.

We explain these stages in more detail below.

[Back to top](#)

STAGE ONE: The jurisdictional stage

The Local Government Act 1974 sets out what complaints the law allows the Ombudsman to consider.

The LGO cannot consider complaints about:

- a matter that is going to court
- criminal matters
- some commercial matters
- employment issues, and
- some educational matters.

Neither can we consider a complaint where someone has already appealed to a tribunal or a Minister, or gone to court.

Where none of the legal restrictions above apply, there are a number of things we must consider before deciding whether or not to investigate a complaint. Broadly speaking, there are four conditions a complaint must fulfil before we will investigate it:

- **The complaint is made by a member of the public or by a suitable representative on their behalf** – The Ombudsman cannot consider complaints made by councillors about their role as members of a council. Neither can the LGO consider complaints made by council employees about their employment. Complaints can be made “on behalf of” someone by a wide range of people or organisations, but only with that person’s consent. Where someone is unable to complain in their own right, the Ombudsman must consider whether their representative can represent their best interests.
- **Local complaints procedures should be exhausted** – Most local authorities and service providers have a two or three stage complaints procedure. These are designed to put things right for people quickly and efficiently when things go wrong. We would normally expect someone to be able to show they had exhausted such procedures before using the LGO service. Even where the complainant urgently needs services, their needs will in most instances be met more quickly by approaching the service provider rather than the Ombudsman.
- **The complaint should be made in time** – The Ombudsman would normally expect a complaint to be made to her within a year of the events complained of, unless there were exceptional reasons for the delay.
- **Where someone could get a resolution of their complaint from another body, the Ombudsman expects people to use that route** – There are a wide range of different ways people can appeal against certain decisions they feel are unfair. For example – motorists may appeal against parking tickets, and home owners who want to extend their homes can appeal against refusal of planning permission. Where alternative rights of redress exist, we usually expect people to use them.

If a complaint does not pass ‘the jurisdiction stage’ of the assessment, it will be closed at this point and the ‘discretionary’ tests will not be considered.

[Back to top](#)

STAGE TWO: The discretionary stage

The discretionary stage uses four inter-related tests:

- **The Injustice Test** – This assesses the level of personal injustice the complainant claims to have been caused as a direct result of the actions or inactions of the service provider.
- **The Fault Test** – This assesses the scale and nature of the fault, that the complainant alleges has occurred and whether it is directly linked to the injustice claimed.
- **The Remedy Test** – This assesses how likely it is we will be able to achieve a meaningful outcome to the complaint.
- **The Public Interest Test** – This assesses the level of wider public interest arising from the individual case.

In some cases we will consider the combined impact of all four tests when deciding whether we will investigate. In other situations the significance of one particular test may be enough to determine what action is appropriate.

Our staff will use their experience and judgement to carry out this balancing exercise to apply these tests to the unique facts of each case. Complaints are not scored, weighted or rated according to any numerical formula.

The LGO service is a public authority for the purposes of the Human Rights Act 1998. We apply the principles of the European Convention on Human Rights, in accordance with the Human Rights Act. All those who work in public authorities must act in a way that is compatible with the Human Rights Act 1998. The Act is all about treating individuals fairly, with dignity and respect – while still safeguarding the rights of the wider community. We assess local authorities’ actions against the principles contained in the Act when deciding whether or not to investigate a particular complaint.

The Injustice Test

The Injustice test is the most important factor in our assessment decision.

We will not normally investigate a complaint unless there is good reason to believe that the complainant has suffered significant personal injustice as a direct result of the actions or inactions of the service provider.

This means that we will normally only investigate a complaint where:

- the complainant has suffered serious loss, harm, or distress as a direct result of faults or failures by the service provider, or
- there are continuous and ongoing instances of a lower level injustice that remain unresolved over a long period of time.

We will not normally investigate a complaint where:

- The alleged loss or injustice is not a serious or significant matter.
- Where the complainant is using their enquiry as a way of raising a wider political or community campaign. In these cases their concerns may be better addressed to their local councillor rather than the Ombudsman.

- Where the complainant is not the person primarily affected and is complaining about a secondary impact on them, rather than acting on behalf of the person directly affected.
- Where the complainant has suffered significant personal injustice, distress and loss, but those events cannot be shown to be directly the result of the actions or omissions of the service provider.

The Fault Test

Fault is a broad concept and covers a wide range of action or inaction by a public body or a care provider.

We will be more likely to investigate a complaint where:

- The type and scale of the fault amounts to a particularly serious failure to meet normally expected standards of public service.
- There is ongoing systemic failure in a service provider's policies or procedures where our intervention may result in a wider public benefit.
- The service provider is directly responsible for the action that has caused the alleged fault.

We will be less likely to investigate a complaint where:

- There is not enough evidence of fault.
- The complaint is simply an expression of discontent about an unpopular or contentious decision which has been made without fault.
- It would be more appropriate for another body to consider the complaint. For example, an allegation of repeated failures in care standards in a residential care home could be referred to the Care Quality Commission.
- The link between the claimed injustice and the actions or omissions of the body complained about is weak or unclear.
- The service provider only has a secondary role in the relationship between the complainant and another party, such as where a person is unhappy with work done by a builder and so complains about their council's building control department.
- It would not be appropriate to investigate most of the complaint, and only smaller, marginal issues remain. So, for example, we will not usually investigate a failure by a council to adhere to its complaints procedure if the complaint itself is not a matter we can consider (ie it does not pass the 'jurisdictional' stage).

The Remedy Test

We will be less likely to investigate a complaint where:

- In our view the service provider's response to the complaint already represents a reasonable and proportionate outcome.
- We are unlikely to achieve a significantly different result.
- There is no achievable or realistic remedy, or no prospect that we will achieve the result that the complainant seeks.
- There is no practical prospect that we would be able to investigate the allegations. (For example, where the complaint depends on the uncorroborated word of one person against another.)
- The claimed loss is disproportionate to the reasonable expectations of what the service provider could be held accountable for. (For example, consequential losses from a missed journey as a result of a temporary bus stop closure).

- The claimed loss is large and would be more appropriately addressed through action in the civil courts. (For example, large commercial or business losses arising from an alleged failure by a public body).

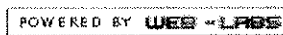
The Public Interest Test

We are more likely to investigate a complaint where:

- It relates to an issue of significant public interest or to an issue of current concern to the Ombudsman.
- It relates to the abuse of power by a public body against a person. This may arise, for example, where a council behaves in an arbitrary and unreasonable manner over the sale of land. In these situations we have an important role in addressing the unequal balance of power between the person and the state, and in highlighting the higher standards expected of public bodies when exercising their administrative or commercial powers.
- Where the 'vulnerability' or particular circumstances of the complainant indicate the Ombudsman's intervention would be merited.

[Back to top](#)

Date Updated: 20/03/13



Ombudsman Complaints Received - 2012/13

No.	Date Complaint Received	Service Area	Summary of Complaint	Ombudsman Finding
1.	3 May 2012	Council Tax/Housing Benefit	Complaint that the Council had incorrectly made assumptions about the complainant's entitlement to benefits when determining the complainant's Council Tax and Housing Benefit applications	Complaint not investigated as the complaint fell outside of the Ombudsman's jurisdiction as more than 12 months had passed since the complainant became aware of the decisions complained about. The LGO noted that correspondence seen by the LGO revealed that the complainant was aware of the reasons for the deductions in the complainant's benefits.
2.	11 May 2012	Planning	Complaint that the Council had not ensured a building was built in accordance with submitted plans.	Complaint not investigated as the Council had not been given the opportunity to consider the complaint under its internal complaints procedure. Following consideration of the complaint by the Council the complainant was advised that site visits had revealed no breach of planning control. Complaint not pursued further.
3.	15 May 2012	Planning	Complaint that a commercial business was being operated without planning permission.	Complaint not investigated as the Council had not been given the opportunity to consider the complaint under its internal complaints procedure. Following consideration of the complaint by the Council the complainant was advised that the Council were continuing to monitor the site to ascertain whether there had been non-compliance. Complaint not pursued further.
4.	9 May 2012	Homelessness	Complaint that the Council had not treated the complainant properly when presenting as homeless	Complaint not investigated. Insufficient evidence of Maladministration.
5.	1 June 2012	Housing Benefit/Legal Services	Complaint that the Council acted unreasonably when it pursued the complainant for a Housing Benefit overpayment and did not stop enforcement proceedings quickly when the	No evidence of fault found

			complainant claimed to have repaid the debt in full.	
6.	7 June 2012	Housing	Complaint that damage had been caused to the complainant's decorations following a rewire and that the amount of compensation offered by the Council was insufficient for the complainant to be able to return the property to a reasonable state of decoration.	Investigation discontinued following the Council's agreement to pay £400 to make good the complainant's decorations.
7.	23 July 2012	Planning	Complaint that the Council did not protect the complainants' amenity in relation to a number of developments on a site close to their home.	No evidence of maladministration or a significant injustice could be found.
8.	24 September 2012	Housing	Complaint that the Council delayed in dealing with concerns about anti-social behaviour and the condition of the complainant's neighbour's garden.	No sufficient reason to investigate
9.	30 October 2012	Planning	Complaint about the Council's decision to grant planning permission to build a house on land it owns adjacent to the complainant's property.	No maladministration in the way the Council determined the planning application and no grounds therefore for the complaint to be pursued.
10.	19 December 2012	Standards Committee	Complaint that the Council failed to follow proper procedure when the Assessment Sub-Committee of the Standards Committee decided not to take further action about the alleged behaviour of a parish councillor during a parish meeting	Complaint not investigated. Ombudsman has no power to consider complaints about a parish councillor. Even if an investigation were to find fault with this decision, the impact on the complainant does not justify the public expense of investigation
11.	23 January 2013	Planning	Complaint about the way the Council consulted the public on the proposed West Lancashire Local Plan, and the evidence it obtained through the consultation.	No grounds to pursue an investigation further into the complaint.
12.	07 February 2013	Street Scene	Complaint that Council bin men: a) removed the contents of the complainant's wheelie bin when it had not been put kerbside for collection b) left the emptied bin on the	The impact on the complainant was not enough to justify the public expense of an investigation.

			complainant's drive which made it clear nobody was home.	
13.	19 February 2013	Housing	Complaint that Council refused to pay compensation for improvements undertaken by the complainant to the complainant's previous Council home.	Complaint not investigated - insufficient evidence of maladministration on the Council's part.



ARTICLE NO: 3C

**CORPORATE & ENVIRONMENTAL
OVERVIEW & SCRUTINY
COMMITTEE**

**MEMBERS UPDATE 2013/14
ISSUE: 2**

Report of: Managing Directors

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

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

Wards affected: Borough wide

1.0 PURPOSE OF THE ARTICLE

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

2.0 BACKGROUND AND CURRENT POSITION

2.1 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 necessary for the effective financial and operational management of the Council.

2.2 The actions to achieve this goal are detailed in the Business Plan Delivery Plan. Progress against the Delivery Plan is monitored through quarterly monitoring reports to the Business Plan Working Group. 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.

2.3 Progress against the Business Plan 2012/13 was reported to Council in July through the Business Plan Annual Report 2012-13.

2.4 In refreshing the Business Plan for 2013/14, actions were aligned directly to the Council's priorities and several new actions were identified for 2013/14. Progress against the Delivery Plan for Q1 2013/14 is given at Appendix A.

3.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

3.1 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.

4.0 FINANCIAL AND RESOURCE IMPLICATIONS

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

5.0 RISK ASSESSMENT

5.1 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.

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 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 A: Q1 Business Plan Delivery Plan Monitoring Report


APPENDIX A: Business Plan Delivery Plan Q1 2013/14


Action Status		
 Action completed	 Action in progress	 Milestone overdue / tbc


Balancing the budget and providing the best possible services within the resources available

Service:	Corporate		Senior manager:	Managing Directors	
Action	Description	Milestones	Due Date	Completed	Milestone Note
B_01	Major Service Reviews	Revise methodology	31-Dec-2012	Yes	
		Heads of Service to provide any new or emerging Policy Options for Managing Directors	31-Mar-2013	Yes	
		MDs report to Council - policy options to be agreed for consultation	31-Jul-2013		
		Public consultation on options	30-Sep-2013		
		Council to adjust Policy Options as per consultation	31-Oct-2013		
		New structures operational / implement policy options - tbc	01-Apr-2014		
Status		Note			


Service:	Transformation		Senior manager:	Shaun Walsh	
Action	Description	Milestones	Due Date	Completed	Milestone Note
B_02	Organisational Re-engineering	Bring forward area for review	26-Apr-2013	Yes	Legal & Member Services
		Identify organisation to conduct OR review for L&MS	25-Oct-2013		Via mini-competition between the OR (efficiency review) Framework
		Begin L&MS OR review	25-Nov-2013		
Status		Note	Implementation of previous OR areas Planning and Sheltered Housing now largely being carried out within the services.		


Service:	Transformation			Senior manager:	Shaun Walsh
Action	Description	Milestones	Due Date	Completed	Milestone Note
B_02i	OR in Housing	Start OR review of the Operational Services area within Landlord Services	01-Apr-2013	Yes	
		Identify second area for review within Landlord Services	29-Nov-2013		
		Operational Services: findings / recommendations report submitted to Cabinet	18-Mar-2014		
		Operational Services: begin implementation of recommendations	24-Mar-2014		
Status		Note			


Service:	Housing & Regeneration: Regeneration			Senior manager:	Bob Livermore
Action	Description	Milestones	Due Date	Completed	Milestone Note
B_03	Strategic Asset Management Plan	10 year draft business plan	30-Apr-2013	No	No longer considered appropriate. Replaced by the Economic Regeneration Strategy.
		Develop a new Economic Regeneration Strategy for the Borough	31-Dec-2013		
		Increase commercial property income and reduce Empty Property Rates liabilities by £150,000	31-Mar-2015		
Status		Note			


Service:	Community Services			Senior manager:	Dave Tilleray
Action	Description	Milestones	Due Date	Completed	Milestone Note
B_04	Community Transfer of Facilities (New for 2013/14)	Identification of preferred partners organisations for Civic Hall and Ashurst Meeting Rooms	30-Jun-2013	Yes	
		Agreement on CRC future management arrangements and commencement of shadow operation	30-Sep-2013		
		Transfer of facilities to community organisations	31-Mar-2014		
Status		Note			


Caring for our borough by delivering the small improvements that can make a big difference


Service:	Housing & Regeneration: Housing			Senior manager:	Bob Livermore
Action	Description	Milestones	Due Date	Completed	Milestone Note
C-01	Tenant environment improvement programme (New for 2013/14)	2013/14 scheme promoted via WLBC website, through Tenants & Residents Associations, Tenants & Residents Forums and advertised in Community Centers, libraries, health centers, local notice boards etc	30-Apr-2013	Yes	
		Bids assessed and successful/unsuccessful bidders notified.			Ongoing
		Progress reports			Updates reported quarterly to the Service Evaluation Group, applicants, Ward Councillors
Status		Note	A project for small environmental improvements for example improvements to communal gardens and green spaces.		

Service:	Community Services			Senior manager:	Dave Tilleray
Action	Description	Milestones	Due Date	Completed	Milestone Note
C-02	Moor Street resurfacing (New for 2013/14)	Engage consultants for design work	28-Feb-2013	Yes	Initial scoping design work underway to options appraisal
		Further milestones (Member/public consultation, option selection, scheme design, contract works commence) to be confirmed during current project development exercise.	tbc		
Status		Note	A joint scheme in partnership with Lancashire County Council. Part-funded from the High Street Innovation Fund.		


Action	Description	Milestones	Due Date	Completed	Milestone Note
C-03	Local environmental improvements	Agree funding allocation	30-Apr-2013	Yes	Funding agreed at full Council
		Works to be carried out during financial year	31-Mar-2014		
Status		Note	Concentrating small amounts of funding to deliver local environmental improvement projects that are visible and useable by large groups of residents.		


Service:				Senior manager:	Garry Peter
Action	Description	Milestones	Due Date	Completed	Milestone Note
C-04	Public Realm: Delivering services such as grass cutting of verges and hedge trimming on behalf of Lancashire County Council.	Agree funding with LCC	30-Apr-2013	Yes	
		Complete required works	31-Mar-2014		Manage Works and Spend via Regular Public Realm Meetings
Status		Note	Following a number of successful years of partnership working, WLBC will continue to manage the Public Realm across the Borough delivering services such as grass cutting of verges and hedge trimming on behalf of Lancashire County Council.		


Service:	Housing & Regeneration: Housing			Senior manager:	Bob Livermore
Action	Description	Milestones	Due Date	Completed	Milestone Note
C-05	Housing Asset Management Programme	Complete tender process and select contractors	30-Jun-2013	Yes	
		Complete the first option appraisal of poorly performing stock	31-Aug-2013		
		Progress the Firbeck/Findon revival scheme – Complete the demonstration terrace	29-Nov-2013		
		Agree the second revival scheme with Council	28-Feb-2014		
		Deliver year 1 of the 5 year investment plan	31-Mar-2014		
Status		Note			


Service:	Community Services			Senior manager:	Dave Tilleray
Action	Description	Milestones	Due Date	Completed	Milestone Note
C-06	CCTV: expanding coverage	Produce and publish OJEU notice	30-Nov-2012	Yes	
		Invite tenders	28-Feb-2013	Yes	
		Appoint contractor	30-May-2013	Yes	
		Works completed	30-Nov-2013		
Status		Note			


Focussing upon sustainable regeneration and growth within the borough


Service:	Housing & Reg-eneration: Regeneration			Senior manager:	Bob Livermore
Action	Description	Milestones	Due Date	Completed	Milestone Note
F-01	Remodelling Industrial Estates (New for 2013/14)	Explore external funding opportunities.	30-Apr-2013	No	Investigations are underway to understand which funding sources are available to support this activity, including European funding.
		Make necessary appointment to take project forward.			
		Market site in accordance with Cabinet wishes.			
Status		Note	A staged progression will utilise reserves for the initial improvement works.		


Service:	Corporate Services: Transformation / Housing & Regeneration: Regeneration			Senior manager:	Bob Livermore / Shaun Walsh
Action	Description	Milestones	Due Date	Completed	Milestone Note
F-02	Apprenticeships Scheme (New for 2013/14)	Promotion and marketing	30-Jun-2013	Yes	Activity ongoing promoting the activities of the West Lancashire Challenge project, including attending employment-related events, press releases and updating the website.
		Explore adoption of an Apprenticeship Scheme within WLBC, and work start scheme linked to West Lancs Challenge	31-Aug-2013		
		Work with partners to develop projects to encourage businesses to take on apprentices, through the WL Challenge project (subject to growth bid)	31-Mar-2014		Working with all WLC partners to achieve this. Recent appointment of the WLBC Business Engagement Officer (start date anticipated end of June) will take this work forward.
Status		Note			

Service:	Community Services			Senior manager:	Dave Tilleray
Action	Description	Milestones	Due Date	Completed	Milestone Note
F-03	Empty Homes Initiative (New for 2013/14)	Develop empty homes lease and repair scheme in conjunction with Helena Partnerships	31-May-2013	No	Delayed on the part of Helena Partnerships.
		Identify suitable properties	14-Jun-2013	No	
		Undertake preliminary survey work	12-Jul-2013		
		Assess the viability of properties for the scheme	31-Jul-2013		
Status		Note	£100,000 is assigned to tackle the issue of empty homes within the Borough, a sum match funded by Helena Partnerships for this initial 1 year project. WLBC will assist with negotiations between property owners and Helena Partnerships, and the marketing of the scheme.		

Service:	Housing & Regeneration: Regeneration / Planning			Senior manager:	Bob Livermore / John Harrison
Action	Description	Milestones	Due Date	Completed	Milestone Note
F-04	Infrastructure Delivery – Transport & Super Fast Broadband (New for 2013/14)	ERDF & State Aid Approval Received from Commission	31-Jan-2013	Yes	
		Local Management Committee (LMC) Endorsement and DCLG Approval to Lancashire bid	31-Jan-2013	Yes	
		ERDF contract detail finalised with LCC	31-Mar-2013	No	Contract and offer letter in place.
		Delivery Plan in place for Roll Out across Lancashire	31-Aug-2013	Yes	Delivery of programme anticipated to be completed across Lancashire in 2015, work has begun in some of the rural areas of Lancaster.
		Receipt of Merseytravel report on Burscough Electrification costs (rail)	01-Nov-2013		
		Receipt of first draft GRIP 2 Report (Skelmersdale rail link)	01-Mar-2014		
		Final GRIP 2 Report presented to Members (Skelmersdale rail link)	31-Jul-2014		
Status		Note	LCC lead organisation on SuperFast Broadband. UK anticipated to have minimum 90% access to SFB by 2015.		

Service:	Planning			Senior manager:	John Harrison
Action	Description	Milestones	Due Date	Completed	Milestone Note
F-05	Skelmersdale Vision	Complete marketing exercise for Findon/Digmoor Sports Centre/Delf Clough sites	30-Apr-2013	Yes	Initial marketing completed. Tendering exercise now underway.
		Complete marketing exercise to supermarkets and meetings held with interested parties	30-Apr-2013	Yes	Marketing exercise commenced 14 March and was completed by 23 April
		Initial identification of changes required to Development Agreement	30-Apr-2013	Yes	Broad issues identified by officers but more detailed work will be needed.
		Amend Development Agreement (if required)	30-Jun-2013	No	Discussions now taking place on amendments required the Development Agreement following the tendering of the housing sites.
		Subject to market interest Reserved Matters application submitted for retail and leisure development	31-Dec-2013		
Status		Note	<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.		

Service:	Housing & Regeneration: Housing			Senior manager:	Bob Livermore
Action	Description	Milestones	Due Date	Completed	Milestone Note
F-06	Firbeck Revival	Agree energy efficiency scheme for houses and Firbeck Court	30-Jun-2012	Yes	
		Agree revival scheme	30-Sep-2012	Yes	
		Commence Phase 2 works (improvements) and start to decant tenants to flats	31-Dec-2012	No	Decants commenced November 2012 and are continuing
		Complete Phase 1 Improvements (energy efficiency)	31-Dec-2012	No	Work in progress to secure energy company funding
		Consult on Phase 3 (Street Scene improvements)	31-Mar-2013	No	
		Complete Phase 2 work	31-Dec-2014		
		Commence Phase 3	31-Mar-2015		
		Complete Phase 3	31-Dec-2015		
Status		Note			

Service:	Housing & Regeneration: Regeneration			Senior manager:	Bob Livermore
Action	Description	Milestones	Due Date	Completed	Milestone Note
F-07	Land Auctions Pilot	Sign Memorandum of Understanding	30-Sep-2012	Yes	
		Agree sites and terms	31-Dec-2012	Yes	Procurement exercise to secure planning consultants has commenced.
		Prepare proposals for sites	31-May-2013	No	Choice of sites not required as whole of Whalleys to be included in pilot.
		Submit planning applications	30-Sep-2013		Planning consent may only be sought when all surveys completed. The final habitat survey will only conclude at the end of September 2013.
		Market & dispose of site	31-Mar-2014		
Status		Note			



ARTICLE NO: 3D

**CORPORATE & ENVIRONMENTAL
OVERVIEW & SCRUTINY COMMITTEE**

**MEMBERS UPDATE 2013/14
ISSUE: 2**

Article of: Transformation Manager

Relevant Managing Director: Managing Director (Transformation)

Contact for further information: Mr. S. Walsh (Extn. 5262)
(E-mail: shaun.walsh@westlancs.gov.uk)

**SUBJECT: REVENUE COLLECTION REVIEW & RECOVERY PLAN – COUNCIL TAX
& NNDR**

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1 To advise Members of the agreed recovery plan to maximise revenue collection and minimise arrears.

2.0 BACKGROUND AND CURRENT POSITION

- 2.1 Since October 2011, One Connect Limited (OCL) has provided the Revenues and Benefits service on behalf of West Lancashire Borough Council to agreed annual service levels.
- 2.2 During 2012/13, major investment into a new integrated ICT system resulted in the migration of three ageing systems for Council Tax, Housing and Council Tax Benefits into a single database enabling a consolidated view of people and property. This project limited the daily billing and amount of recovery work that could be undertaken in the final quarter of 2012/2013.
- 2.3 In addition, OCL undertook significant preparation ahead of the Welfare Reform Act coming into force in April 2013, for example concerning Council Tax reform and the introduction of a Local Council Tax Support Scheme.
- 2.4 The 2012/13 outturns for collection for Council Tax, Non Domestic Rates and collection of Council Tax Previous Years Arrears were below target as previously reported to Members. Following a review of the revenue collection processes, OCL proposed a recovery plan to maximise revenue collection and minimise

arrears. This has been agreed by West Lancashire Borough Council and is attached as Appendix A.

- 2.5 Performance against targets is monitored via the monthly Quality of Service meetings held between the Transformation Manager and OCL's Director of Revenues, as well as the Shared Services Board which receives quarterly performance reports. Performance will continue to be reported to Members as part of the quarterly and annual corporate suite of performance indicators. However, it should be noted that agreed targets are for annual performance and therefore it is the year-end outturn that is the critical element in this respect.

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 Income from Council Tax and retained NNDR are critical to the Council's ability to provide services aimed at delivering the corporate priorities as well as balancing its budget.

5.0 RISK ASSESSMENT

- 5.1 The risk of failure to maximise on revenue collection is mitigated through performance monitoring arrangements. The actions referred to are covered by the scheme of delegation to officers and any necessary changes have been made in the relevant operational risk registers.

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

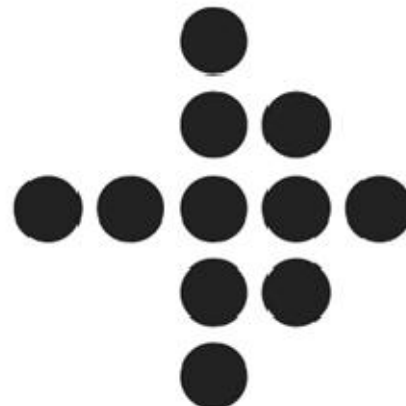
The Article is for information only and does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

Appendix A: WLBC Revenue Collection Review (July 2013)

WLBC Revenue Collection Review July 2013

Reference : WLBC Revs September 2013
Version : FINAL
Date : 10 September 2013
Owner(s) : Martin Jungnitz



1 Purpose

- 1.1 The purpose of this document is to review the collection processes in West Lancashire Borough Council (WLBC) for Council Tax and Non Domestic Rates.
- 1.2 The objective is to provide assurance that the processes are robust and will maximise revenue for the Borough Council during the remainder of 2013/2014 to ensure that the Collection Fund is not compromised.

2 Background

- 2.1 As part of the Northgate ICT implementation the databases used for the administration and collection of Council Tax and Non Domestic Rates had to change.
- 2.2 Under the agreed migration process with WLBC the old database on the Civica legacy system was closed down on **21 December 2012**. Prior to this the last recovery documents had been issued earlier in that month.
- 2.3 Following the successful migration of all data the Northgate ICT system went live on **23 January 2013**. As part of the migration process any accounts on reminder or final notice stage reverted back to the bill issued stage. Any summonses

previously issued had been moved on to Liability Order with the cases being issued to the bailiffs.

2.4 During the remaining two months of 2012/2013, the focus of the Service had been to:

- Update the system by making changes to liability following contact from customers.
- Ensure the system was stable following the upgrades as a result of the Welfare Reforms and technical Changes.
- Preparing for the annual billing exercise for 2013/2014.
- Sign off the year end/ year start processes.
- Complete the QRC4 Return.
- Prepare the NNDR3 Return.

3 Current Position

3.1 The June 2013/2014 Quality of Service Report shows current year collection for both Council Tax and Non Domestic Rates is slightly below target. The Council Tax outturn for June is **0.17% below target** and for Non Domestic Rates is **0.91% below target**.

3.2 The report shows that the collection of Council Tax arrears has improved during June 2013/2014 although the outturn remains **0.91% below the target of 6.90%**. In cash terms this shortfall is **£0.046million**.

3.3 This shortfall was to be expected as recovery action has only recently commenced in respect of earlier years' debts. The current economic climate continues to impact nationally on the collection of NNDR.

4 Recovery Plan

4.1 A thorough review of the current position shows that the collection of both Council Tax and Non Domestic Rates for current and previous years can be expected to improve over the next few months.

4.2 A recovery plan which covers both current and previous year Council Tax and NNDR arrears, has identified the following factors which will lead to this improvement and ensure that outstanding accounts move through the recovery process and a faster rate. The purpose of the planned recovery action is to ensure that annual interim contractual target for the year can be met. We would expect to close the gap in the current year and previous year arrears, reducing month on month. We will continue to monitor and report on this.

- Following comprehensive testing, **3758** Council Tax Reminder Notices were printed on **3rd July 2013**. Despatch of these higher value documents commenced on the same day and due to the numbers involved, despatch was staggered with the last of the notices being posted on **8th July 2013**.

- Despatch of the first Council Tax Support cases commenced on **12th July 2013** and the number of these lower value cases despatched daily has been restricted to **500 per day** due to the sensitive nature of the cases. A separate flyer has been included requesting customers to make contact to avoid additional costs and charges being incurred.
- The traditional recovery processes will continue and defaulting payers will be included on a complaint being made to the Magistrates Court for a Summons to be issued. The timescales for issuing these later documents will follow the regulations.
- The service has arranged monthly court hearings at the Magistrates Court.
- Once a Liability Order is granted a notice will be issued to the customer and if there is no further contact or payment forthcoming, the case will be issued to the Bailiffs for enforcement action.
- Recovery action is not limited to use of bailiffs. The Liability Order gives additional powers for collection including bailiff. However, if the customer provides employment or Benefit details we can then apply for an attachment to earnings via employers or an attachment to benefits via DWP. If the bailiff establishes there are insufficient goods at the point of levy, charging order (providing there is sufficient equity in the property), bankruptcy and committal to prison proceedings can then be considered.
- For those Council Tax Support cases subject to the recovery process, those cases will be issued to the DWP for direct deductions after a Liability Order has been granted. **The deductions will be £3.50 weekly until the debt is cleared.**
- The rationale remains the same as it has been historically i.e. current year recovery will take precedence over recovery for earlier years. We will negotiate payment of both current year and outstanding arrears. However, if unable to do so we would prioritise current year payment plan in addition to paying something off arrears by arrangement. This prevents customers incurring further costs for current year. Arrangements are monitored and default of either year results in further

recovery action.

- Arrangements made will be on the basis the current year instalments are paid with an arrangement for earlier years being based on a customer's financial situation.
- Recovery will be able to continue despite the volume of customer contacts awaiting processing due to the recovery suppression interface.
- Processing of customer contacts will be prioritised until all items are within 14 days.
- There needs to be a process developed for dealing with 'Gone Aways' to ensure defaulting customers are quickly traced and income maximised.

4.3 The plan for **Non Domestic Rates** follows the plan for **Council Tax**.

5 Conclusion

5.1 This Recovery Plan follows the timescales set out in the regulations and incorporates some best practice from other local authorities. We continue to attend Lancashire wide Revenues and Benefits Manager group meetings where performance and best practice, are compared and shared. The detailed plan is set out in **Table (5.1)** below.

5.2 To accelerate recovery and maximise income for the remainder of this financial year, it is suggested that a maximum of **two** Reminder Notices are issued during the year and the Final Notice stage is suspended. The second reminder would contain

the necessary information required as detailed in regulation, in relation to the full balance for the year becoming due and payable prior to a summons being issued and this would be in line with best practice. Table (5.1) below includes this process going forward. Other aspects of best practice included in this plan are adhering to Regulations, ensuring customers do not get further into debt by agreeing realistic arrangements and taking a firm, but fair approach. Should the Council not wish to adopt these recommendations, there will be an adverse impact on collection performance. Adhering to the plan within **Table (5.1)** will maximise income to the Borough Council for the remainder of the financial year:

Recovery Document	Run 1	Run 2	Run 3	Run 4	Run 5	Run 6
Instalment Due Date	2/4/13 - 15/6/13	2/4/13 - 15/7/13	2/4/13 – 28/8/13	2/4/13 – 15/10/13	2/4/13 – 15/12/13	25/2/14
Reminder Issue Date	3/7/13, 10/7/13 – 17/7/13	7/8/13	6/9/13	23/10/13	3/1/14	25/2/14
Second Reminder Issue Date	26/7/13, 31/7/13 – 6/8/13	16/8/13	16/9/13	4/11/13	13/1/14	7/3/14
Final Notice issue Date	5/8/13 – 14/8/13	26/8/13	27/9/13			
Complaint Date	20/8/13 & 30/8/13	10/9/13	14/10/13	18/11/13	24/1/14	17/3/14

Recovery Document	Run 1	Run 2	Run 3	Run 4	Run 5	Run 6
Summons Issue date	20/8/13 & 30/8/13	10/9/13	14/10/13	18/11/13	24/1/14	17/3/14
Court Hearing	16/9/13 & 23/9/13 (CTS)	7/10/13 & 14/10/13 (CTS)	4/11/13 & 11/11/13 (CTS)	9/12/13 & 16/12/13 (CTS)	10/2/14 & 17/2/14 (CTS)	7/4/14 & 14/4/14 (CTS)
Liability Order Notice Issue Date	16/9/13 & 23/9/13 (CTS)	7/10/13 & 14/10/13 (CTS)	4/11/13 & 11/11/13 (CTS)	9/12/13 & 16/12/13 (CTS)	10/2/14 & 17/2/14 (CTS)	7/4/14 & 14/4/14 (CTS)
DWP Deduction Request Issued	30/9/13 & 7/10/13 (CTS)	21/10/13 & 28/10/13 (CTS)	18/11/13 & 25/11/13 (CTS)	6/1/14	14/2/14 & 3/2/14 (CTS)	21/4/14 & 28/4/14 (CTS)
Issue to the Bailiff	30/9/13 & 7/10/13	21/10/13 & 28/10/13 (CTS)	18/11/13 & 25/11/13 (CTS)	6/1/14	14/2/14 & 3/2/14 (CTS)	21/4/14 & 28/4/14 (CTS)

Table 5.1: Recovery Timetable 2013/2014.

5.3

As detailed in the proposal provided to the Borough Council on 07 May and further clarified on 21 May 2013, it has been estimated that as a consequence of the abolition of Council Tax Benefit and the changes to empty property exemptions and discounts, that there would be an additional **£1.48M** debit to collect which could involve an additional 2,200 cases where

recovery action may be necessary.

Within that proposal, it was estimated that a minimum of an additional **2 FTE** would be required to deal with this increased demand/workload, but the Borough Council indicated that it would not agree to this and the above proposal was therefore amended to reflect an additional **1 FTE**, with a consequential impact on the estimated revised collection rate.