



**ARTICLE NO: 1A**

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

**MEMBERS UPDATE 2015/16  
ISSUE: 1**

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**Article of:** Borough Solicitor

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

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

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**SUBJECT: MINUTES OF ONE WEST LANCASHIRE BOARD – THEMATIC GROUPS**

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Wards affected: Borough wide

**1.0 PURPOSE OF ARTICLE**

1.1 To notify Members of the latest notes/minutes of meetings of One West Lancashire Board - Thematic Groups available on the Board's website.

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**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 following notes/minutes have been included since the last edition of this Members Update:

- Health & Wellbeing Partnership – 28 January 2015 and 25 March 2015
- Ageing Well Partnership – 12 January 2015, 9 February 2015 and 13 April 2015
- Transport – 3 February 2015
- People and Communities – January 2015

- Community Safety Partnership – 12 November 2014 and 4 February 2015
- Children's and Young People's Board – 8 December 2014 and 2 February 2015

They can be accessed on the One West Lancashire Board's web page at:  
<http://www.onewestlancs.org/thematic-groups.html>

### **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 Thematic Groups were established in order to achieve the objectives of the Sustainable Community Strategy.

### **4.0 FINANCIAL AND RESOURCE IMPLICATIONS**

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

### **5.0 RISK ASSESSMENT**

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

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### **Background Documents**

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

### **Equality Impact Assessment**

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

### **Appendices**

None.



**ARTICLE NO: 1B**

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

**MEMBERS UPDATE 2015/16  
ISSUE: 1**

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**Article of: Borough Solicitor**

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

**Relevant Portfolio Holder: Councillor Wright**

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

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

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Wards affected: Borough wide

## **1.0 PURPOSE OF ARTICLE**

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

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## **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 Savage.
- 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.

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#### **Background Documents**

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

#### **Equality Impact Assessment**

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

#### **Appendices**

Minutes of the Health Scrutiny Committee:-

#### **[Minutes of Health Scrutiny Committees](#)**

1. 4 March 2025
2. 14 April 2015
3. 2 June 2015



**ARTICLE NO: 1C**

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

**MEMBERS UPDATE 2015/2016  
ISSUE: 1**

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**Article of: Borough Solicitor**

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

**Relevant Portfolio Holder: Councillor Wright**

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

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

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Wards affected: Borough wide

#### **1.0 PURPOSE OF ARTICLE**

- 1.1** To advise Members of the Minutes in connection with the Lancashire Police and Crime Panel held on 26 January 2015 for information purposes.

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#### **2.0 BACKGROUND AND CURRENT POSITION**

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

#### **3.0 SUSTAINABILITY IMPLICATIONS**

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

#### **4.0 FINANCIAL AND RESOURCE IMPLICATIONS**

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

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## **Background Documents**

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

## **Equality Impact Assessment**

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

## **Appendices**

Minutes of the Lancashire Police and Crime Panel held 26 January 2015:-

[Minutes of Meeting 26 January 2015](#)



**ARTICLE NO: 1D**

**CORPORATE & ENVIRONMENTAL  
OVERVIEW & SCRUTINY  
COMMITTEE**

**MEMBERS UPDATE 2015/16  
ISSUE: 1**

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**Article of: Assistant Director Community Services**

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

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**SUBJECT: THE COUNTER-TERRORISM AND SECURITY ACT 2015**

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Wards affected: Borough wide

## **1.0 PURPOSE OF ARTICLE**

- 1.1 To provide Members with a report on the key points that impact on local authorities following the introduction of the Counter-Terrorism and Security Act 2015 and what the 'Prevent' duty potentially means for West Lancashire Borough Council.

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## **2.0 BACKGROUND**

- 2.1 The Counter-Terrorism and Security Act 2015 received Royal Assent on the 12<sup>th</sup> February 2015. This was the centrepiece of announcements by the Government to coincide with publication of the report by Parliament's Intelligence and Security Committee.
- 2.2 A key aim of the Act which was driven by the Prime Ministers Task Force on Tackling Radicalisation and Extremism was to make delivery of 'Prevent' a legal requirement in areas of the country where extremism is of most concern.
- 2.3 The Prevent strategy is a key part of CONTEST, the Governments counter-terrorism strategy. The aim of the 'Prevent' strategy (2011) is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the Act this has simply been expressed as "preventing people from being drawn into terrorism".

The 'Prevent' strategy has three specific strategic objectives:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it;
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and
- Work with sectors and institutions where there are risks of radicalisation that we need to address.

#### 2.4 The Counter-Terrorism and Security Act 2015 creates:

- A new duty on certain bodies to have due regard to the need to prevent people from being drawn into terrorism. The duty will apply to bodies including local authorities, the police, and prisons, providers of probation services, schools, colleges, and universities.
- A mechanism which allows the Secretary of State to issue guidance to those bodies on how the duty should be fulfilled.
- A mechanism which gives the Secretary of State power to direct a body to take certain action, which would be used to enforce compliance where the Secretary of State is satisfied that the body has failed to discharge the duty. These directions would be enforceable by a court order.

2.5 Part 5, Chapter One of the Act entitled 'Preventing People Being Drawn into Terrorism' outlines the general duty on specified authorities. Of relevance to West Lancashire BorC is that a specified authority can be 'A County Council or district in England'.

2.6 Each local authority must ensure that a panel of persons is in place for its area. However, within Chapter Two under the sub heading 'Interpretation' and relevant to WLBC is a definition that states 'local authority' means: -

- 'A district council in England, other than a council for a district in a county for which there is a county council'.

For West Lancashire Borough Council, this interpretation should essentially mean that the Channel panel (Prevent panel) which is based on a County footprint should fulfil this duty.

2.7 The Act contains a number of other key legislative principles which are covered under various parts of the Act under the headings Temporary Restrictions on Travel, Terrorism Prevention and Investigation Measures and Data Retention. This report deals specifically with Part 5 of the Act entitled 'Risk of Being Drawn into Terrorism', which is of most relevance to local authorities.

### **3.0 CURRENT LANCASHIRE POSITION**

3.1 The Lancashire Chief Executives Group is now the strategic lead for community safety and incorporates within this framework responsibility for CONTEST.



3.2 The duty to have 'An Assessment and Support Panel' is fulfilled by the 'Channel Panel' which is managed by Lancashire Constabulary. Under Section 38 of the Act entitled 'Co-operation', the partners of a panel must, so far as appropriate and reasonably practicable act in co-operation with the panel in the carrying out of its functions.

3.3 Partners of a panel are the persons and bodies specified in the Act and this can be 'A local authority' (other than a local authority that is a member of the panel in question).

My interpretation of this in relation to WLBC is that whilst we may not be required to attend the upper tier panel (Channel Panel), we could be requested to cooperate with the panel in the carrying out of its functions. Local districts / boroughs within Lancashire, that have an identified threat, would sit as permanent members of the panel.

The Prevent duty guidance states that:

- 'In two-tier areas, county and district councils will need to agree proportionate arrangements for sharing the assessment of risk and for agreeing local Prevent action plans'.

3.4 Lancashire Constabulary's Counter Terrorism Branch has confirmed that Lancashire is already compliant with the Act by having in place the Channel panel (Prevent Panel). The Act puts the Channel programme on a statutory footing. The Prevent panel provision in the Act aims to:

- require local authorities to ensure a multi-agency panel exists and chair the panel;
- require the panel to develop a support plan for accepted cases and signpost to other support where cases are not accepted;
- ensure consent is sought prior to support being provided;
- place a duty to cooperate on panel partners;
- require partners to pay due regard to guidance issued by the Secretary of State; and
- allow the Secretary of State to indemnify intervention providers that provide ideological/ theological support for the Channel programme.

3.5 Lancashire Constabulary's Counter Terrorism Branch have confirmed that the provisions in the Act do not require any changes to the Channel programme rather; the legislation is intended to enshrine good practice and ensure consistent delivery.

3.6 The Channel panel is currently chaired by a representative from Blackburn with Darwen and supported by a police co-ordinator.

#### **4.0 WEST LANCASHIRE BOROUGH COUNCIL; LOCAL ISSUES FOR CONSIDERATION**

4.1 Listed below are a number of actions that are currently being developed by officers to ensure compliance with the duty placed on local authorities to have due regard to the need to prevent people from being drawn into terrorism.

- Andrew Hill, Environmental Health and Community Safety Manager and Cliff Owens, Community Safety Officer have been confirmed as West Lancashire Borough Council's representatives on the Lancashire Prevent Delivery Manager's Group.
- DSH will assess the risk and develop measures to ensure the Borough Council's publically-owned premises are not used for the expression of extremist views. The 'Prevent' duty guidance highlights that local authorities need to comply with this duty.
- The Community Services Team has scheduled a Project Griffin Counter Terrorist event to be delivered to WLBC front line staff on Monday the 18<sup>th</sup> May 2015. The Project Griffin exercise covers the 'Protect' strand of the CONTEST strategy.
- The Community Services Team have also arranged in partnership with the Lancashire Constabulary Prevent Team for the delivery of a 'Workshop to Raise Awareness of Prevent' (WRAP) to front line staff on Monday the 18<sup>th</sup> May 2015. The 'Prevent' duty guidance under section 37, entitled 'Staff Training' states that Local authorities will be expected to ensure frontline staff have a good understanding of Prevent.
- Having reviewed the Act and guidance there are no apparent cost implications for the authority in complying with the Act other than the commitment of staffing resources to comply with the duty of to have due regard to the need to prevent people from being drawn into terrorism.
- The Act does place a duty on a number of Community Safety partners in West Lancashire including Educational Establishments and the Clinical Commissioning Group and the implications will be raised at the West Lancashire CSP meeting on the 29th April 2015.
- The Lancashire Constabulary Prevent Team has delivered WRAP Training to a number of Educational Establishments in West Lancashire, including Edge Hill University safeguarding leads.

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

5.1 Compliance can assist with reducing the fear of crime and assist people to feel safe.

5.2 By ensuring that front line staff receive 'Prevent' training and ensuring that publicly owned venues and resources are not used to disseminate extremist views, WLBC will demonstrate compliance with the duty. Based on current analysis, there would be very little impact on this Authority following the introduction of the Act.

## **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 6.1 Prevent training is available at no cost from the Lancashire Constabulary Prevent Team and there are no significant financial or resource implications arising from this report.

## **7.0 RISK ASSESSMENT**

- 7.1 By understanding the duty to the Council from the introduction of the Counter-Terrorism and Security Act 2015 and ensuring compliance with key principles relevant to local authorities, we will have reduced the risk of people from West Lancashire of being drawn into terrorism and fulfilled a statutory duty.

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### **Background Documents**

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

<u>Date</u>	<u>Document</u>	<u>File Ref</u>
December 2014	Prevent Duty Guidance	Available on request
February 2015	Counter –Terrorism and Security Act	

### **Equality Impact Assessment**

There is a direct impact on members of the public, employees, elected members and stakeholders. Therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix to this report, the results of which have been taken into account in the Recommendations contained within this report.

### **Appendices**

1. Equality Impact Assessment



## Equality Impact Assessment Form



<b>Directorate: People and Places</b>	<b>Service: Community services</b>
<b>Completed by: Cliff Owens</b>	<b>Date: 13.3.15</b>
<b>Subject Title: Counter Terrorism and Security Act 2015</b>	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	No
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):	No
Details of the matter under consideration:	New legislation
<i>If you answered <b>Yes</b> to any of the above <b>go straight to Section 3</b></i> <i>If you answered <b>No</b> to all the above <b>please complete Section 2</b></i>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No* <i>*delete as appropriate</i>
If <b>Yes</b> , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered <b>Yes</b> go to <b>Section 3</b></i>	
If you answered <b>No</b> to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
<b>3. EVIDENCE COLLECTION</b>	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Council staff and the Community at large
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	n/a

Which of the protected characteristics are most relevant to the work being carried out?	
Age	No
Gender	No
Disability	No
Race and Culture	Yes
Sexual Orientation	No
Religion or Belief	Yes
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
<b>4. DATA ANALYSIS</b>	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	n/a
What will the impact of the work being carried out be on usage/the stakeholders?	Prevention of people being involved in extremism. Provision of awareness training.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	n/a
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	n/a
If any further data/consultation is needed and is to be gathered, please specify:	n/a
<b>5. IMPACT OF DECISIONS</b>	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	People with extremist views may be prevented from disseminating information in publically owned premises.
<b>6. CONSIDERING THE IMPACT</b>	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	Legislative requirement.
What actions do you plan to take to address any other issues above?	No actions
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	April 2017, Cliff Owens



**ARTICLE NO: 1E**

**CORPORATE & ENVIRONMENTAL  
OVERVIEW & SCRUTINY  
COMMITTEE**

**MEMBERS UPDATE 2015/16  
Issue: 1**

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**Article of: Transformation Manager**

**Relevant Managing Director: Managing Director (Transformation)**

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**SUBJECT: WELFARE REFORM UPDATE**

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Wards affected: Borough wide

## **1.0 PURPOSE OF ARTICLE**

- 1.1 To provide an update of the Government's Welfare Reform programme with a particular focus on Universal Credit (UC) and Single Fraud Investigation Service (SFIS) and the impact on the Borough.
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## **2.0 BACKGROUND**

- 2.1 The Welfare Reform Act 2012 put in place significant changes to the benefits system.
- 2.2 Members have previously received updates and briefings on the roll-out of welfare reforms. The last briefing was given in January 2015 specifically around Universal Credit by the Director of Revenues & Benefits (BTL) and the Employer and Partnership Manager (DWP).
- 2.3 The report attached at Appendix A outlines the continued implementation of welfare reforms in West Lancashire, and their impact on the borough.

## **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 Reports are produced for Cabinet and / or Council as appropriate to ensure that any financial implications from the reforms are considered and addressed.

#### **5.0 RISK ASSESSMENT**

5.1 Failure to manage the impact of Benefit Reforms is included as a Key Risk on the Council's Strategic Risk Register. This report provides an update on how these reforms are being managed to provide assurance to Members that appropriate action is being done to address the issues involved.

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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 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: Welfare Reform/Universal Credit Briefing Note



# BT Lancashire Services

Welfare Reforms – briefing paper to WLBC Members – June 2015

West Lancashire Borough Council Revenues and Benefits Service

Reference: June 2015  
Version: V3  
Date: 20 May 2015  
Owner(s): John Unsworth  
Author(s): John Unsworth



Working in partnership



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# Welfare Reform/Universal Credit Briefing Note

## PURPOSE

This paper provides an overview of Welfare Reform and a more detailed update of Universal Credit (UC) and Single Fraud Investigation Service (SFIS) and its impact on the Borough. The document provides:

- A refresh of the key Features of Welfare Reform
- An update of Universal Credit – process and impact
- An update of Single Fraud Investigation Service (SFIS) – background and current status

## 1. KEY FEATURES OF WELFARE REFORM

In this part of the paper, reference is made to the key features of Welfare Reform excluding UC and SFIS – these are dealt with in some detail in sections 2 and 3.

### 1.1 Council Tax Support (CTS)

- From 1st April 2013, the national scheme of Council Tax Benefit was abolished and replaced with a localised Council Tax Support scheme. The Government provides a cash limited grant to Local Authorities, at a rate of 10% less than the previous cost of the national scheme - any increase in the cost of the scheme or demand for benefit therefore has to be funded directly by Local Authorities
- Facts and figures – during 2014-15 CTS impacted on 4700 local residents of working age. This number has reduced to 4600 as at May 2015. The numbers of residents at pension age are 5600 and 4800 respectively for May 2014 and May 2015.

### 1.2 Social Sector Size Criteria (SSSC)

- Restrictions on Housing Benefit for claimants in Social Sector tenancies took effect from 1 April 2013. These affect working age customers living in accommodation that is deemed to be too large for their needs.
- Facts and figures – during 2014-15 SSSC has impacted on 1060 local residents. This number is 970 as at May 2015.

### 1.3 Discretionary Housing Payments (DHP's)

- DHPs may provide Housing Benefit customers, in certain instances, with further financial assistance, in addition to any welfare benefits, when a LA considers that help with housing costs is required. The regulations covering DHPs are The Discretionary Financial Assistance Regulations 2001.
- Facts and figures – during 2014-15 DHP has impacted on 470 local residents and the total amount awarded was £174,188 against Government funding of £174,368. Funding for 2015-16 is £163,496 and as at June 2015 £42,441 has been awarded to date.
- Following Council approval to assist claimants with up to £100K towards DHP an application has been made to the Secretary of State to be allowed to proceed.

### 1.4 Benefit Cap

- These arrangements were introduced by Central Government from 15 July 2013. The change implemented a cap on the maximum amount of Social Security Benefits a claimant could receive, with any excess being deducted directly from their Housing Benefit entitlement.
- Facts and Figures – during 2014-15 the Benefit Cap impacted on 19 local residents

### 1.5 Personal Independence Payments (PIP)

- Personal Independence Payments (PIP) replaces Disability Living Allowance (DLA) for adults aged 16 to 64. This new scheme is administered by the DWP – as was the DLA scheme. With effect from June 2013 all new claims have been for PIP. The reassessment of DLA claimants for a limited group (eg. children turning 16) began in October 2013. From October 2015 the remainder of DLA claims will be re-assessed on a rolling basis with this exercise timetabled to be completed by October 2017.
- Facts and figures - administered by DWP impact on local residents not known

### 2 UNIVERSAL CREDIT – IMPACT AND PROCESS

- 2.1 The Welfare Reform Act 2012 introduced a number of changes which fundamentally moved towards the introduction of a single UC for working age claimants which replaces and subsumes a number of previous benefit streams into one. UC replaces Income-based Jobseeker's Allowance, income-based Employment and Support Allowance, Income Support, Child Tax Credit, Working Tax Credit and Housing Benefit. The process of replacement will be on a rolling basis: it started in 2012 and is due to be completed by 2017 although these timescales are subject to on-going review.
- 2.2 DWP is working in partnership with Councils to agree the most effective approach to UC implementation. These partnerships are working through the implementation process from mobilisation to transition through to delivery.

The initial roll-out of UC involving a number of Councils including some in the North West – known as Pathfinders or Pilots – represented the initial numbers claiming UC. These numbers are currently limited due to the conditions applied to the cohort or claimant group. A further limitation is due to the fact that the initial cohort only includes 'new' claimants and not the migration of existing claimants of, for example, Housing Benefits

- 2.3 Locally transition to UC is being led by JCP District Managers and Local Government colleagues together with partners. Effective delivery is being achieved by drawing on and engaging with existing support service wherever appropriate and generally employing a holistic, joined-up approach to support services.
- 2.4 In March of last year the DWP National Project Team announced plans for further expansion and roll-out of UC in the North West beyond the existing North West-based Pathfinders/Pilots. The plan entailed the roll-out in two tranches.

In Lancashire, only Preston City Council and South Ribble District Council were included in the first tranche – and they went live with UC in June – July 2014. All other Lancashire Districts – together with all other Councils in the North West went live over the period from September to November 2014.

- 2.5 Mobilisation of UC in West Lancashire is being managed by the West Lancashire UC Task Group – membership of this group includes representation from WLBC, the local Job Centre and BTLS. The anticipated impact on Council services was expected to be very limited initially although as the **cohort** extends beyond the groups as described above, then the impact will increase.
- 2.6 UC went live in West Lancs with effect from the 15<sup>th</sup> September 2014.

#### 2.7 Key Delivery Roles

- Provide support for DWP Service Centre – **BTLS Revenues and Benefits Services (RBS):**
- Personal Budget Support – **WLBC Housing Directorate:**
- Digital access and support – **Local Community Centres and the County Council Libraries service:**
- Overall management of the delivery of UC in West Lancs - **WLBC Housing Directorate:**

## Welfare Reform/Universal Credit Briefing Note

### 2.8 National Impact of UC:

- An overview of the national impact of UC was provided to Members in January 2015. The data available at that time showed that some 44,000 people had made a claim for UC and almost 26,000 had started to receive UC. At that time nearly 70% of UC starters were male and almost 60% under the age of 25 years old.

### 2.9 Local Impact of UC:

- Total claims for Skelmersdale - 497 claims:
  - Male 18-24yr olds = 125
  - Female 18-24yr olds = 73
  - Male 25+ = 234
  - Female 25+ = 65
- Total claims for Ormskirk - 149 claims
  - Male 18-24yr olds = 49
  - Female 18-24yr olds = 24
  - Male 25+ = 59
  - Female 25+ = 17

Note – these numbers were provided by DWP on the 22<sup>nd</sup> May 2015

### 2.10 End to end UC claim process:

From the point of initial claim for UC through to payment of entitlement, there are a number of process steps that are the responsibility of various units within DWP – summarised as follows:

Process Step	DWP
Advice and claim	UC Help Line / On-line
Response to claim	UC Service Centre
Interview and evidence	JobCentre
UC decision	UC Service Centre
On-going work-related activity	JobCentre
Change of circumstances	UC Service Centre

In terms of the "customer journey – how the end to process works for the customer - the following is a brief summary of the steps in the "journey". This is also provided in graphical format at Appendix 1 of this paper.

Step	Who	What
<b>Step 1</b>	Customer	" I get information/ advice about claiming UC - I make my claim on-line. If I need help, I can phone the UC helpline for assistance"
	<b>On-line / UC Helpline</b>	Claims made on-line. Claimant requires assistance? - UC Helpline (+ telephone/face to face by exception)
	<b>Community Centres and Libraries</b>	Advice provided to assist the customer submit claim
<b>Step 2</b>	<b>UC Service Centre (UCSC)</b>	On receipt of the claim UCSC contact the Claimant by telephone to arrange an interview at the Jobcentre. A text message is sent as a reminder

## Welfare Reform/Universal Credit Briefing Note

	<b>Customer</b>	" I receive a telephone call inviting me to attend an interview in the Jobcentre + a text reminder. I attend my interview and take any evidence requested. I sign my printed claim and complete the Claimant Commitment (CC)"
	<b>JobCentre</b>	Print the claim and obtain a signature. Additional information is gathered and the Claimant Commitment (CC) is completed. The UC Portal is updated and the claim documents + supporting evidence are sent to the Mail Opening Unit (MOU)
	<b>USCS</b>	The MOU scan the claim + evidence. On receipt of the task, the agent updates the UC Portal. Once all evidence has been verified, this triggers the processing of the UC claim
<b>Step 3</b>	<b>RBS Team</b>	UC notice to RBS – check for duplicate HB/UC claims. RBS will suspend all HB claims which have UC entitlement and send the customer a HB cancellation letter.
	<b>Customer</b>	" I receive my UC decision letter including my payment schedule if appropriate. Also advised about my on-going responsibilities"
	<b>PBS Team – Housing</b>	Customers require PBS or payment to be made by APA? Customer details forwarded to the WLBC PBS team
<b>Step 4</b>	<b>RBS</b>	After 32 days RBS will be informed of a UC claim which require CTS. Any required information will be requested.
	<b>JobCentre</b>	Claimant invited to attend the Jobcentre to undertake specific work related activity as agreed - on-going interaction at the JC
	<b>Customer</b>	" I attend the Jobcentre and engage in work related activity"
<b>Step 5</b>	<b>Customer</b>	"I notify the UCSC if change in my circumstances. I receive a notification that my UC has changed / ceased"
	<b>USCS</b>	Any change of circumstance it is reported to UCSC. Claimant is notified regarding any change to the award of UC

### 2.11 What's next for Universal Credit?

Over the next 6 months work is being done between DWP and HMRC around further potential expansion with 'in work' claimants ie the UC cohort group. Using the "test and learn" UC methodology they are looking at a plan to enable such an expansion.

The DWP is continuing to seek to improve the claimant's journey and also the service customers receive from both local JobCentre offices and UC Service Centre (UCSC). They are also looking to improve the service to local authorities by, for example, considering dedicated phone lines for each LA.

Also a trusted partner trial has taken place specifically looking at Local Authorities having a greater influence on the decision-making process in relation to APA's. Currently the findings from this trial are being analysed with a view to publicising findings and next steps as soon in the near future.

In addition "digital roll out" – which means that claimants have to access all processes on line including work coaches - is currently being trialled in Sutton, for all claimants. It is planned that the digital service will roll out for all single claimants by May 2016.

## Welfare Reform/Universal Credit Briefing Note

In the meantime, whilst timings are not available as yet, discussions have commenced between DWP and HMRC with a view to producing a definitive strategy for migrating appropriate cases from Local Authorities to DWP.

### 3 SFIS – background and current status

3.1 **Introduction** - The Government announced in 2010 that they would create a Single Fraud Investigation Service (SFIS) which would bring together similar areas of work from the Department of Work and Pensions (DWP), Her Majesty's Revenues and Customs (HMRC) and Local Authorities in preparation for Universal Credit.

The Migration to SFIS commenced in July 2014 involving 9 "pilot" Councils – the roll-out to the remainder of the Councils across the UK commenced in October 2014 as part of a 22 month roll-out plan.

DWP has confirmed that the implementation date for West Lancashire Borough Council (WLBC) is 1st August 2015. In addition to a Project Implementation Team – made up of officers from BTLs-RBS and Human Resources and WLBC Human Resources - a dedicated DWP Human Resources Team is supporting the project to facilitate the transfer of affected staff into DWP.

Details including specific activity and timings during the transition period from February to August 2015 have now been provided by DWP and the transition project is mobilised. As part of the transition activity priority is given to ensuring that those staff who are potentially affected by this change receive the support they are entitled to by way of effective engagement, dialogue and communications.

Some residual Fraud-related activity and also the investigation of Local Council Tax Support fraud cases will remain with the Council. Dialogue is currently on-going to determine where within the organisation this activity should sit under the new arrangements.

3.2 **Background** - The Government announced in 2010 that they would create a Single Fraud Investigation Service (SFIS) which would bring together investigators from the Department of Work and Pensions, Her Majesty's Revenues and Customs and Local Authorities in preparation for Universal Credit. In August 2013 the DWP SFIS Programme Board recommended that SFIS be introduced within DWP during 2014/15

The implementation of the SFIS is based on the following principles:

- The investigation of HB/CTB fraud will move to SFIS
- The investigation of LCTS/Tenancy Fraud etc. will remain with LA's
- The calculation and recovery of any HB/CTB overpayments will remain with LA's
- SFIS investigators will request information and evidence from LA's to support an investigation
- SFIS will use single prosecution bodies (Crown Prosecution Service) for England and Wales & the Procurator Fiscal for Scotland.

3.3 **Engagement** - The formal engagement process between DWP and the Council was initiated by the DWP HR Team in February 2015 ie 6 months prior to the August 2015 West Lancashire roll out date. In advance of the formal engagement, it was considered prudent to commence the process of planning, preparation and engagement without delay to:

- Identify potentially affected staff
- Consider the local HR implications for staff affected
- Commence informal local staff consultation

3.4 **WLBC mobilisation and roll-out –**

- Confirmed go-live 1<sup>ST</sup> August 2015
- Regional Implementation Manager appointed whose primary role is to support Fraud staff through transition and deal with queries
- A dedicated DWP HR Team has been assigned – the team is working with the WLBC nominated Single Point Of Contact– Sharon Lewis. In the meantime staff potentially

## Welfare Reform/Universal Credit Briefing Note

affected by this change have access to a DWP Q&A Knowledge Hub which provides details of key issues that have been raised together with the DWP responses.

- DWP have proposed SLA's relating to the services to be provided to them by BTLS RBS – these SLA's are currently under review. .
- Migration of cases at the time of transfer to DWP - any movement of data from BTLS to DWP will be encrypted and will commence 4 weeks in advance of go-live – a named representative from the Council will be required to approve the movement of data. During this 4 week period, no further investigation work will be done by Councils – any cases arising will be passed to the DWP.
- A high level plan of activity has been produced by DWP for the transition of the work – this is provided at Appendix 2 of this paper.

### 3.5 **Residual Fraud-related activity and Council Tax Support (CTS) Fraud**

As stated above WLBC HB Fraud staff will transfer to SFIS from the 1<sup>st</sup> August 2015. Based on recent dialogue with the DWP Transition Team it is evident that there will remain significant residual fraud-related activity post transfer. In addition there remains the question of CTS fraud and both these issues are currently subject to on-going discussions between BTLS RBS and the Council.

## 4 **Conclusion**

Members are asked to note the contents of this paper. It is proposed that updates to this paper are provided every 6 months.

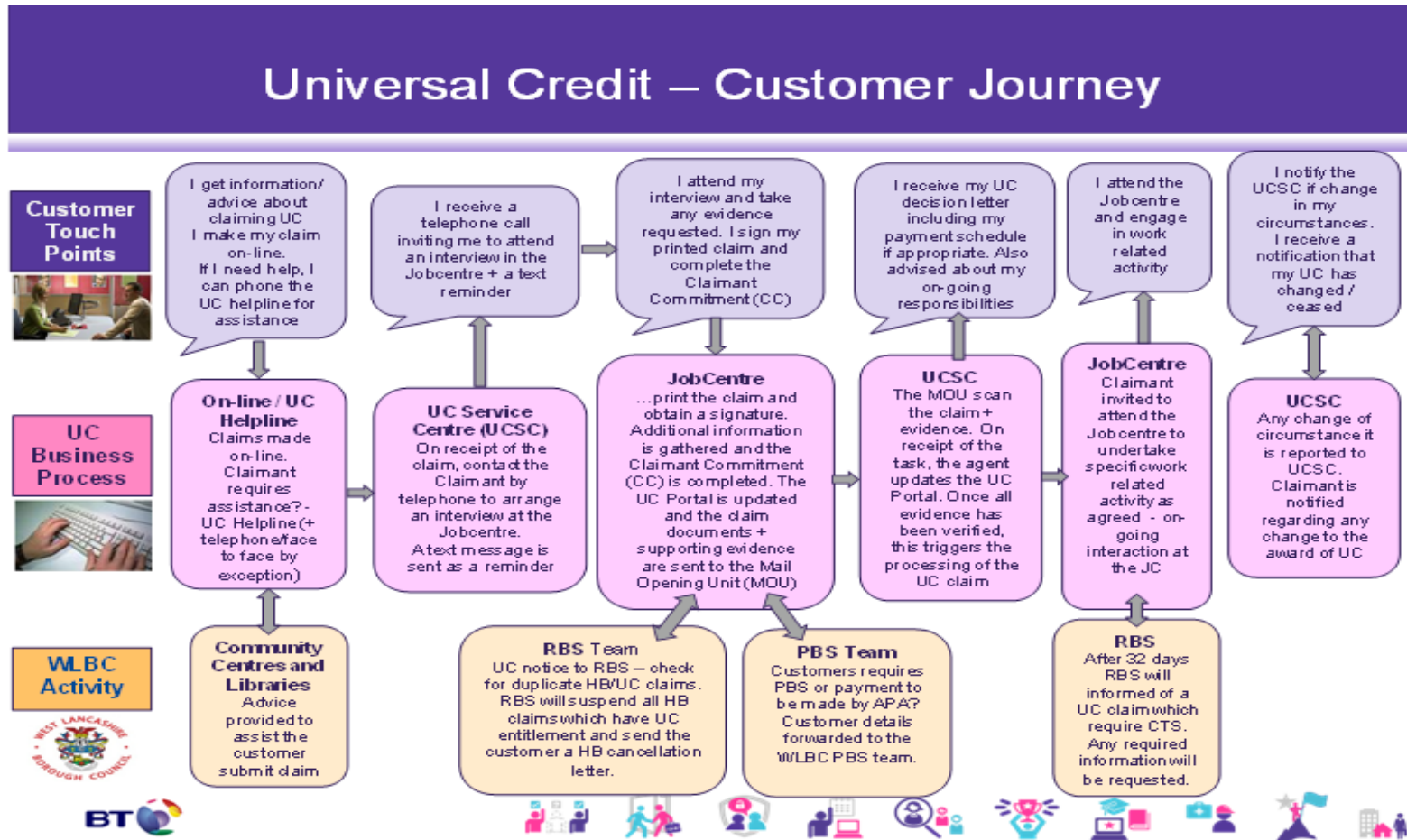
**John Unsworth**

**Director – Revenues and Benefits Service**

**June 2015**



Appendix 1 – UC – the customer journey



Appendix 2 – SFIS Transition and Implementation Plan

SFS: Transfer timeline – Phase 2

Transfer Minus 7 Months	Arrange face to face Workshop with HR LA SPOCs				REGULAR LA HR SPOC CONFERENCE CALLS
Transfer Minus 6 Months	Deliver face to face workshop with project	Issue commission to LA HR SPOCs - T&Cs comparison template; - request proposition for transfer; - request relevant Job Descriptions			
Transfer Minus 5 Months	HR LA SPOCs return T&Cs Comparison Template; proposition and Job Descriptions	Update Project Team (Ann Adam) on propositions	Confirm initial propositions with HR LA SPOCs and Request Detailed propositions + Reasonable adjustments	Undertake comparison of LA/DWP T&Cs	
Transfer Minus 4 Months	Develop Measures	Issue proposed measures to HR LA SPOCs for LA consultation	Receive confirmation from HR LA SPOCs that consultation on proposed measures is underway	Assess Job Descriptions and allocate DWP grade	
Transfer Minus 3 Months	Receive detailed propositions from HR LA SPOCs	Receive responses from HR LA SPOCs on proposed measures consultation	Commission HR LA SPOCs to provide employees personal data to start RM build (SS and pension spreadsheets)	Confirm final propositions with FLDT	
Transfer Minus 2 Months	Agree measures and communicate final measures to HR LA SPOCs	Confirm detailed propositions with HR LA SPOCs/Instruct to serve notice	HR LA SPOCs to serve notice of transfer to employees in scope (at start of month 5, no later than 28 days ahead of transfer)	Issue assignment letter to LA Employees (LM, grade and location details)	
Transfer Minus 2 months	Receive completed personal data/pensions spreadsheets from HR LA SPOCs	DBS checks completed and notified to HR Employee Transfer Team by SSCL			
Transfer Minus 1 Month	Issue Line Manager Guidance to DWP Line Manager	Issue commission to LA SPOCs for Tax Data			



**ARTICLE NO.: 1F**

**CORPORATE & ENVIRONMENTAL  
OVERVIEW & SCRUTINY  
COMMITTEE**

**MEMBERS UPDATE 2015/2016  
ISSUE: 1**

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**Article of: Assistant Director Community Services**

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

**Contact for further information: Mr A Hill (Extn. 5243)  
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**SUBJECT: SENTENCING COUNCIL CONSULTATION ON NEW SENTENCING  
GUIDELINES FOR DANGEROUS DOGS OFFENCES.**

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Wards affected: Borough wide

## **1.0 PURPOSE OF ARTICLE**

1.1 To advise Members of the contents of a Sentencing Council consultation and the response agreed, in consultation with the relevant Portfolio Holder.

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## **2.0 BACKGROUND**

2.1 The Sentencing Council is the independent body responsible for developing sentencing guidelines for the courts to use when passing a sentence. In March 2015, they launched a consultation in relation to the proposals to enhance the sentences for offences in relation to Dangerous Dogs. The consultation documentation is available via [www.sentencingcouncil.org.uk/consultations/](http://www.sentencingcouncil.org.uk/consultations/).

2.2 The consultation has been deemed necessary following changes to the legislation relating to dangerous dogs and the original sentencing guidelines have been seen as too weak.

2.3 The consultation is a comprehensive document and lists 52 individual questions relating to scenarios involving dogs.

2.4 The offences that the consultation relates to are as follows

- Dog dangerously out of control in any place causing the death of a person.
- Dog dangerously out of control in any place where a person is injured.
- Dog dangerously out of control in any place where an assistance dog is injured.
- Dog dangerously out of control in any place.

- Possession of a prohibited dog, breeding, selling, exchanging or advertising a prohibited dog.

### **3.0 CONSULTATION**

3.1 In summary, the consultation is seeking views in relation to the following:-

- the principal factors that make any of the offences included within the draft guideline more or less serious;
- the additional factors that should influence the sentence;
- the approach taken to structuring the draft guidelines;
- the sentences that should be passed for dangerous dog offences; and
- anything else that you think should be considered.

3.2 In essence, they are attempting to produce guidelines which will allow the courts to impose much stricter sentences if one of the offences listed in 2.4 arises. This would directly affect the owners of dogs involved in such attacks. The hope would also be that it also indirectly acts as a deterrent for existing or potential owners.

### **4.0 RESPONSE**

4.1 Rather than commit officer resources to answering all of the detailed questions, the following response was agreed with the Portfolio Holder:-

**West Lancashire Borough Council fully supports the introduction of stronger sentencing guidelines for the Courts. The Council will not be providing responses to all the questions in the consultation, but would support any actions aimed at encouraging responsible ownership and reducing the numbers of dog attacks.**

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

5.1 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.

### **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

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

### **7.0 RISK ASSESSMENT**

7.1 This report highlights a consultation that the Council can respond to, but does not have to. As a result no risk assessment is necessary.

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### **Background Documents**

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

### **Equality Impact Assessment**

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

### **Appendices**

None.





**ARTICLE NO: 1G**

**CORPORATE & ENVIRONMENTAL  
OVERVIEW & SCRUTINY  
COMMITTEE**

**MEMBERS UPDATE 2015/16  
Issue: 1**

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**Article of: Borough Solicitor**

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

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

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**SUBJECT: PETITIONS UPDATE**

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Wards affected: Borough wide

## **1.0 PURPOSE OF ARTICLE**

1.1 To provide an update on the petitions received under the Council's Petition Scheme in 2014/15.

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## **2.0 PETITIONS RECEIVED**

2.1 Details of those petitions received and dealt with under the petitions scheme are contained in Appendix 1 to the report. A copy of the Scheme can be found at Section 18.2 of the Council's Constitution.

## **3.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY**

3.1 Petitions are another method to enable local people to raise concerns with the Council providing a feedback mechanism for the community and improving access for all.

## **4.0 FINANCIAL AND RESOURCE IMPLICATIONS**

4.1 There are no financial or resource implications arising from the Article other than officer time in dealing with these matters.

## **5.0 RISK ASSESSMENT**

5.1 The Council is no longer required to produce a Petition Scheme, however providing a formal mechanism for the public and interested parties to submit petitions could be considered as good practice.

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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**

1. Petitions received - 2014/15



## PETITIONS 2014/15 – UPDATE

No.	Lead Petitioner	Petitioners	Received	Petition Details	Steps Taken
1.	MR I Davis On behalf of Our West Lancashire	268 written valid signatures, 176 that the Lead Petitioner had received electronically, a total of 444	25 February 2015	To cut the number of Managing Directors to one and to reduce Councillor allowances to the Lancashire average.	Written response sent to the Lead Petitioner on 12 March 2015 from the Managing Directors.
2.	Mr Bradley On behalf of Ormskirk Market Traders	56	20 May 2015	To raise concern at the loss of Market Trade during the Moor Street works and to request a reduction in stall charges from 1 June 2015	Written response sent to the Lead Petitioner on 2 June 2015 from the Assistant Director Community Services.





**ARTICLE NO: 1H**

**CORPORATE & ENVIRONMENTAL  
OVERVIEW & SCRUTINY  
COMMITTEE**

**MEMBERS UPDATE 2015/16  
Issue: 1**

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**Report of: Borough Solicitor**

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

**Contact for further information: Mr N Walker (Extn. 5022)  
(E-mail: [neale.walker@westlancs.gov.uk](mailto:neale.walker@westlancs.gov.uk))**

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**SUBJECT: PUBLIC CONTRACTS REGULATIONS 2015**

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## **1.0 PURPOSE OF THE ARTICLE**

- 1.1 To brief Members on the new Public Contracts Regulations 2015 (the Regulations) and related guidance, and to highlight associated procedural implications for the Council which will require amendments to its Contracts Procedure Rules (CPRs).
- 

## **2.0 BACKGROUND**

- 2.1 The 2015 Regulations transpose the April 2014 EU Public Procurement Directive into UK law, together with the addition of a UK-specific 'below-threshold' section designed to help Small and Medium-sized Enterprises ("SMEs") gain greater access to Public Sector tendering opportunities.
- 2.2 Most of the Regulations came into force on 26 February 2015.
- 2.3 A summary of the new changes that are likely to have a significant impact on the Council's procurement processes are outlined below.
- 2.4 Training on the Regulations was provided to Officers during April 2015.
- 2.5 The changes introduced by the Regulations are reflected in a revised version of the Contracts Procedure Rules which will be considered by Council at its meeting on 22 July 2015. In addition, the Borough Solicitor shall prepare/update, as appropriate, relevant Procedure Practice Notes (PPNs) and process flow charts to assist officers in meeting compliance.

## **3.0 THE MAIN CHANGES:**

### **3.1 BELOW-THRESHOLD PROCUREMENTS**

Below-threshold procurements are defined as contracts whose value lies below the current EU tendering thresholds, which are £172,514 for Supplies and Services and approximately £4.3m for Works ('Works' can be broadly defined as construction

activities). This section of the Regulations is designed to reduce barriers to SME access to Public Sector tendering opportunities.

### **3.1.1 Advertising of tender opportunities**

All below-threshold procurements above £50,000 in value must now be widely advertised via a UK government portal, and all tender documents must be freely downloadable from a website. Details of contract awards must also be published on the government portal.

### **3.1.2 Pre-Qualification of potential bidders**

The use of Pre-Qualification Questionnaires (PQQs) or other supplier filtering processes is no longer permissible for tenders between £25,000 and £172,514 in value.

## **3.2 ABOVE-THRESHOLD PROCUREMENTS**

Above-threshold procurements are defined as contracts whose value lies above the current EU tendering thresholds, which are £172,514 for Supplies and Services and approximately £4.3m for Works.

### **3.2.1 Reporting requirements**

For every above-threshold procurement, a formal report must be drawn up giving details of around 15 specified parameters relating to the purchasing process and its outcome.

### **3.2.2 Division into lots**

Active consideration must be given to dividing all above-threshold tenders into smaller lots (to give more opportunities to SMEs). If it is decided not to subdivide a procurement into lots, the reasons must be given in the procurement documents or in the report described at 4.2.1 above.

### **3.2.3 e-Procurement software**

The Council must be able to conduct all above-threshold tendering activities electronically with suppliers, including receiving above-threshold tenders from bidders, by 18 October 2018.

## **3.3 MISCELLANEOUS PROVISIONS**

3.3.1 Starting with data for financial year 2015-16, the Council is required to publish on the internet the percentage of invoices it has paid within 30 days and the amount of interest paid to suppliers due to late payment.

3.3.2 The Council must include a maximum 30-day payment clause in its contracts, and oblige all contractors and first- and second-level subcontractors to include the same provision in their contracts.

## **4.0 IMPLICATIONS**

### **4.1 BELOW-THRESHOLD PROCUREMENTS**

4.1.1 Procurement will arrange the publication of advertisements and contract award information on the government portal, and the Council's website has been modified to allow the publication of tender documents. It is anticipated that the e-procurement system to be acquired by the Council will facilitate automatic publication of advertisements on the government portal as well as replacing the Council's tender document webpage.

4.1.2 Existing CPRs allow tenders to be advertised in local and trade media only, and permit the filtering of suppliers. These rules are designed in part to keep the number of tenders to manageable volumes whilst encouraging participation by suitable local firms. However the new Regulations mean that the Council will have no control over the number of tenders it receives in response to UK-wide advertisements on the government portal within the below-threshold value band. All tenders received will need to be evaluated and all unsuccessful suppliers may require debriefs. The e-procurement system will also help by supporting the management of higher volumes of tender submissions from suppliers. One way to mitigate the impact of these changes is to increase the use of framework agreements which legitimately and fairly limit tendering opportunities to a reasonable number of approved suppliers.

4.1.3 Constructionline can no longer be used to select shortlists of potential tenderers for construction contracts below £172,514.

## **4.2 ABOVE-THRESHOLD PROCUREMENTS**

4.2.1 The new reporting requirements are likely to become the focus of Freedom of Information requests. A Procurement Practice Note (PPN) will be prepared to explain the new requirements. This will include a report template.

4.2.2 A PPN will provide guidance on circumstances where subdivision of contracts into smaller lots might be appropriate.

4.2.3 With regard to the new requirement to have an e-procurement system in place by October 2018, the Council has participated (without obligation) in a tendering process for an e-procurement software package carried out by The Chest (a purchasing organisation of North West local authorities). This represents the lowest risk – and probably lowest cost – opportunity to obtain a suitable e-procurement system. The tendering process was completed in May 2015 and the system will be acquired in August 2015 for roll-out during Autumn 2015. Funding has been identified.

## **4.3 MISCELLANEOUS PROVISIONS**

4.3.1 The new prompt payment reporting requirements are being addressed.

4.3.2 A template of contract wording designed to flow down the 30-day payment requirement to contractors and their subcontractors has been provided by Crown Commercial Service (part of the Cabinet Office) and will be implemented in future contracts. The Council's current payment period is already 28 days.

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

5.1 There are no significant implications.

## **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

6.1 Wider advertising of contract opportunities and restrictions on the use of PQQs will almost certainly result in an increase in the volume of below-threshold tender enquiries and tender submissions, and consequently increase the overall workload of Officers while tenders are in progress.

6.2 An e-procurement system will assist with the management of higher volumes of interaction with potential suppliers, and this will have an acquisition, training and support cost of approximately £2,000 per year.

## **7.0 RISK ASSESSMENT**

- 7.1 The changes relating to below-threshold tenders are likely to have an impact on procurement timescales. However the impact will vary greatly because it is dependent upon the supplier market for each commodity or service, and will be difficult to pre-estimate and hence support with adequate resources.

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### **Background Documents**

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

### **Equality Impact Assessment**

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

### **Appendices**

None.



**ARTICLE NO: 2A**

**CORPORATE & ENVIRONMENTAL  
OVERVIEW & SCRUTINY  
COMMITTEE**

**MEMBERS UPDATE 2015/16  
ISSUE: 1**

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**Article of: Transformation Manager**

**Relevant Managing Director: Managing Director (Transformation)**

**Relevant Portfolio Holder: Councillor I Moran**

**Contact for further information: Mr S Walsh (Extn. 5262)  
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**SUBJECT: ICT STRATEGIC PLAN**

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Wards affected: Borough wide

## **1.0 PURPOSE OF ARTICLE**

1.1 To provide Members with an update on the ICT Strategic Plan.

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## **2.0 BACKGROUND**

- 2.1 BT Lancashire Services delivers an ICT service as well as a Revenue and Benefit service on behalf of the Council which has enabled the Council to make significant annual savings.
- 2.2 The purpose of the ICT Strategy is to set out the high level strategic direction and plan for ICT development for the Council in 2015 and beyond. The Strategy identifies the agreed strategic ICT priorities and specific actions that will deliver business benefits for the Council and will also ensure the Council retains its Public Sector Network (PSN) accreditation for 2015, (see 2.3 below). Appendix 1 highlights the key priorities which the Council must action.
- 2.3 PSN is a programme designed by the Government to create one network for all UK public sector organisations to enable the delivery of government services. It is an essential business requirement that the Council keeps its PSN accreditation. For example this would result in the closure of the CIS system which accesses the Department for Work and Pensions. The impact would be that benefit payments could no longer be processed.
- 2.4 There are a number of projects that must be undertaken within 2015/16, (Appendix 1), to ensure the Council maintains PSN accreditation. Some projects are required for 2016 PSN accreditation, but it has been agreed to start the projects within 2015/16 due to their size and complexity. Going forward, this will

not be the case for ever year; however there will be guidance released from PSN annually which the Council will have to adhere to.

- 2.5 The ICT Strategy will be reviewed annually against the Council's corporate priorities.

### **3.0 CURRENT POSITION**

- 3.1 The priorities as outlined in Appendix 1 are now being implemented.
- 3.2 Delivery of the ICT Strategy and associated plan will put the Council in a strong position moving into 2015/16 as a result of software and hardware upgrades to meet PSN compliance for 2015. The Council will upgrade all servers on the estate which are running on Microsoft 2003 version because this will become unsupported in July 2015, i.e. this being a PSN risk. This is a significant piece of work because there are 54 servers and 250 applications which require upgrading. Preliminary work (highlighted in Appendix 1) will also ensure the Council are in a strong position for 2016 PSN assessment.
- 3.3 Full roll out of Mobile Device Management will be delivered over the summer period, meaning all of the Council's corporate mobile devices will be securely managed, for example devices can be remotely wiped if lost and there is a substantially reduced risk to data loss.

### **4.0 ISSUES**

- 4.1 It is essential that the ICT strategy (see Appendix 1) is delivered to ensure the Council receives PSN compliance in 2015 and creates the platform and resilience necessary to deliver efficient and effective services.
- 4.2 The ICT strategy must be maintained and continually reviewed to ensure the current and future objectives of the Council can be met.

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

- 5.1 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.

### **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 6.1 There are financial/resource implications arising from this article in respect of the implementation of the ICT strategy. All costs have been met through existing budgets / resources.

### **7.0 RISK ASSESSMENT**

- 7.1 The actions referred to in this report are covered by the scheme of delegation to officers and any necessary changes have been made in the relevant operational risk registers.



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### **Background Documents**

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

### **Equality Impact Assessment**

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**

1. Strategy Priorities for Implementation.



## Appendix 1: Strategy Priorities for Implementation

Ref	Description of priorities	Rationale	Progress
M1	<p style="text-align: center;"><u>PSN</u> <u>Accreditation</u></p> <p>Government requirement</p>	<p>The following must be addressed to deliver PSN accreditation for 2015.</p> <ul style="list-style-type: none"> <li>• Penetration test and remedial actions from the results if required</li> <li>• Windows Server 2003 - upgrade all servers and applications on the Council's estate running on 2003. Estimated 54 servers and 250 applications.</li> <li>• Upgrade of Active Directory (AD) - current version becomes end of life in June 2015. AD is an essential tool which, for example, provides the directory of users so that permissions to use the network can be set; provides the IP address needed in order to access the Council network. Without AD the Council's network would discontinue.</li> <li>• Mobile Device management - Information used on corporate iPhone/iPad devices must be secured using accredited software.</li> <li>• Agility Platform – To ensure secure use of devices on WLBC network, e.g. laptops. This platform will mitigate the risk of unauthorised software installation and access to external storage media which can result in data leakage.</li> </ul>	<p>All projects bulleted are in implementation with the exception of the penetration test which is complete.</p>
M2	<p style="text-align: center;"><u>Exchange</u> <u>Migration</u> (Email)</p>	<p>Enables WLBC to utilise the Microsoft email exchange platform delivered for the County Council. Having the ability to use</p>	<p>Complete</p>

Ref	Description of priorities	Rationale	Progress
		the platform will result in reduced spending from WLBC because licensing costs will be covered by the Microsoft Enterprise Services Agreement.	
M3	<u>SQL Review (platform on which applications are run)</u>	A review of the SQL old platform content to determine what the Council needs to do for PSN compliance in 2016.	The SQL platform is already in place and was part of the 14/15 Strategy; however the content has to be reviewed to highlight if the content can be migrated as is; requires upgrading or removing. Due to the size of the project it was agreed to start work after 2015 PSN submission to ensure the Council reaches compliance for 2016.
M4	<u>Software Asset Management (Licences Microsoft Enterprise services Agreement (ESA) true up</u>	Ensures WLBC is fully licensed for all software usage so avoiding financial and reputational penalties for none compliance. WLBC must provide an annual Microsoft ESA declaration.	This will be progressed after 2015 PSN accreditation.



**ARTICLE NO: 2B**

**CORPORATE & ENVIRONMENTAL  
OVERVIEW & SCRUTINY  
COMMITTEE**

**MEMBERS UPDATE 2015/2016  
ISSUE: 1**

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**Article of: Assistant Director Community Services**

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

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**SUBJECT: DEFRA CONSULTATION ON PROPOSALS TO ENHANCE  
ENFORCEMENT POWERS AT REGULATED FACILITIES.**

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Wards affected: Borough wide

## **1.0 PURPOSE OF ARTICLE**

- 1.1 To advise Members of the contents of a DEFRA consultation and the response agreed, in consultation with the relevant Portfolio Holder.
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## **2.0 BACKGROUND**

- 2.1 On the 26<sup>th</sup> February 2015, DEFRA launched a consultation in relation to the proposals to enhance measures to tackle waste crime and entrenched poor performance in the waste sector. The Consultation documentation is available via Gov.uk. There are two parts to the consultation, as follows:-

### **Part I: A consultation on proposals to enhance enforcement powers at regulated facilities**

Seeks comments on proposals to enhance and strengthen regulators' existing enforcement powers to regulate all types of facilities that operate under an environmental permit. The proposed enhancements broaden the scope of the regulators' powers to prevent or remedy pollution.

### **Part II: A call for evidence on other measures to tackle waste crime and entrenched poor performance in the waste management industry**

Seeks views on measures to strengthen the demonstration of technical competence to operate a site; require the clean-up of abandoned and orphaned waste management sites; adopt fixed penalties for fly-tipping; and measures to protect landowners/ landlords from the impacts of waste crime.

- 2.2 There are 40 individual questions in the consultation and the deadline for responses is Wednesday 6<sup>th</sup> May 2015.
- 2.3 Much of the consultation relates to matters not under the control of Local Authorities, as sites with a greater potential to pollute, such as Waste Management sites all operate under a permit or an exemption from the Environment Agency (EA). The new powers would be available to regulators in relation to all types of permits, but it is expected that they will generally only be used in relation to waste crime. There have been examples of sites not adhering to their permits, operators not having the financial capacity to remediate sites and also illegal acts that blight sites (permitted or otherwise). There are some examples given where the “public purse” has had to be used to remove environmental pollution at a high cost and the proposals are looking to introduce greater enforcement options and powers for the EA, to assist prevent this and reduce waste crime in general.

### **3.0 CONSULTATION**

- 3.1 The most directly relevant section of the consultation for West Lancashire relates to proposals in relation to Fly-tipping. An amount of waste greater than one bin bag in size, can be classed as fly-tipping. At the other end of the spectrum it could consist of thousands of tonnes and could even be damaging to the environment. It has been estimated that Local Authorities spent £45million clearing fly tipped waste in 2013/14. This relates to 852,000 reported incidents. Where evidence is available, the Council’s Environmental Enforcement Officers will, with the assistance of the Legal team, prosecute alleged offenders. There is, however, some thought in the document that Local Authorities sometimes struggle to justify legal action as they may not recover their full costs or certain cases may not be in the public interest to pursue. One of the proposals therefore is to introduce the ability to allow Local Authorities some discretion to serve fixed penalty notices (fpns) in relation to fly-tipping.
- 3.2 Currently, in relation to waste offences, the Council issues fixed penalty notices for litter and dog fouling offences and also in relation to the incorrect disposal of waste. All income from fixed penalty notices is kept by the Council and they offer a relatively quick alternative to prosecution in the courts. One of the issues concerns the amount of the fixed penalty. It would need to be sufficient to act as a deterrent, while not being so high that offenders would not pay it in the hope that a court fine may be less. In Scotland, the level of this fixed penalty has recently been increased to £200 and this would seem appropriate. It is worth noting that the litter and dog fouling fixed penalties are currently £75 with the failure to comply with a waste receptacle notice set at £60. This proposal would give the Council the option of spending less time investigating smaller fly-tips and preparing court files, but would still allow larger scale issues to be dealt with through the courts.
- 3.3 The consultation raises the Government’s concerns about landowners being unaware of illegal activity or poor performance on their land, or even being complicit in the illegal actions. As well as increasing the powers available to regulators, questions are raised concerning raising awareness amongst landowners.

- 3.4 The other proposals all generally relate to additional or enhanced powers to regulators, with these being the Environment Agency in principle. Waste permits are issued by them and they also deal with all larger scale (i.e. potentially more serious) fly tips. Generally they will deal with anything over a “tipper load” of waste.
- 3.5 The proposals relate to increasing permit regulators enforcement powers, improvement of landowner awareness re waste, permitted site operator competencies, financial provisions for site operators, management of sites, abandoned waste sites, re-charging for works and permit exemptions.

#### **4.0 PROPOSED RESPONSES**

- 4.1 Five of the questions in the consultation relate to the proposal for fixed penalties for fly-tipping. These questions (and the proposed responses) are contained in 1-5 in Appendix 1. Questions 6-8 relate to landowners and the potential issues facing them and the proposed responses are included in Appendix 1. Questions A, B and 9-38 are concerned with proposals that it is not expected will be relevant to Local Authorities directly. However, greater regulation and powers, that result in better run waste sites, reduced pollution incidents and less public money being spent cleaning up illegal or harmful waste should only be seen as a good thing. It is therefore proposed that a generic response to the rest of the consultation is provided.
- 4.2 The proposed response is as follows, “West Lancashire Borough Council is not involved in the issuing and enforcement of waste permits and therefore cannot provide technical responses to the relevant questions relating to these matters. However, the Council is supportive of all proposals which are aimed at improving enforcement and reducing environmental pollution”.

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

- 5.1 The proposed changes are aimed at reducing fly-tipping and encouraging the appropriate disposal of waste with a view to positively affecting the environment. There is also a potential direct link to the Community Strategy in relation to protecting and improving West Lancashire’s environment including safeguarding our biodiversity (**better environment**).

#### **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 6.1 There are no significant financial or resource implications arising from this report. The Council already employs three Environmental Enforcement Officers and the proposals for fixed penalties could reduce the amount of time spent preparing court documents. It is not envisaged that any income will be “significant”.

## **7.0 RISK ASSESSMENT**

- 7.1 This report highlights a consultation that the Council can respond to, but does not have to. As a result no risk assessment is necessary at this stage, but if the proposals are enacted into legislation a risk assessment will be undertaken at that time.

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### **Background Documents**

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

### **Equality Impact Assessment**

The Article 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**

1. Consultation questions and proposed responses.



Appendix 1

Question number	Question	Proposed response
Part 1 A	<b><u>Do you agree with the proposals, A to F? Please provide any additional comments to support your answer against each proposal and, if possible outline any additional measures needed to underpin them?</u></b>	West Lancashire Borough Council is not involved in the issuing and enforcement of waste permits and therefore cannot provide technical responses to the relevant questions relating to these matters. However, the Council is supportive of all proposals which are aimed at improving enforcement and reducing environmental pollution.
B	<b><u>Do you have any views on whether there are unforeseen costs or benefits to legitimate operators, the regulators or any other organisation that may result from any of the proposals A-F?</u></b>	As A
Part 2 1	<b><u>Would the introduction of fixed penalty notices for the offence of fly-tipping help tackle the problem?</u></b>	They would be a welcome addition to the enforcement options available to officers. Their use could be publicised to act as a deterrent.
2	<b><u>What are the advantages of the use of fixed penalty notices for fly-tipping?</u></b>	If, as is the case for litter fixed penalty notices, they can be served when an officer has “reason to believe” an offence has been committed, they will be simpler to administer. Local Authorities can also keep any receipts. Their use could also free up valuable court time. Their use could also reduce the amount of time investigating an issue and preparing the matter for court.
3	<b><u>What are the disadvantages of the use of fixed penalty notices for fly-tipping?</u></b>	The role of Local Authorities is not to punish as this is the courts role, therefore we could not publicise that a person had paid one. Also, some people may not pay and the LA then has to undergo court proceedings anyway.
4	<b><u>If a proposal was made to introduce fixed penalty notices for fly-tipping, how much should the fixed penalty be set at to act as a sufficient deterrent?</u></b>	£200 seems reasonable. This should be enough of a deterrent. Depending on the scale of the issue, the option to prosecute would still be available

5	<b><u>Do you have any views on the possible cost or benefits of issuing fixed penalty notices?</u></b>	Negligible costs will be involved. Benefits as above in advantages
6	<b><u>Please provide evidence including examples of the extent to which waste is being abandoned and landowners are being left to tackle waste or pollution caused by current or former tenants.</u></b>	The Council is unable to provide evidence of this issue in relation to its own land.
7	<b><u>Do you have any proposals on the best way to educate and increase awareness amongst landowners of their potential liabilities?</u></b>	There should be a National campaign, possibly co-ordinated by Encams, targeting, The National Farmers Union, Utility companies, the Forestry Commission, the National Trust, Local/County Councils and other major land owners.
8	<b><u>What more can be done through the lease arrangements with tenants to prevent or mitigate the potential liability of landowners?</u></b>	Raising awareness with major landowners should prompt change.
9	<b><u>Would you like to see operators provide evidence to the regulators of their landowner's awareness and consent to the proposed waste activity as part of the permit application process?</u></b>	As A
10	<b><u>Do you have any views on the ability of liquidators to disclaim environmental permits as 'onerous property' in England and Wales?</u></b>	As A
11	<b><u>What are your views on amending legislation to formally require operators of regulated waste management facilities to be competent in respect of: (a) technical competence (b) financial provision and (c) operator performance?</u></b>	As A
12	<b><u>If a proposal were put forward to enshrine the components of the test in legislation, should the legislation apply to just waste management activities or some or all other types of regulated facility?</u></b>	As A
13	<b><u>Would it be appropriate for operator competence to be re-assessed if a company changed its directors, company secretary or similar managers?</u></b>	As A

14	<b><u>If proposals to assess operator competence on a change to directors etc were put forward, would it be appropriate to apply that requirement to all companies?</u></b>	As A
15	<b><u>If an operator competence test were to be enshrined in legislation, in what way might that be done? Examples might include the inclusion of an operator competence requirement in permit conditions, the creation of a specific new offence for failure to maintain operator competence or the extension of existing suspension and revocation powers to breach of the operator competence test.</u></b>	As A
16	<b><u>What are the arguments for applying technical competence to all types of permitted waste management facility, through one of the two currently approved schemes?</u></b>	As A
17	<b><u>What are the arguments against applying technical competence to all types of permitted waste management facility, through one of the two currently approved schemes?</u></b>	As A
18	<b><u>If this were proposed, would it pose a difficulty for any particular part of the waste industry?</u></b>	As A
19	<b><u>Please provide views on the ways in which the regulators are made certain of the name(s) of the technically competent manager(s) at permitted sites.</u></b>	As A
20	<b><u>Please provide views on how those providing technically competent management at a site should be held to account for the standards of performance.</u></b>	As A
21	<b><u>Please provide views on the amount of time those responsible for managing the site should be present and what factors should determine that period.</u></b>	As A
22	<b><u>Should financial provision for some or all permitted waste operations be reintroduced on a</u></b>	As A

	<b><u>site-specific basis linked to the type of activity and the type of wastes received?</u></b>	
23	<b><u>If so, should the amount of the financial provision be linked not only to returning the land to a satisfactory state to meet permit surrender requirements but also to foreseeable clear-up costs resulting from a breach of a permit or after an environmental accident?</u></b>	As A
24	<b><u>For landfill sites, should the scope of financial provision be extended to cover operational costs that are incurred during the period when waste is accepted for disposal and/or after waste disposal has ceased?</u></b>	As A
25	<b><u>What is the best mechanism or combination of mechanisms for waste operators to make and maintain financial provision for their sites so that they are secure and available to fulfil permit obligations and deal with the consequences of breaches of the permit or environmental accidents?</u></b>	As A
26	<b><u>If required to make financial provision, what would be the likely costs of making financial provision and the impact on waste operators of different sizes?</u></b>	As A
27	<b><u>If you support amending legislation to require operators of waste management facilities to demonstrate operator competence, are changes needed to the particular aspects of past performance, including spent convictions, that should be taken into consideration in determining an application for a permit?</u></b>	As A
28	<b><u>Should the requirement for operators' site management plans be embodied in legislation or are they and their content best left to the regulators to determine?</u></b>	As A
29	<b><u>Does the Government need to make a scheme to cover the full</u></b>	As A

	<b><u>costs of clearing and remediating abandoned or orphaned sites mandatory so that they do not rely on the public purse or would a voluntary approach work?</u></b>	
30	<b><u>Should joining such a scheme be an alternative to, or additional to site-specific financial provision?</u></b>	As A
31	<b><u>If you think such a scheme is desirable, please provide your views on how it should be funded and administered, including how decisions on the need to draw from it would be made?</u></b>	As A
32	<b><u>Do you have any evidence or views on what level of funding would be required for such a scheme so as to be proportionate to the risk?</u></b>	As A
33	<b><u>Do you have any evidence or views of the costs and impacts incurred by the public sector, businesses or landowners in cleaning up and remediating land or premises which have been used for waste management operations and then abandoned?</u></b>	As A
34	<b><u>Do you have evidence of pollution caused by the deposit of waste on land by waste operations or abandoned waste that might merit powers to remediate?</u></b>	As A
35	<b><u>What are your views on widening the scope of the regulators powers to recover the costs of investigations and remedial works undertaken to prevent or remedy pollution caused by the deposit of waste on land?</u></b>	As A
36	<b><u>Do you have any evidence of the extent of waste crime and poor performance from those operating under registered exemptions from environmental permitting?</u></b>	As A
37	<b><u>Is there a need to tighten up the process for the registration of exempt waste operations? If so, what steps would you wish to see introduced into the registration process?</u></b>	As A
38	<b><u>Would you wish to limit the scope of the activities that are exempt</u></b>	As A

	<p><b><u>from the need for an environmental permit? If so, which exemptions would you want to see further restricted and why?</u></b></p>	
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**ARTICLE NO: 2C**

**CORPORATE & ENVIRONMENTAL  
OVERVIEW & SCRUTINY  
COMMITTEE**

**MEMBERS UPDATE 2015/2016  
ISSUE: 1**

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**Article of: Transformation Manager**

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

**Relevant Portfolio Holder: Councillor Ian Moran**

**Contact for further information: Ms A Grimes (Extn. 5409)  
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**SUBJECT: BUSINESS PLAN 2011-15: DELIVERY PLAN MONITORING (Q3/Q4 2014-15)**

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Wards affected: Borough wide

### **1.0 PURPOSE OF ARTICLE**

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

### **2.0 RECOMMENDATIONS**

2.1 That the content of Appendices 1 and 2 be noted.

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### **3.0 BACKGROUND**

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

3.2 Progress against the Delivery Plan is monitored to ensure the effective management of its implementation. Many of the actions are the subject of more detailed reports to committees. During 2014/15, a quarterly summary of activity has been produced and a full Annual Report will be submitted to Council.

3.3 Appendices 1 and 2 summarise the good progress that has continued to be made on the delivery plan during the year. Explanations have been provided as appropriate in those areas where progress has not been as planned.

#### **4.0 CURRENT POSITION**

- 4.1 To ensure that the Council maintains progress against its corporate priorities, it is essential that a strategic plan is in place and is monitored. The 2015/16 Plan was approved at full Council in April 2015. Given the established procedures of the plan process, progress against the plan will be provided by six-month reports through Members Updates and a full Annual Report to Council.
- 4.2 Following the elections in May, the key actions identified for 2015/16 will continue to be monitored, subject to the Council's review of its priorities for the forthcoming term.

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

- 5.1 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.

#### **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

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

#### **7.0 RISK ASSESSMENT**

- 7.1 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 strategic plan is mitigated through strong and effective performance management arrangements. The actions referred to in this report are covered by the scheme of delegation to officers and any necessary changes have been made in the relevant operational risk registers.

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#### **Background Documents**

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

#### **Equality Impact Assessment**

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

#### **Appendices**


- Appendix 1: Q4 2014-15 Business Plan Delivery Plan Monitoring Report  
Appendix 2: Q3 2014-15 Business Plan Delivery Plan Monitoring Report





# APPENDIX 1: Business Plan Delivery Plan Q4 2014/15


Action Status		
		


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


Service:	Corporate		Head of Service:	Managing Directors	
Action	Description	Milestones	Due Date	Completed	Milestone Note
B_01	MSR 15-16	Revise methodology	30-Sep-2014	Yes	
		Heads of Service to conduct base budget reviews and provide any new or emerging Policy Options to Managing Directors	31-Oct-2014	Yes	
		MDs report to Council – MSR 15/16 (Part 1) base budget review approval and approach to closing remaining budget gap, and Business Plan 2015-18	17-Dec-2014	Yes	Part 1 has no service delivery implications.
		MDs report to Council – MSR 15/16 (Part 2)	25-Feb-2015	Yes	A number of savings proposals were agreed at February Council. A further savings/efficiency report will go to Council in July.
		Budget 15/16 takes effect	01-Apr-2015	Yes	
		Public consultation on options (as necessary)	31-May-2015		N/A
Status		Note			


Service:	Transformation		Head of Service:	Shaun Walsh	
Action	Description	Milestones	Due Date	Completed	Milestone Note
B_02a	OR in Housing (Voids & Allocations, Estate Management, Rents & Money Advice)	Start OR review of the Operational Services area within Landlord Services	01-Apr-2013	Yes	
		Complete review of Landlord Services	30-Jul-2014	Yes	
		Findings / recommendations report submitted to Cabinet	16-Sep-2014	Yes	
		Begin implementation of recommendations	01-Oct-2014	Yes	
Status		Note	Review conducted inhouse. OR contributes to the Council's equality objectives by obtaining the wants of customers accessing services under review and applying the information to help form process redesign and tailor services to help meet the specific needs of customers.		

<b>Service:</b>	Transformation		<b>Head of Service:</b>	Shaun Walsh	
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
B_02b	OR within Property Services (one service area, Day to day Repairs Maintenance and Voids Maintenance)	Start OR review of the Operational Services area within Landlord Services	01-Sep-2014	Yes	Day to day Repairs Maintenance and Voids Maintenance
		Complete review	08-May-2015		
		Findings / recommendations report submitted to Cabinet	30-Jun-2015		
		Begin implementation of recommendations	01-Jul-2015		
<b>Status</b>		<b>Note</b>	Review being conducted inhouse.		


<b>Service:</b>	Transformation		<b>Head of Service:</b>	Shaun Walsh	
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
B_02c	OR in Legal & Member Services	Bring forward area for review	26-Apr-2013	Yes	Legal & Member Services
		Identify organisation to conduct review	25-Oct-2013	Yes	Consultants engaged via mini-competition between OR Assessment Framework
		Begin OR review	20-Jan-2014	Yes	Revised date to accommodate appointment and timetabling of consultancy support.
		Complete review	24-Oct-2014	Yes	
		Findings / recommendations report submitted to Cabinet	17-Mar-2015	Yes	
		Begin implementation of recommendations	31-Mar-2015	Yes	Ongoing process
<b>Status</b>		<b>Note</b>	Review conducted by consultants from the OR Assessment Framework.		


<b>Service:</b>	Transformation			<b>Head of Service:</b>	Shaun Walsh	
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>	
B_02d	Planning for future efficiency/change projects	Consider approach to delivering future efficiency reviews	01-Sep-2014	Yes		
		Decision by Members in principle on which option to adopt	31-Jul-2015			
<b>Status</b>		<b>Note</b>				


<b>Service:</b>	Housing & Regeneration			<b>Head of Service:</b>	Bob Livermore	
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>	
B_03	Strategic Asset Management Plan	Review SAMP process	30-Jun-2014	Yes		
		Implement revised SAMP process	31-Jul-2014	Yes	Approved by Cabinet in September.	
		Broad sweep of remaining wards concluded	30-Sep-2014	Yes		
		Tanhouse Ward survey	31-Dec-2014	Yes		
		Moorside Ward survey	30-Jun-2015		Work due to start in April	
<b>Status</b>		<b>Note</b>				


<b>Service:</b>	Housing & Regeneration			<b>Head of Service:</b>	Bob Livermore	
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>	
B_05	HRA Self-financing Business Plan	Agree budget for 2014/15	26-Feb-2014	Yes		
		Council Approval of 2014/15 Budget	26-Feb-2014	Yes		
		Revenue bids allocated to specific officers to manage budget heads	28-Feb-2014	Yes		
		Capital Growth bids to be built into project plan of schemes	01-Apr-2014	Yes		
		Implement project plan for delivery of major capital schemes	01-Apr-2014	Yes		
		Revise budgets and schemes in line with realistic outturning dependent on current performance and tender prices	30-Sep-2014	Yes		
		Mid-year review to be agreed	17-Dec-2014	Yes		
		Finalise Accounts	31-Mar-2015	Yes		
<b>Status</b>		<b>Note</b>				

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

<b>Service:</b>	Community Services			<b>Head of Service:</b>	Dave Tilleray
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
C-02	Moor Street	Engage consultants for design work	28-Feb-2013	Yes	Initial scoping design work underway to options appraisal
		Member/public consultation	27-Jul-2014	Yes	June/July including an exhibition of potential designs.
		Commence site works	01-Apr-2015	Yes	Work commenced in February
		Complete site works	30-Sep-2015		
<b>Status</b>		<b>Note</b>	A joint scheme in partnership with Lancashire County Council (LCC). Funded by LCC and WLBC.		


<b>Service:</b>	Street Scene			<b>Head of Service:</b>	Graham Concannon
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
C-04	Public Realm	Apply spring/summer weed control	31-Oct-2014	Yes	Weed spraying applications start in April then continue throughout the growing year into October 2014
		Complete agreed grass cuts	31-Oct-2014	Yes	Grass cuts across LCC land between April and October 2014
		Complete agreed tree work	31-Mar-2015	Yes	Tree maintenance work as authorised by LCC between October and March 2015. This work was completed by mid-April.
<b>Status</b>		<b>Note</b>	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. It should be noted that this area of partnership working is aligned to the funding provided by Lancashire County Council the Highway Authority. Due to Lancashire County Council funding reductions, there will be a proportionate reduction in the work carried out by the Borough Council on their behalf.		


<b>Service:</b>	Housing & Regeneration			<b>Head of Service:</b>	Bob Livermore
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
C-05	Housing Asset Management Programme	Update Asset Management Sustainability Model	30-Nov-2014	Yes	
		Start Consultation on preferred option for Beechtrees revival	31-Dec-2014	Yes	
		Deliver year 2 of the 5 year investment plan	31-Mar-2015	Yes	
		Complete Consultation on preferred option for Beechtrees revival	31-Jul-2015		
		Report to Cabinet and Council	29-Feb-2016		
<b>Status</b>		<b>Note</b>			


<b>Service:</b>	Community Services			<b>Head of Service:</b>	Dave Tilleray
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
C-06	Expanding CCTV coverage	Invite draft locations from Parish Councils	30-Jun-2014	Yes	
		Commence public consultation on proposed sites	15-Jul-2014	Yes	Consultation 03 - 31 July
		Final decision on sites (Asst. Director of Community Services in consultation with Portfolio Holder and Leader)	15-Sep-2014	Yes	
		Place order with ATEC Security Solutions	30-Sep-2014	Yes	
		Seven cameras operational	30-Nov-2015		
<b>Status</b>		<b>Note</b>	CCTV can directly contribute to the corporate/equality objectives of the Council in relation to addressing the effects of ASB since cameras can help reduce ASB and therefore improve the quality of life of residents. For 2015/16, funds for three further three cameras have been approved for Castlehey and Tanfields (Skelmersdale) and Burscough Street area of Ormskirk. Consultation on location will be carried out during 2015/16.		


<b>Service:</b>	Housing & Regeneration		<b>Head of Service:</b>	Bob Livermore	
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
C-07	Ormskirk Town Centre Strategy	Draft Ormskirk Town Centre Strategy & Action Plan to Cabinet	11-Nov-2014	Yes	
		Cabinet approval of Strategy & Action Plan for consultation purposes	31-Jan-2015	Yes	
		Cabinet to approve Ormskirk Town Centre Strategy	30-Jun-2015		
		Detailed Action Plan to be approved for implementation	30-Jun-2015		
<b>Status</b>		<b>Note</b>			


**Focussing upon sustainable regeneration and growth within the borough**

<b>Service:</b>	Housing & Regeneration		<b>Head of Service:</b>	Bob Livermore	
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
F-01	Remodelling Industrial Estates	Appoint consultant within EPS Framework	30-Jun-2014	Yes	
		Obtain detailed planning permission	30-Apr-2015		Framework not now operational so consultants NPS seeking planning consent.
		Enter into contract with Design and Build Contractor	31-Aug-2015		
		Complete build	29-Feb-2016		
<b>Status</b>		<b>Note</b>			


<b>Service:</b>	Planning Services			<b>Head of Service:</b>	John Harrison
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
F-04	Infrastructure Delivery – Transport	Draft GRIP 2 Report (Skelmersdale)	31-Oct-2014	Yes	
		Final GRIP 2 Report	31-Jan-2015	Yes	
		Outline Strategic Business Case	30-Jun-2015		
		Report to Members	31-Jul-2015		Postponed from March.
<b>Status</b>		<b>Note</b>	Delivery and management of project is not within WLBC control		


<b>Service:</b>	Housing & Regeneration			<b>Head of Service:</b>	Bob Livermore
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
F-05	Skelmersdale Vision	Agree supplementary agreement relating to land at Findon, Delph Clough and Digmaor	30-Apr-2014	No	Draft Agreement has been agreed and in the processes of being finalised and signed off by all parties. This will now be rolled into supplementary agreement for the core town centre scheme
		Complete appraisal of alternative development options to deliver Town Centre regeneration	31-May-2014	Yes	Planning application approved at Planning Committee on 19 March 2015 subject to Section 106 agreement
		Remarket residential sites at Findon, Delph Clough and Digmaor	31-May-2014	No	Delayed as a decision was taken to front load this action, i.e. carry out ground investigation works on Findon and prepare all necessary legal documentation required to facilitate a quick sale of the sites in the event of developer interest. Successful LDO funding bid made which will allow ground investigations to take place.
		Complete Public Realm and environmental improvements	31-Oct-2014	No	Works deferred pending outcome of the current planning application for the town centre site.
		Subject to market interest complete sale of residential sites	31-Dec-2014	No	
<b>Status</b>		<b>Note</b>	<i>Project Board Meetings</i> are held regularly and involve representation from HCA, WLBC, St Modwen and LCC. <i>Skelmersdale Town Centre District / County Liaison Group</i> meetings involving Members from WLBC and LCC are held to ensure full political engagement.		

<b>Service:</b>	Housing & Regeneration		<b>Head of Service:</b>	Bob Livermore	
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
F-06	Firbeck Revival	Agree energy efficiency scheme for houses and Firbeck Court	30-Jun-2012	Yes	
		Agree revival scheme	30-Sep-2012	Yes	
		Complete Phase 2 work (decant and demolition)	30-Jun-2014	Yes	
		Consult on Phase 3 (New housing and Street Scene improvements)	30-Sep-2014	Yes	
		Complete Phase 1 Improvements (energy efficiency)	31-Dec-2014	Yes	Completed in February 2015.
		Commence Phase 3 (New housing and Street Scene improvements)	30-Jun-2015		
		Complete Phase 3 - new housing element	31-Jul-2016		
		Complete Phase 3 - Street Scene element	30-Nov-2016		
<b>Status</b>		<b>Note</b>			

<b>Service:</b>	Housing & Regeneration		<b>Head of Service:</b>	Bob Livermore	
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
F-07	Land Auctions Pilot with Homes & Communities Agency	Produce expression of interest that complies with Delivery Partner Panel 2 (DPP2)	31-Mar-2014	Yes	
		Determine S.106	30-Apr-2014	Yes	
		Redraft of Memorandum of Understanding	30-Apr-2014	Yes	
		Produce and issue sifting document	31-May-2014	Yes	
		New officer from HCA appointed to deal with case	30-Nov-2014	Yes	All documentation produced to date revisited.
		Procure site investigations for Whalleys 4	31-Jan-2015	Yes	Contractor finished on site.
		Issue ITT	30-Apr-2015		
		Offer to the market and select a developer	30-Sep-2015		
<b>Status</b>		<b>Note</b>			




<b>Service:</b>	Housing & Regeneration			<b>Head of Service:</b>	Bob Livermore
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
F-08	Economic Development Strategy	Final Consultant's Economic Development Study and Action Plan	31-Aug-2014	Yes	
		Draft Economic Development Strategy & Action Plan to Cabinet	31-Jan-2015	Yes	
		Cabinet approval of Strategy & Action Plan	17-Mar-2015	Yes	Strategy approved for implementation with recommended consultation comments included.
<b>Status</b>		<b>Note</b>	The ED Study provides a robust evidence base that will inform the ED Strategy, information such as levels of deprivation, skills and qualifications, employee numbers. This information will help to shape new projects that will improve the life chances of residents, having a direct and positive impact on the equalities agenda		


<b>Service:</b>	Transformation / Housing & Regeneration			<b>Head of Service:</b>	Shaun Walsh / Bob Livermore
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
F-09	Preparing for Universal Credit (including Financial Inclusion Strategy)	Complete draft FI strategy	01-May-2014	Yes	Work on the draft FI strategy within H&R has been completed.
		Initial engagement with DWP	23-Jun-2014	Yes	Go-live date for West Lancs announced for 15 September.
		Delivery Partnership Agreement (DPA) sign off	31-Aug-2014	Yes	DPA signed and dispatched to DWP 25th September
		Mobilisation and transition activity	15-Sep-2014	Yes	All elements of UC delivery framework implemented by go-live date.
		Scheduled go-live of UC in West Lancs (1st cohort only)	15-Sep-2014	Yes	Went live on schedule – including extended cohort – single and couples. Families went live February 2015.
		On-going review of UC delivery model in West Lancs	31-Mar-2015	Yes	WLBC Delivery Partnership Agreement for 2015-16 reviewed
		Finalise FI strategy and present to Cabinet	15-Sep-2015		Draft Strategy and action plan completed. A needs analysis exercise has been undertaken as part of the EIA. Research into existing provision and methods to tackle the issues identified in the EIA is being conducted along with targeted consultation and stakeholder consultation.
<b>Status</b>		<b>Note</b>	The Council have an equality objective in relation to Financial Inclusion. The development of a strategy will have to have regard to some of the most vulnerable in society and full regard will be had to equality impacts throughout this work. A Universal Credit Task Group involving the Council, the local JCP Team and BTLS has been set up to manage implementation within West Lancs.		


## APPENDIX 2: Business Plan Delivery Plan Q3 2014/15


Action Status		
		


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


Service:	Corporate		Head of Service:	Managing Directors	
Action	Description	Milestones	Due Date	Completed	Milestone Note
B_01	MSR 15-16	Revise methodology	30-Sep-2014	Yes	
		Heads of Service to conduct base budget reviews and provide any new or emerging Policy Options to Managing Directors	31-Oct-2014	Yes	
		MDs report to Council – MSR 15/16 (Part 1) base budget review approval and approach to closing remaining budget gap, and Business Plan 2015-18	17-Dec-2014	Yes	Part 1 has no service delivery implications
		MDs report to Council – MSR 15/16 (Part 2)	25-Feb-2015		
		Budget 15/16 takes effect	01-Apr-2015		
		Public consultation on options (as necessary)	31-May-2015		
Status		Note			


Service:	Transformation		Head of Service:	Shaun Walsh	
Action	Description	Milestones	Due Date	Completed	Milestone Note
B_02a	OR in Housing (Voids & Allocations, Estate Management, Rents & Money Advice)	Start OR review of the Operational Services area within Landlord Services	01-Apr-2013	Yes	
		Complete review of Landlord Services	30-Jul-2014	Yes	
		Findings / recommendations report submitted to Cabinet	16-Sep-2014	Yes	
		Begin implementation of recommendations	01-Oct-2014	Yes	
Status		Note	Review conducted inhouse. OR contributes to the Council's equality objectives by obtaining the wants of customers accessing services under review and applying the information to help form process redesign and tailor services to help meet the specific needs of customers.		

<b>Service:</b>	Transformation			<b>Head of Service:</b>	Shaun Walsh
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
B_02b	OR within Property Services (one service area, day to day Repairs Maintenance and Voids Maintenance)	Start OR review of the Operational Services area within Landlord Services	01-Sep-2014	Yes	Day to day Repairs Maintenance and Voids Maintenance
		Complete review	08-May-2015		
		Findings / recommendations report submitted to Cabinet	30-Jun-2015		
		Begin implementation of recommendations	01-Jul-2015		
<b>Status</b>		<b>Note</b>	Review being conducted inhouse. Provisional dates to be agreed at scoping stage of the project.		


<b>Service:</b>	Transformation			<b>Head of Service:</b>	Shaun Walsh
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
B_02c	OR in Legal & Member Services	Bring forward area for review	26-Apr-2013	Yes	Legal & Member Services
		Identify organisation to conduct review	25-Oct-2013	Yes	Consultants engaged via mini-competition between OR Assessment Framework
		Begin OR review	20-Jan-2014	Yes	Revised date to accommodate appointment and timetabling of consultancy support.
		Complete review	24-Oct-2014	Yes	
		Findings / recommendations report submitted to Cabinet	17-Mar-2015		
		Begin implementation of recommendations	31-Mar-2015		
<b>Status</b>		<b>Note</b>	Review conducted by consultants from the OR Assessment Framework.		


<b>Service:</b>	Transformation			<b>Head of Service:</b>	Shaun Walsh
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
B_02d	Planning for future efficiency/change projects	Consider approach to delivering future efficiency reviews	01-Sep-2014	Yes	
		Decision by Members in principle on which option to adopt	31-Jul-2015		
<b>Status</b>		<b>Note</b>	Action milestones revised to include options review ahead of further projects.		


<b>Service:</b>	Housing & Regeneration		<b>Head of Service:</b>	Bob Livermore	
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
B_03	Strategic Asset Management Plan	Review SAMP process	30-Jun-2014	Yes	Officers have now reviewed the SAMP process. Report to Cabinet in September
		Implement revised SAMP process	31-Jul-2014	Yes	Approved by Cabinet in September.
		Broad sweep of remaining wards concluded	30-Sep-2014	Yes	
		Tanhouse Ward survey	31-Dec-2014	No	Appraisal around 50% complete - staff absence has delayed work.
		Moorside Ward survey	30-Jun-2015		Due date moved to reflect the above.
<b>Status</b>		<b>Note</b>			


<b>Service:</b>	Housing & Regeneration		<b>Head of Service:</b>	Bob Livermore	
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
B_05	HRA Self-financing Business Plan	Agree budget for 2014/15	26-Feb-2014	Yes	
		Council Approval of 2014/15 Budget	26-Feb-2014	Yes	
		Revenue bids allocated to specific officers to manage budget heads	28-Feb-2014	Yes	
		Capital Growth bids to be built into project plan of schemes	01-Apr-2014	Yes	
		Implement project plan for delivery of major capital schemes	01-Apr-2014	Yes	
		Revise budgets and schemes in line with realistic outturning dependent on current performance and tender prices	30-Sep-2014	Yes	
		Mid-year review to be agreed	17-Dec-2014	Yes	
<b>Status</b>		<b>Note</b>			

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

<b>Service:</b>	Community Services			<b>Head of Service:</b>	Dave Tilleray
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
C-02	Moor Street	Engage consultants for design work	28-Feb-2013	Yes	Initial scoping design work underway to options appraisal
		Member/public consultation	27-Jul-2014	Yes	June/July including an exhibition of potential designs.
		Further milestones to be confirmed during project development exercise.			Report to Cabinet Jan 2015. Milestones tbc once Project Plan received from LCC.
<b>Status</b>		<b>Note</b>	A joint scheme in partnership with Lancashire County Council (LCC). Funded by LCC and WLBC.		


<b>Service:</b>	Street Scene			<b>Head of Service:</b>	Graham Concannon
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
C-04	Public Realm	Apply spring/summer weed control	31-Oct-2014	Yes	Weed spraying applications start in April then continue throughout the growing year into October 2014
		Complete agreed grass cuts	31-Oct-2014	Yes	Grass cuts across LCC land planned between April and October 2014. Cuts continued into November due to extended growing season.
		Complete agreed tree work	31-Mar-2015		Tree maintenance work as authorised by LCC between October and March 2015.
<b>Status</b>		<b>Note</b>	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. It should be noted that this area of partnership working is aligned to the funding provided by Lancashire County Council the Highway Authority. Due to Lancashire County Council funding reductions, there will be a proportionate reduction in the work carried out by the Borough Council on their behalf.		


<b>Service:</b>	Housing & Regeneration			<b>Head of Service:</b>	Bob Livermore
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
C-05	Housing Asset Management Programme	Update Asset Management Sustainability Model	30-Nov-2014	Yes	
		Start Consultation on preferred option for Beechtrees revival	31-Dec-2014	No	Consultation event scheduled for February to be co-ordinated with the issue of the consultation pack.
		Deliver year 2 of the 5 year investment plan	31-Mar-2015		On target
		Complete Consultation on preferred option for Beechtrees revival	31-Jul-2015		Revised due date.
		Report to Cabinet and Council	29-Feb-2016		Revised due date for February Council.
<b>Status</b>		<b>Note</b>			


<b>Service:</b>	Community Services			<b>Head of Service:</b>	Dave Tilleray
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
C-06	Expanding CCTV coverage	Invite draft locations from Parish Councils	30-Jun-2014	Yes	
		Commence public consultation on proposed sites	15-Jul-2014	Yes	Consultation 03 - 31 July
		Final decision on sites (Asst. Director of Community Services in consultation with Portfolio Holder and Leader)	15-Sep-2014	Yes	
		Place order with ATEC Security Solutions	30-Sep-2014	No	Order expected to be made by end of January, dependent on confirmation of funding.
		Seven cameras operational	30-Nov-2015		Date extended to reflect anticipated date of order.
<b>Status</b>		<b>Note</b>	CCTV can directly contribute to the corporate/equality objectives of the Council in relation to addressing the effects of ASB since cameras can help reduce ASB and therefore improve the quality of life of residents.		


<b>Service:</b>	Housing & Regeneration			<b>Head of Service:</b>	Bob Livermore
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
C-07	Ormskirk Town Centre Strategy	Draft Ormskirk Town Centre Strategy & Action Plan to Cabinet	11-Nov-2014	Yes	Draft Strategy went Exec O&S Committee in November for pre-scrutiny ahead of Cabinet.
		Cabinet approval of Strategy & Action Plan for consultation purposes	31-Jan-2015	Yes	
		Cabinet to approve Ormskirk Town Centre Strategy	30-Jun-2015		
		Detailed Action Plan to be approved for implementation	30-Jun-2015		
<b>Status</b>		<b>Note</b>			

### Focussing upon sustainable regeneration and growth within the borough


<b>Service:</b>	Housing & Regeneration			<b>Head of Service:</b>	Bob Livermore
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
F-01	Remodelling Industrial Estates	Appoint consultant within EPS Framework	30-Jun-2014	Yes	
		Obtain detailed planning permission	30-Apr-2015		Framework not now operational so consultants NPS seeking planning consent.
		Enter into contract with Design and Build Contractor	31-Aug-2015		
		Complete build	29-Feb-2016		Due date moved
<b>Status</b>		<b>Note</b>			

<b>Service:</b>	Planning Services			<b>Head of Service:</b>	John Harrison
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
F-04	Infrastructure Delivery – Transport	Draft GRIP 2 Report (Skelmersdale)	31-Oct-2014	Yes	
		Final GRIP 2 Report	31-Jan-2015		On track
		Report to Members	31-Mar-2015		On track
<b>Status</b>		<b>Note</b>	Delivery and management of project is not within WLBC control		


<b>Service:</b>	Transformation			<b>Head of Service:</b>	Kim Webber (land owner)	
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>	
F-05	Skelmersdale Vision	Agree supplementary agreement relating to land at Findon, Delph Clough and Digmoor	30-Apr-2014	No	Draft Agreement has been agreed and in the processes of being finalised and signed off by all parties.	
		Complete appraisal of alternative development options to deliver Town Centre regeneration	31-May-2014	Yes	Completed and revised planning application submitted September 2014	
		Remarket residential sites at Findon, Delph Clough and Digmoor	31-May-2014	No	Delayed as a decision was taken to front load this action, i.e. carry out ground investigation works on Findon and prepare all necessary legal documentation required to facilitate a quick sale of the sites in the event of developer interest.	
		Complete Public Realm and environmental improvements	31-Oct-2014	No	Works deferred pending outcome of the current planning application for the town centre site	
		Subject to market interest complete sale of residential sites	31-Dec-2014	No		
<b>Status</b>		<b>Note</b>	<i>Project Board Meetings</i> are held regularly and involve representation from HCA, WLBC, St Modwen and LCC. <i>Skelmersdale Town Centre District / County Liaison Group</i> meetings involving Members from WLBC and LCC are held to ensure full political engagement.			

<b>Service:</b>	Housing & Regeneration			<b>Head of Service:</b>	Bob Livermore	
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>	
F-06	Firbeck Revival	Agree energy efficiency scheme for houses and Firbeck Court	30-Jun-2012	Yes		
		Agree revival scheme	30-Sep-2012	Yes		
		Complete Phase 2 work (decant and demolition)	30-Jun-2014	No	Sept: Decant completed. Demolition due to commence 15 October.	
		Consult on Phase 3 (New housing and Street Scene improvements)	30-Sep-2014	Yes	Consultation on new build procurement completed. Outline Planning application submitted.	
		Complete Phase 1 Improvements (energy efficiency)	31-Dec-2014	No	Pilot Scheme to 8 properties demonstrating works being offered is complete. Works to remaining properties to be completed by February.	
		Commence Phase 3 (New housing and Street Scene improvements)	01-Apr-2015			
		Complete Phase 3 - new housing element	01-Apr-2016			
		Complete Phase 3 - Street Scene element	30-Sep-2016			
<b>Status</b>		<b>Note</b>				



<b>Service:</b>	Housing & Regeneration			<b>Head of Service:</b>	Bob Livermore
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
F-07	Land Auctions Pilot with Homes & Communities Agency	Produce expression of interest that complies with Delivery Partner Panel 2 (DPP2)	31-Mar-2014	Yes	
		Determine S.106	30-Apr-2014	Yes	
		Redraft of Memorandum of Understanding	30-Apr-2014	Yes	
		Produce and issue sifting document	31-May-2014	Yes	Third party appointed and ITT draft produced.
		New officer from HCA appointed to deal with case	30-Nov-2014	Yes	All documentation produced to date revisited.
		Procure site investigations for Whalleys 4	31-Jan-2015		Revised due date.
		Issue ITT	30-Apr-2015		
		Offer to the market and select a developer	30-Sep-2015		
<b>Status</b>		<b>Note</b>	Milestones revised to reflect current work		

<b>Service:</b>	Housing & Regeneration			<b>Head of Service:</b>	Bob Livermore
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
F-08	Economic Development Strategy	Final Consultant's Economic Development Study and Action Plan	31-Aug-2014	Yes	
		Draft Economic Development Strategy & Action Plan to Cabinet	31-Jan-2015	Yes	Report to Exec O&S Committee in November for pre-scrutiny ahead of Cabinet. Draft agreed for consultation (Jan-Feb) at January Cabinet.
		Cabinet approval of Strategy & Action Plan	17-Mar-2015		
<b>Status</b>		<b>Note</b>	The ED Study provides a robust evidence base that will inform the ED Strategy, information such as levels of deprivation, skills and qualifications, employee numbers. This information will help to shape new projects that will improve the life chances of residents, having a direct and positive impact on the equalities agenda		

<b>Service:</b>	Transformation / Housing & Regeneration		<b>Head of Service:</b>	Shaun Walsh / Bob Livermore	
<b>Action</b>	<b>Description</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>
F-09	Preparing for Universal Credit (including Financial Inclusion)	Complete draft FI strategy	01-May-2014	Yes	Work on the draft FI strategy within H&R has been completed.
		Initial engagement with DWP	23-Jun-2014	Yes	Go-live date for West Lancs announced for 15 September.
		Delivery Partnership Agreement (DPA) sign off	31-Aug-2014	Yes	DPA signed and dispatched to DWP 25th September
		Mobilisation and transition activity	15-Sep-2014	Yes	All elements of UC delivery framework implemented by go-live date.
		Scheduled go-live of UC in West Lancs (1st cohort only)	15-Sep-2014	Yes	Went live on schedule – including extended cohort – single and couples
		On-going review of UC delivery model in West Lancs	31-Mar-2015		Review will commence following Go-live.
		Finalise FI strategy and present to Cabinet	tbc		Strategy and action plan currently being drafted and due to be completed at the end of March. A needs analysis exercise has been undertaken. Research into existing provision and methods to tackle the issues identified is being conducted.
<b>Status</b>		<b>Note</b>	The Council have an equality objective in relation to Financial Inclusion. The development of a strategy will have to have regard to some of the most vulnerable in society and full regard will be had to equality impacts throughout this work. A Universal Credit Task Group involving the Council, the local JCP Team and BTLS has been set up to manage implementation within West Lancs.		



**ARTICLE NO: 2D**

**CORPORATE & ENVIRONMENTAL  
OVERVIEW & SCRUTINY COMMITTEE**

**MEMBERS UPDATE 2015/16  
ISSUE: 1**

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**Article of: Assistant Director Community Services**

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

**Contact for further information: Mr Paul Adamson (Extn. 5241)  
(E-mail: [paul.adamson@westlancs.gov.uk](mailto:paul.adamson@westlancs.gov.uk))**

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**SUBJECT: HEALTH AND SAFETY STRATEGIC PLAN – 6 MONTHLY  
MONITORING REPORT – OCTOBER 2014 – MARCH 2015**

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**Wards affected: Borough wide**

## **1.0 PURPOSE OF ARTICLE**

- 1.1 To provide the 6 monthly monitoring report on the progress made in relation to the Health and Safety Strategic Plan 2014/15 (attached at Appendix 1).

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## **2.0 HEALTH AND SAFETY STRATEGIC PLAN**

- 2.1 The Health and Safety Strategic Plan 2014/17 was agreed by Council and is focused on delivering improvements so as to handle risk effectively and produce a performance management framework that enables the Council to demonstrate improvements made in the management of health and safety.

## **3.0 MONITORING**

- 3.1 Appendix 1 provides detailed information on the progress made against the 2014/17 Plan for the period October 2014 – March 2015.

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

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

## **5.0 FINANCIAL AND RESOURCE IMPLICATIONS**

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

## **6.0 RISK ASSESSMENT**

6.1 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.

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### **Background Documents**

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

### **Equality Impact Assessment**

The update is for information 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.

### **Appendix**

Appendix 1: Health and Safety Strategic Plan 2014/17 – 6 Monthly Monitoring Report for the period October 2014 – March 2015

Members Update H & S Strategic Plan 6 monthly monitoring report






**Health and Safety Strategic Plan  
2014/17  
6 Monthly Monitoring Report  
October 2014 – March 2015**

## Appendix 1

The Health and Safety Strategic Plan 2014/17 was adopted by Council on the 23rd July 2014.

This document monitors progress being made against the goals and objectives set down in the plan. It shows our medium term targets and the progress being made to fulfil those targets.

Below is the key to the table icons:

	Excellent progress towards meeting the objective.
	On target but progress requires monitoring to ensure completion.
	Not on target - Action required.

The information in this document relates to the period October 2014 - March 2015.



**Appendix 1**

**Goal 1:** *“The Council has the competence to identify hazards and ensure that risks are properly controlled.”*

**Objective 1.1:** *Further improve basic health and safety training for our workforce.*

2014/15 target	Our progress so far	
Ensure that all new starters complete an appropriate online modular health and safety induction programme.		A full list of all new starters is provided by HR on a quarterly basis, identified staff are then directed to complete the induction programme.
Identify HS training needs at the time of the annual development appraisal.		A specific requirement to identify Health and Safety training needs is included in the development appraisal checklist provided to managers. Training is available on the health and safety gateway both classroom based and e learning.
Include basic HS training needs identification in the risk assessment review process.		Basic Health and Safety training needs are assessed as part of the review process to ensure compliance, this then supplements the specific training needs that are identified by the assessor during the risk assessment review.

**Objective 1.2:** *Further develop and implement authority-wide training standards and guidelines.*

2014/15 target	Our progress so far	
Identify appropriate refresher training period for training that does not have a statutory refresh date.		The Health and Safety Unit has identified refresher periods for training courses that do not have statutory requirements and advise as appropriate. This information is included as part of the automatic notification system on the councils health and safety training database.
Pilot a competency framework for job roles and identify skills gaps and fill those gaps with appropriate training.		Progress has slowed due to work programme prioritisation, the framework is in place and street scene pilot assessments have been drafted.

**Objective 1.3:** *Further develop the competency of our workforce safety representatives.*

2014/15 target	Our progress so far	
Encourage attendance at the Corporate Health and Safety Committee meetings - both trades union representatives and non trades union representatives.		Employee representation has improved at recent meetings but attendance levels could be improved further. Discussions have taken place with the employee representation groups to promote the benefits of participation in the consultation process.
Develop a specific resource to assist workforce safety representative in carrying out their duties to further encourage an environment of consultation and cooperation		A dedicated resource has been developed and deployed on the Health and Safety Gateway which provides workforce safety representatives, both trades union appointed and non trades union appointed, with information and guidance about their rights, roles and responsibilities. A programme of joint workplace inspections has been proposed.

**Appendix 1**

<b>Objective 1.4:</b> <i>Increase senior managers' understanding of risk management in key areas of health and safety.</i>	
2014/15 target	Our progress so far
Identify key risk management areas for each service area.	 Key risk areas have been identified in our high risk work areas and are being addressed.
<b>Objective 1.5:</b> <i>Further develop competency standards for key roles in the management of health and safety.</i>	
2014/15 target	Our progress so far
Pilot key competencies for the roles of manager and supervisor with regard to health and safety management.	 Progress has slowed due to work programme prioritisation, the manager and supervisor assessments have been drafted for street scene services.
Provide appropriate health and safety management training for all managers and supervisors.	 Training has been provided for Managers by the Council Insurers during March 2015. Health and Safety Training Courses are provided and training is available on the Health and Safety Gateway both classroom based e learning and blended.
<b>Objective 1.6:</b> <i>Increase workforce understanding of accident/incident hazards and their control.</i>	
2014/15 target	Our progress so far
Ensure that appropriate staff participate in training related to accident/incident awareness.	 Training has been organised for staff by the council insurers to be carried out during summer 2015. Training is also available on the Health and Safety Gateway.
Identify high risk groups who require more detailed and specific training.	 High risk groups have been identified and a training programme is being developed.
Update the "toolbox talks" to include more specific references to accident/incident hazards and their controls.	 Update complete.
<b>Objective 1.7:</b> <i>Further develop 'good practice' guidance and tools that can be used to improve hazard awareness and risk control.</i>	
2014/15 target	Our progress so far
Publish "good practice guides" for specific identified areas of work.	 Good practice guides have been published for street scene services and housing and regeneration.
Continue to review our suite of health and safety performance standards to maintain good practice.	 Health and safety performance standards are reviewed and updated in line with legislative changes and the findings of our management and risk assessment reviews.
<b>Objective 1.8:</b> <i>Continue to work with other organisations to improve competency in the Council.</i>	
2014/15 target	Our progress so far
Develop working relationships with other local authorities within Lancashire.	 The health and safety unit attends the Lancashire Local Authorities Health and Safety Information Exchange and has regular contact with colleagues in Lancashire Councils on health and safety matters.





**Goal 2:** *“The Council will have strong and sustainable leadership in health and safety.”*


**Objective 2.1:** *Continue to promote strong leadership that is visible to the workforce.*

2014/15 target	Our progress so far	
Commitment from Leader, Councillors and Managing Directors		Approval of and Statement in Strategic Plan, Managing Directors chairmanship of Corporate Health and Safety Committee. Standing item on Management Team Agenda with more detailed quarterly reports.
Provide regular updates for Members with regard to the progress of the plan.		6 monthly monitoring report.


**Objective 2.2:** *Further develop the competency of our health and safety leaders.*

2014/15 target	Our progress so far	
Refresher training for Members, Managing Directors and Heads of Service.		Zurich refresher training for Managing Directors /Heads of Service and Members completed.
Health and Safety Training for Senior Managers/Managers.		Training Programme in place monitored at Development Appraisal. Refresher training for Senior Managers provided by Zurich completed March 2015.


**Objective 2.3:** *Ensure all leaders actively lead and participate in activities and initiatives.*

2014/15 target	Our progress so far	
Commitment from Managing Directors and Heads of Service to fully support and participate in agreed health and safety activities and initiatives.		Commitment through quarterly Corporate Health and Safety Committee meetings and regular Service Health and Safety Committees reporting into the Corporate Committee.


**Objective 2.4:** *Demonstrate to the wider workforce that senior management at the highest level are accountable for the delivery of improved health and safety performance.*

2014/15 target	Our progress so far	
Re-issue the corporate health and safety policy to all staff with a covering note from the Leader/Managing Directors reaffirming the Council’s commitment to health and safety.		Corporate Health and Safety Policy review completed with minor changes made to the management structure, no material changes have been made to the policy as a whole.

**Objective 2.4:** *Ensure Elected Safety Representatives are championed and supported by senior management.*



2014/15 target	Our progress so far	
Support and implement a series of workplace inspections with safety representatives which include management participation.		A programme of joint workplace inspections has been proposed. Awaiting a response from the employee representative groups before a definite programme can be implemented.

**Appendix 1**



The findings of any safety representative inspections to be responded to within a specified time period.		Health and safety performance standard under development, once completed it will be circulated to all interested parties for consultation.
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**Goal 3:** *“Our workforce will be fully engaged in health and safety.”*


**Objective 3.1:** *Continue to actively seek workforce engagement and participation in key health and safety activities.*

2014/15 target	Our progress so far	
Continue to hold regular Service Health and Safety meetings.		Meetings held in all Service areas.
Issue regular health and safety newsletter, topic specific guidance and toolkits, ‘tool box talks’ and information leaflets.		The health and safety newsletter is published to an agreed timetable and the other documents are published as and when deemed appropriate.

**Objective 3.2:** *Identify and remove any remaining barriers to workforce engagement.*



2014/15 target	Our progress so far	
Ensure a proactive approach to health and safety and good communication.		The Health and safety unit continues to promote a proactive rather than reactive approach. Communication is taking place from the Corporate Health and Safety Committee to the Service Health and Safety Committees and vice versa.
Ensure we maintain a consistent style of health and safety management.		Health and Safety management training is available for managers and supervisors.

**Objective 3.3:** *Continue to identify and share examples of workforce engagement ‘good’ practices.*

2014/15 target	Our progress so far	
Share examples of workforce engagement good practices between service areas.		This is effectively promoted via the Health and Safety Unit, the Newsletter and through the Corporate Committee.



**Goal 4:** *“We will continue to raise standards and continually improve our health and safety performance.”*

**Objective 4.1:** *Further Develop a suite of leading and lagging health and safety performance measures that can be used to monitor progress.*





2014/15 target	Our progress so far	
Maintain suite of performance standards.		Suite maintained.
Start work on a discussion document to further develop a suite of leading and lagging Performance indicators.		A Health and Safety discussion document has been drafted and will be circulated as part of the consultation process in May 2015.

**Appendix 1**


**Objective 4.2:** *Further improve the use of available health and safety information and data to inform decision making.*

2014/15 target	Our progress so far
Continue to refine the health and safety gateway on the intranet.	 Further improvements made to the health and safety gateway which includes dedicated search facilities for each micro site.
Publish all available risk assessments on the appropriate service micro site.	 Ongoing programme of risk assessment review, update and publication.

**Objective 4.3:** *Continually improve the quality of incident investigations and their follow-up.*

2014/15 target	Our progress so far
Ensure that all appropriate data and documentation is uploaded on to the Health and safety records management data base.	 All accident records and associated documentation is being uploaded. All available employee health and safety training records are being deployed to the database.
All appropriate managers and supervisors to be trained in accident/incident investigation and follow-up.	 Training programme being provided by the Council's insurance company Zurich.
Managers to be provided with full and detailed investigation and follow up reports on request.	 All accident records and associated documentation has been uploaded to the records management data base and managers are being trained in it's use.
Provide administrator level access to the Insurance Officer to enable quick information sharing for those cases likely to end up as claims	 Temporary administrator access provided utilising one HS unit license (due to maternity leave). A dedicated license is required, subject to available funds, as once the temporary HS/training officer is in post the license will be required by the HS Unit.

**Objective 4.4:** *Continue to raise standards in those areas of health and safety management that will provide a sustainable improvement in health and safety performance.*


2014/15 target	Our progress so far
Maintain health and safety culture within the Council.	 The Council is continuing to operate an open and honest health and safety management system that promotes employee involvement.

**Objective 4.5:** *Maximise the use of common processes to improve health and safety management.*

2014/15 target	Our progress so far
Standardise procedure across the service areas to ensure that the procedures and forms published on the health and safety gateway are used consistently.	 A programme of information, education and training is taking place to ensure consistent compliance.
Identify any areas of local good practice in specific service areas that can be transferred effectively for implementation in other service areas.	 The Health and Safety Unit continue to implement and also via Corporate Health and Safety Committee.



**Appendix 1**

**Objective 4.6:** *Expand our links to identify and adopt risk management techniques and solutions from other similar organisations*



2014/15 target	Our progress so far
Expand our involvement in the Lancashire local authorities safety group, IOSH local groups and the Merseyside Construction group.	 Health and safety unit representation.

**Goal 5:** *“Health and safety issues will be effectively communicated across the Council.”*


**Objective 5.1:** *Communicate the health and safety vision, strategy, organisation and activities to all stakeholders in an effective and consistent way.*

2014/15 target	Our progress so far
Include health and safety as a standard agenda item on all service management meetings.	 Included as a standard Agenda item for all meetings.
Continue to promote the use of the health and safety gateway as an effective way to communicate the health and safety vision, strategy, organisation and activities to all interested parties.	 The health and safety gateway has been updated and improved to provide the user with a better experience. All the Council’s health and safety documentation is available and easily accessible. The health and safety newsletter is used to promote the health and safety message. A Presentation was made to Senior Managers Lunch on 20 January 2015.

**Objective 5.2:** *Actively seek the views of stakeholders and account for these views in decision making.*

2014/15 target	Our progress so far
Actively involve staff and safety representatives in the risk assessment process.	 A programme of task based risk assessments has been established supported by a specific health and safety performance standard.
Actively encourage and support a series of planned employee safety representative workplace inspections.	 The facility to arrange and conduct workplace safety inspections is an integral part of the Council’s health and safety policy. The corporate health and safety committee are actively encouraging this process.

**Objective 5.3:** *Provide prompt and consistent feedback to stakeholders on their contributions.*



2014/15 target	Our progress so far
Implement an effective and efficient system to respond to the submission of forms, reports and suggestions in a timely and appropriate manner.	 The health and safety unit has improved the turn around time for forms submitted via the health and safety gateway. Accident reports are processed and, where appropriate, investigation reports generated in a timely fashion.

**Appendix 1**


**Objective 5.4:** *Keep the workforce informed about health and safety activities and initiatives and provide prompt feedback on their contributions.*

2014/15 target	Our progress so far	
Continue with the publication of the health and safety newsletter.		The health and safety newsletter is published on a regular basis in both electronic and hard copy formats
Ensure that the information gleaned from the various health and safety committee meeting is cascaded down through the management structure.		Team Briefings delivered.
Revive the system of email health and safety alerts.		Format for delivery has been updated.

**Objective 5.5:** *Continually improve the quality and level of shared 'good practice' and learning from accidents and incidents.*


2014/15 target	Our progress so far	
Ensure that all appropriate managers and supervisors gain training in risk management and accident and incident investigation.		Training is available both classroom based, e-learning and blended and monitored via Development Appraisals. Zurich are also providing training as part of our insurance arrangements.
Share good practice and any lessons learned from accidents/incidents via the Corporate Health and Safety Committee.		Standing Agenda item.

**Objective 5.6:** *Identify opportunities and implement solutions to further improve communications across the Council.*


2014/15 target	Our progress so far	
Establish a programme of regular scheduled health and safety fact finding inspections of specific work areas within each service with managers and nominated members of staff.		Informal inspections led by the Assistant Directors have proved useful and the Health and Safety Manager is formalising this process.

**Goal 6:** *"Health and safety issues will be effectively communicated across the Council."*

**Objective 6.1:** *Ensure that where the Council supports activities undertaken by others, consideration of the adequacy of health and safety arrangements will be part of the selection process.*

2014/15 target	Our progress so far	
Ensure that pre tender health and safety evaluation checks are carried out on contractors prior to the contract letting.		Engagement and control of contractor's procedures examined, evaluated and updated and to continue to be used.

**Appendix 1**

<b>Objective 6.2:</b>	<i>Ensure that all contract and partnership documentation adequately addresses health and safety performance and suitable monitoring arrangements are established to ensure the level of performance required is met.</i>	
2014/15 target	Our progress so far	
Ensure that contract and partnership documentation adequately addresses health and safety performance and suitable monitoring arrangements are established to ensure the level of performance required is met.		Appropriate content to be included in documentation with support from the Health and Safety unit as required. Contractors engaged by the Council are monitored with regard to health and safety performance with assistance from the Health and Safety unit as necessary.



**ARTICLE NUMBER: 2E**

**CORPORATE AND  
ENVIRONMENTAL OVERVIEW  
AND SCRUTINY COMMITTEE**

**MEMBERS UPDATE 2015/16  
ISSUE: 1**

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<b>Article of:</b>	<b>Borough Treasurer</b>
<b>Relevant Managing Director:</b>	<b>Managing Director (People and Places)</b>
<b>Relevant Portfolio Holder:</b>	<b>Councillor C. Wynn</b>
<b>Contact for further information:</b>	<b>Mr J Smith (Ext 5093)</b> <b>E-mail: <a href="mailto:Jonas.smith@westlancs.gov.uk">Jonas.smith@westlancs.gov.uk</a></b>

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**SUBJECT: ANNUAL VAT REPORT 2014/2015**

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## **1.0 PURPOSE OF ARTICLE**

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

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## **2.0 BACKGROUND**

2.1 The Accountancy Service has the following objectives for accounting for VAT:

- minimise the Council's VAT liabilities
- raise the profile of VAT within the Authority
- develop and improve VAT processes and procedures.

- 2.2 One of the means of achieving these objectives is the production of an Annual VAT Report for Members.

### **3.0 ACCOUNTING FOR VAT**

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

### **4.0 VAT MANAGEMENT AND PERFORMANCE**

#### **VAT Returns**

- 4.1 The Council generally expends more on VAT than it collects from its own activities. This is because most of its own activities are not classed as being carried out for business purposes and VAT is, therefore, not applicable. As such, the monthly VAT Returns reclaim the net VAT from HMRC by the Council. During 2014/2015, the Council paid a total of £5,606,307 VAT to suppliers and received a total of £1,071,610 VAT from its own customers. This resulted in a net total of £4,534,697 being reclaimed from Revenue and Customs. The average VAT return for 2014/2015 was £377,891 comprising, £467,192 due from Revenue and Customs and £89,300 due to them. Table 1 shows how these values compare to the previous financial year of 2013/2014:



<b>Table 1 - VAT Return Comparison: 2014/2015 to 2013/2014</b>		
	2014/2015 £'000	2013/2014 £'000
Total VAT:		
Paid to Suppliers	5,606	5,262
Received from our own Customers	1,071	922
Reclaimed from Customs and Excise	4,535	4,340
Average Monthly VAT:		
Paid to Suppliers	467	439
Received from our own Customers	89	77
Reclaimed from Customs and Excise	378	362

### **VAT Penalties**

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

### **De Minimis Calculation (Partial Exemption)**

- 4.3 Exempt activities for VAT purposes are defined in the VAT Act 1994 and cover 15 categories. Local Authorities can only reclaim VAT paid to their suppliers for its exempt activities providing that this is less than 5% of the total VAT paid to suppliers. For this Council, this is usually in the region of £250,000 per year. If this threshold is exceeded, the Council would be liable to pay the full value of its exempt VAT to Revenue and Customs, i.e. around £250,000.
- 4.4 The Vat team monitor exempt expenditure throughout the year to ensure that the Council does not exceed the 5% margin. In recent years the percentage has not been greater than 2% and for 2014/15 it was 1.19% again well within the threshold.
- 4.5 The Council will take specialist advice, if appropriate, when projects that may affect its vat position substantially are undertaken, for example large scale capital

projects. In addition such issues are raised with HMRC to inform them of the project and the proposed vat approach the Council is undertaking.

### **VAT Manual and Training**

- 4.6 The Council has a VAT manual, which is available on the Council's intranet and was last updated in June 2014. Details on vat issues are also included in the Finance Budget Manual which is published on the Intranet.

### **Overall Performance**

- 4.7 Management of the VAT function within the Authority is a well established process. For 2014/15 the monthly vat return to HMRC was always completed on time. HMRC inspections in previous years have been undertaken with the result that the Council's processes and procedures have been given a clean bill of health. The Authority is part of a Lancashire wide Council networking group whereby VAT topics and issues of a common interest can be raised. This promotes good practice across the Councils and the latest VAT topics are discussed in order to maximise performance.

## **5.0 RECENT VAT DEVELOPMENTS**

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

### **VAT on Off-Street Car Parking**

- 5.2 Local Authorities can provide off-street parking where for the purpose of relieving or preventing congestion of traffic it appears to be necessary to provide within their area suitable parking places for vehicles. The output VAT levied for this function has been subject to legal proceedings by a group of Councils, commonly referred to as the Isle of Wight case. It is a complex and technical issue, which may result in the Council not levying output VAT for this service area. This may mean that the amount of Vat levied to date by the Council may be repaid to the Authority at some future date. Protective claims are submitted to HMRC annually to safeguard the Council's Vat position, and the sum involved to the end of the 2014/15 financial year will be in excess of £1.5m.
- 5.3 On the 16<sup>th</sup> October 2012 a First Tier (Tax) Tribunal found in favour of HMRC with regards this case, i.e. that VAT is applicable to Off-Street Car Parking charges. However, an appeal was lodged by Isle of Wight Council and others with the Upper Tribunal and although no judgement has been released at the time of writing, Councils are still able to submit requests to stand over further appeals.

- 5.4 A separate issue emerged in 2014/15 in relation to car parking fees. Previously when a customer overpaid parking fees the Council paid over the VAT associated with the total payment received. In fact VAT is only applicable to the cost of parking, any overpayment is considered a donation and is not subject to VAT. The Council will therefore save approximately £2,500 per annum in overpaid output VAT.

### **Trade Refuse**

- 5.5 The Council submitted a VAT claim to HMRC in respect of Trade Refuse Collection income for a sum in the region of £155,000 plus interest. This activity had been reclassified by HMRC as non-business and therefore VAT should not have been charged to Clients. In October 2014, HMRC wrote to the Council and offered to pay 20% of the total claim as settlement. This was the standard settlement offered to all Local Authorities with Trade Waste claims outstanding and was calculated by HMRC based on test cases. The Council therefore accepted the offer, as did all Lancashire district Councils and in December 2014 received a payment of £32,375 from HMRC.
- 5.6 HMRC have been defending a case called the Littlewoods case whereby Littlewoods are claiming that an overpayment of VAT was settled by HMRC plus a simple interest payment but that it should have been a compound interest payment. In May 2015 the Court of Appeal agreed with Littlewoods but HMRC may appeal to the Supreme Court. If compound interest is allowable some commentators estimate that it would mean a substantial extra payment to Littlewoods, possibly in excess of £1 billion. This may have positive implications for previous claims that WLBC have submitted, namely the leisure claim whereby the Council received in excess of £1million.

## **6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY**

- 6.1 There are no significant sustainability impacts or Community Strategy implications associated with this Update.

## **7.0 RISK ASSESSMENT**

- 7.1 The formal reporting of performance on VAT is part of the overall management and control framework that is designed to minimise the financial risks facing the Council.

## **8.0 SUMMARY**

- 8.1 Value Added Tax is a technical and complex area and mistakes can be costly to the Council. The Accountancy team strive to ensure that the Council's VAT liabilities are minimised and VAT recovery is maximised by developing and improving VAT processes and procedures.
- 8.2 The possibility of recovering VAT in relation to car parking and trade refuse claims, would, if successful, provide a significant benefit for the Council in these difficult financial times.

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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 Article.

### **Equality Impact Assessment**

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

### **Appendices:**

None.



**ARTICLE NO: 3A**

**CORPORATE OVERVIEW &  
SCRUTINY**

**MEMBERS UPDATE 2015/16  
Issue: 1**

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**Article of:** **Managing Directors**

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**SUBJECT: RESPONSE TO CONSULTATION ON PROPOSAL TO AMEND  
LEGISLATION RELATING TO COMBINED AUTHORITIES AND  
ECONOMIC PROSPERITY BOARDS**

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## **1.0 PURPOSE OF ARTICLE**

1.1 To advise Members of the Council's response to a recent Government consultation.

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## **2.0 BACKGROUND**

2.1 The Department for Communities and Local Government issued a consultation paper in December 2014, seeking views by 26 January 2015, on Government's proposals for amending provisions within Part 6 of the Local Democracy, Economic Development and Construction Act 2009 (relating to combined authorities and economic prosperity boards). It proposed to make the changes to legislation through a Legislative Reform Order.

2.2 The consultation paper was circulated to all Councillors in December, and can be found by following this [link](#). In order to respond within the timescale for comments a response was produced and provided under delegated authority in consultation with the Leader of the Council.

## **3.0 RESPONSE**

3.1 A copy of the Council's response is set out at Appendix A to this Article.

#### **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.

#### **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.

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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 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**

A. Response To Consultation on Proposal to Amend Legislation Relating to Combined Authorities and Economic Prosperity Boards – 26 January 2015.



**Kim Webber B.Sc., M.Sc**  
**Managing Director (Transformation)**

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KW/PW

26 January 2015

Helen Bamford  
Department for Communities and Local Government  
North East Zone  
Floor 2  
2 Marsham Street  
London SW1P 4DF

Dear Ms Bamford

**RESPONSE TO CONSULTATION ON PROPOSAL TO AMEND LEGISLATION RELATING TO COMBINED AUTHORITIES AND ECONOMIC PROSPERITY BOARDS**

We refer to the letter from Paul Rowsell of 19th December 2014 seeking comments on proposals to amend legislation relating to Combined Authorities and Economic Prosperity Boards.

Thank you for the opportunity to comment on the proposals. In general the proposals are to be welcomed in that they give greater flexibility to Councils in terms of arrangements for delivery of relevant functions. In relation to the questions posed the Council's observations are as follows:

- 1. Do you agree that the proposal to enable Local Authorities that do not have contiguous boundaries to form Combined Authorities and Economic Prosperity Boards will reduce the burden to collaboration? Why?**

Yes. The proposals will provide greater flexibility in the formation of Combined Authorities and in this regard the proposed safeguards are also important as referred to at Question 2.

**Joint Managing Director**  
**Gill Rowe LL.B (Hons) Solicitor : Managing Director (People and Places)**

**2. Do you agree that the proposed safeguards are necessary and sufficient? Why?**

The proposed safeguards are to be welcomed. In particular the new condition F with the intended safeguard c, "The Secretary of State must have regard to the likely effect of the creation of the Combined Authority or Economic Prosperity Board on surrounding areas", is helpful. This is because an unintended consequence of the changes could be that some District authorities within a County Council area are left out of Combined Authority arrangements. In this regard it is important that the definition of "the Councils concerned" includes those who neighbour on a proposed Combined Authority or would be otherwise affected by it.

It would also assist if an authority (District or County Council) could be a full member of more than one Combined Authority. (This is particularly important in respect of any proposal that does not include all authorities within a County Council or LEP area).

**3. Do you agree that the proposal to enable a County Council to delegate its function to a Combined Authority for part of the County Council's area will reduce a burden to collaboration? Why?**

Yes. This proposal will enable greater flexibility which is to be welcomed in the context of the above comments. It follows that it would also assist if the County Council were able to delegate its functions to more than one Combined Authority. This would allow for the situation where one or more of the Districts in a County Council area wished to be part of one Combined Authority, and other Districts part of another Combined Authority.

**4. Do you agree that the proposal to remove the review and scheme requirements for changes to Combined Authorities' or Economic Prosperity Boards' constitution, functions or funding will reduce a burden to collaboration?**

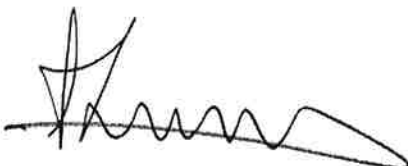
This change is welcomed and appears to strike the right balance in respect of reducing burdens and requiring safeguards and protections.

**5. Do you agree that the three proposed changes meet the pre-conditions for use of a Legislative Reform Order as set out above.....**

This is a matter for Government and is technical in nature.

Thank you once again for the opportunity to comment and we trust these observations are of assistance.

Yours sincerely



**KIM WEBBER AND GILL ROWE  
JOINT MANAGING DIRECTORS**





**ARTICLE NO.: 3B**

**CORPORATE & ENVIRONMENTAL  
OVERVIEW & SCRUTINY  
COMMITTEE**

**MEMBERS UPDATE 2015/2016  
ISSUE: 1**

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**Article of: Assistant Director Community Services**

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

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**SUBJECT: EXEMPTION FROM CONTRACT PROCEDURE RULES**

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Wards affected: Borough wide

## **1.0 PURPOSE OF ARTICLE**

1.1 To advise Members of a recent exemption from contract procedure rules.

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## **2.0 BACKGROUND**

2.1 The Council has in place robust rules and procedures, reflecting national and European regulations in relation to the procurement of goods and services.

2.2 However, there are certain occasions where, with appropriate reasons, officers can be approved to procure goods or services in a different way. The Council's Managing Director (People and Places) recently signed an exemption from the Contract Procedure Rules in relation to the procurement of an additional 3 CCTV cameras on the 15<sup>th</sup> June 2015.

## **3.0 ISSUES**

3.1 The exemption relates to Contracts Procedure rule 7. The estimated value of the contract exceeds £50,000 and as such, normally, tenders would be invited for the work.

3.2 This is not an issue that could be taken to Cabinet due to the timescales involved. The next Cabinet meeting that a report could have been taken to is the 15<sup>th</sup> September 2015. Generally, after placing an order it takes around 9 months for cameras to be operational. This is largely due to delays with external contractors such as BT and/or Electricity North West. A recent (required) public consultation exercise will have raised the expectations of the public in relation to

the cameras and waiting for the next Cabinet meeting immediately adds a further 3 months to the delivery of the cameras. Concern has previously been expressed by Members in relation to the delays experienced.

- 3.3 The Council has 95 operational CCTV cameras and a further seven due to be completed soon. All of these cameras will have been installed by the same company following two previous tender exercises. The company also (as part of one of the contracts) installed the CCTV suite and was responsible for all the relevant connections. The company also won a separate tender exercise in relation to the maintenance contract. As such they have an extensive knowledge of the system that they also designed. For technical/interoperability reasons a change in supplier would not be practical. Another company, with no experience of all the components of the system, could affect the operation of the system. Equally, with two different sets of engineers working on the system it could prove difficult to prove any liability for unforeseen faults.
- 3.4 As stated, our CCTV installation company have won two tender exercises. Based on our extensive dealings with them we have a good idea of the price of a camera installation and connection and are more than confident that, by entering into negotiations with them, we will ensure that the Council will get value for money.

#### **4.0 ADDITIONAL INFORMATION**

- 4.1 The impact of the proposed extension to the “Phase 2” contract was considered with particular regard to the new rules on contract modifications as set out in the Public Contracts Regulations 2015. Regulation 72 permits the addition to an existing contract of services or supplies “that have become necessary and were not included in the original procurement, where a change of contractor cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment...or would cause significant inconvenience or substantial duplication of costs for the contracting authority...provided that any increase in price does not exceed 50% of the value of the original contract”.
- 4.2 Cabinet Office guidance confirms that the 50% limit applies each time a contract is modified (i.e. not cumulatively), provided the change is not aimed at avoiding the procurement rules.
- 4.3 It was considered that the proposed “Phase 4” installation meets these legal, technical and economic tests, and extension of the existing contract was permissible under the new legislation and the exemption was granted.

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

- 5.1 Effective surveillance using overt CCTV systems is likely to reduce crime and/or the fear that is derived from criminal behaviours.
- 5.2 CCTV has a direct link to the Community Strategy in relation to improving safety.

## **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 6.1 There are no additional financial implications as the funding for “Phase 4” was identified as part of the Council’s budget setting process for 2015/16.

## **7.0 RISK ASSESSMENT**

- 7.1 This decision will be publicised via the Official Journal of the European Union (OJEU) procurement website and could be challenged. However, the size of the contract and the Council’s valid reasons for the decision are considered to make this unlikely.

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### **Background Documents**

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

### **Equality Impact Assessment**

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

### **Appendices**

None.





**ARTICLE NO: 3C**

**CORPORATE & ENVIRONMENTAL  
OVERVIEW & SCRUTINY  
COMMITTEE**

**MEMBERS UPDATE 2015/16  
ISSUE: 1**

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**Article of: Assistant Director Community Services**

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

**Relevant Portfolio Holder: Councillor John Hodgson**

**Contact for further information: Mr C Brady (Extn. 5125)  
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**SUBJECT: PARADES ROAD CLOSURES TOWN POLICE CLAUSES ACT 1847**

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Wards affected: Borough wide

## **1.0 PURPOSE OF ARTICLE**

- 1.1 To inform Members of recent changes in the way the Council deals with requests for road closures under the Town Police Clauses Act 1847.

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## **2.0 BACKGROUND**

- 2.1 A report was previously submitted to Cabinet on 21 July 2010 seeking approval for the Assistant Director Community Services to be given delegated authority to make Orders under Section 21 of the Town Police Clauses Act 1847.
- 2.2 At the meeting it was resolved that delegated authority be given to the Assistant Director Community Services to make Orders under Section 21 of the Town Police Clauses Act 1847.
- 2.3 In the report background information this decision was informed by the police resourcing and managing the traffic along the route of the parade.

### **3.0 CURRENT POSITION**

- 3.1 The police have recently notified local authorities within Lancashire that they are no longer in a position to resource and manage traffic arrangements at parades and will therefore not be in attendance for the purpose of traffic management. They will, however, continue to resource and manage traffic for Remembrance Day parades.
- 3.2 Lancashire County Council, in consultation with all Lancashire local authorities and the police, have produced a new draft guidance for road closure procedures using traffic management companies/stewards to manage traffic for these events rather than the police.
- 3.3 In light of the above, the existing procedure in relation to parades/processions has been amended to reflect this change. The procedure now being followed is :
- the event organiser will initially contact this Council directly regarding the event providing full details of traffic management arrangements and relevant insurance cover in relation to the proposed event
  - WLBC officers will then forward this information on to Lancashire County Council and the police for their consideration and approval
  - upon receipt of approval from both the County Council and the police, the Assistant Director Community Services will then instruct the Council's Legal Services section to make an Order under Section 21 of the Town Police Clauses Act 1847
  - copies of the sealed Order will be forwarded to the event organiser, the County Council and the police for their records
  - copies of the sealed Order will be posted on the event route by the event organiser
  - a copy of the sealed Order will also be placed on the Council's website and on the notice board outside the Council Offices at 52 Derby Street, Ormskirk.
- 3.4 The above amendments will sit alongside existing arrangements where Orders will continue to be made subject to a police presence being in place to deal with the traffic management of the event i.e. Remembrance Day Parades.

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

- 4.1 There are no significant sustainability implications associated with this update and in particular, no significant impact on crime and disorder.

### **5.0 RISK ASSESSMENT**

- 5.1 The actions referred to in this update are covered by the scheme of delegation to Members and it has not been necessary to make any changes in the relevant operational risk registers.

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### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this 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 an Equality Impact Assessment is not required

### **Appendices**

None.